

Forest Oaks II

Homeowners Association

Board of Directors Meeting August 21, 2025 Minutes

DATE and TIME

A regular meeting of the Board of Directors for the Forest Oaks II Homeowners Association was held on Thursday, August 21, 2025, at 5:30 p.m. at the Clubhouse.

CALL to ORDER-PRESIDING OFFICER

President JoAnna Medlen called the meeting to order at 5:33 p.m. Judy Tabbert was present.

QUORUM

A quorum was established with the following directors present:

JoAnna Medlen - President

Nancy Miller – Vice-president

Becky Avaritt – Secretary/Treasurer

Karen Stutzman – Director

Tonna Collins – Director

JoAnna reminded all present to not be talking to person beside them so others could hear and not speak without being addressed. JoAnna thanked all homeowners for coming out and attending the meeting.

MINUTES

Motion by Becky to accept the minutes, seconded by Tonna, motion carried, unanimously approved.

PRESIDENT'S REPORT

JoAnna stated the drainage work upfront had been done by the city at no cost to the HOA. It had taken a while to get it done but by working with the city it had been completed. The Airport Authority trimmed all the trees in the back area at no cost to the HOA. All of the dead Ash trees have been removed and 3 big pines that were considered a threat to the units on the end were cut down. All of the trees were trimmed back from the unit, or the limbs were raised so that they were not on any units. We have not cut back or trimmed trees for insurance reasons since 2019. Insurance companies, because of the wind damage now look at things like dead trees, large trees that could do a lot of damage, and limbs with less than 6 feet clearance and overhanging limbs. Forest Oaks insurance has increased by the lowest amount, and we want to keep it that way.

COMMITTEE REPORTS

Nancy requested the chair to read a letter in place of her report. The chair approved her request. Nancy requested the letter be part of the minutes. Motion by Tonna to enter the letter in the minutes, seconded by Karen, motion carried, unanimously approved.

FINANCIALS

Judy Tabbert presented the June and July financials. Judy reminded homeowners that the Board was making decisions based on balances in the column labeled "Excluding Accounts Receivable". Motion by Tonna to approve financials, seconded by Karen, motion carried, unanimously approved.

OLD BUSINESS

JoAnna stated the homeowner of Unit 1141 had submitted an Emotional Support Animal (ESA) request for a resident at her unit. The homeowner had provided the Board with information supporting the request. Motion by Tonna to approve the ESA request by Unit 1141 and to send a letter to the homeowner stating the request was approved, the ESA pet must follow the Pet Rules and Regulations, provide the Board with an updated statement for a healthcare provider by the June 2026 Board meeting, and the letter is to contain the healthcare providers contact information and treatment length, seconded by Becky, motion carried, unanimously approved. Motion by Nancy to enter letter submitted by the resident of Unit 1141 with the ESA pet into the minutes, seconded by Tonna, motion carried, unanimously approved.

Attorney gave a brief update on 2 cases on which he is working. He wanted to emphasize that all homeowners are to abide by the Amended and Restated Master Deed, the association rules and regulations, and policies. He will share with the Board in Executive Session later in the meeting certain details of the two cases, but progress is being made.

NEW BUSINESS

Linda Johnston addressed the Board about the use of debit cards by the Board and that JoAnna received a monthly payment from the association. She explained that under her as secretary, debit cards were taken out to handle small purchases and that the debit cards were strictly monitored and limits on amounts spent were set by the Board and the bank. That debit cards can be monitored better than having cash in a petty cash fund. That JoAnna did not and had never been paid a penny for all the work she does for the HOA. That JoAnna gave of her time, the use of her car, and gas to help out the HOA. She stated homeowners should come to the meetings and hear what is being done instead of listening to hearsay. And to come to the Board and ask the Board directly if they had a question. She thanked the Board for the opportunity to speak.

Motion by Nancy to approve the Architectural Modification Request for Unit 952 to repair the patio fence, seconded by Karen, motion carried, unanimously approved.

Motion by Tonna to change financial institutions to Southern Bank of Tennessee, seconded by Karen, motion carried, unanimously approved. Motion by Nancy to begin the transfer of funds in November to Southern Bank of Tennessee and to complete the transfer of funds by December 31, 2025, to close all accounts at SmartBank when all outstanding payments had cleared, seconded by Tonna, motion carried, unanimously approved.

Motion by Karen to change the meeting time of the December Directors meeting to 4:30 pm to allow the Board more time prior to the annual meeting, seconded by Tonna, motion carried, unanimously approved.

Motion by Tonna to approve the lawncare contract with Procut, seconded by Karen, motion carried, unanimously approved.

Motion by Tonna to hire Mark Polk as the association's new legal counsel to represent the association, seconded by Karen, motion carried, JoAnna, Becky, Karen, and Tonna aye, Nancy abstain due to being related to Mr. Polk. Motion by Tonna to send Mark Polk a proposed contract to be signed by JoAnna if accepted by Mr. Polk, seconded by Karen, motion carried. JoAnna, Becky, Karen, and Tonna aye, Nancy abstain.

Karen presented a work request from Unit 1110 to repair cracked patio as the result of a tree that used to be outside of the patio area. A letter from Bassett Structural Engineering was presented. Mr. Bassett upon review of the area provide the Board with a letter stating the cracking of the patio area was not due to a tree encroaching on the patio area. Motion by Tonna not to repair the patio at Unit 1110 based on the information from Mr. Bassett but the HOA would extend the gutters in the patio area further away from the unit and fill the space between the patio and the foundation with dirt, and request that the homeowner extend the HVAC PVC piping away from the foundation of the unit at her cost as recommended by the structural engineer, seconded by Becky, motion carried, unanimously approved. Motion by Becky to send the homeowner a letter stating the Board's decision, including the letter from the structural engineer, and that the HOA will do the work on redirecting the HVAC drain away from the unit and charge the homeowners account with the cost, and that any other recommendations by the structural engineer were up to the homeowner to do if they wished, seconded by Tonna, motion carried, unanimously approved. Motion by Tonna to continue to monitor the patio area at Unit 1110 as recommended by the structural engineer, seconded by Becky, motion carried, unanimously approved.

Motion by Tonna to approve M.B. & Associates quote of \$15,000.00 to repair and replace downspout guttering and drainage, seconded by Karen, motion carried, unanimously approved.

Motion by Tonna to approve Procut's quote for additional lawncare services requested of \$5,000.00 that are outside of contract, seconded by Karen, motion carried, unanimously approved.

Motion by Becky to approve the additional cost of the tree removal and clean up of \$12,000 to Hughes Tree Surgery, the balance of which is to be paid in January 2026, seconded by Tonna, motion carried, unanimously approved.

JoAnn shared with the Board that an anonymous party had donated money in memory of Mr. Tenpenny to replace the front sign. The amount donated in Mr. Tenpenny's memory should be enough to cover all cost of a new sign. Any amount not covered by the donation, JoAnna will cover herself. JoAnna presented a proposed redesign of the sign. Motion by Becky to accept the donation that will flow through HOA funds and to approve the sign design submitted by JoAnna, seconded by Tonna, motion carried, unanimously approved. Nancy stated she would like to thank the donor for the funds for the new sign.

Motion by Karen to change the Forest Oaks II Association Procedure to Enforce Compliance with the Amended and Restated Master Deed, By-laws, and Rules and Regulations effective September 1, 2025, seconded by Nancy, motion carried, unanimously approved.

Motion by Tonna to approve the changes to the Exterior Décor R&R, the Clubhouse R&R, the Lawn décor R&R, the Personal Landscape R&R, and the Swimming Pool R&R, seconded by Nancy, motion carried, unanimously approved.

Motion by Becky to approve the changes to the Request for Approval for Architectural Modification form, the Clubhouse Usage Agreement, and the Extension Request, seconded Karen, motion carried, unanimously approved. Motion by Nancy to have all forms on the website editable, seconded by Karen, motion carried, unanimously approved.

JoAnna asked Judy to share the budget information for 2026 year Elizabeth had left with her since she could not be at the meeting. Judy reviewed Elizabeth's preliminary 2026 budget analysis and presented the analysis on the screen for all to see. She then shared Elizabeth's comments on the budget analysis that broke down the difference in the possible 2026 budget options. The comments also reflected information shared with homeowners at the December 2024 Annual meeting about the reserve study required by Tennessee

law and the impact it would have on dues going forward. The cost and increase of ongoing expenses were also addressed in the comments. Judy shared that the current 2025 Maintenance budget had about \$20,000.00 left in it for the 2025 year.

Motion by Becky to turn all association matters over to the new attorney with the exception of the Estate of David Keith Young, seconded by Karen, motion carried, unanimously approved.

Motion by Becky to turn 3 delinquent accounts over to the new attorney for collection, seconded by Karen, motion carried, unanimously approved.

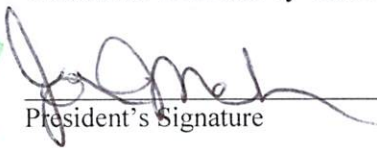
Motion by Becky to move the foreclosure on Unit 1121 to new counsel Mark Polk, seconded Tonna, motion carried, unanimously approved.

Motion by Tonna new counsel to research background checks on potential new homeowners, seconded by Karen, motion carried, unanimously approved.

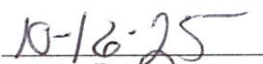
Motion by Karen to leave the Estate of David Keith Young with Michael Craig, seconded by Tonna, motion carried, unanimously approved.

ADJOURNMENT

The next regularly scheduled meeting will be held on Thursday, October 16, 2025, at 5:30 p.m. at the Clubhouse. A motion by Tonna to adjourn, seconded by Karen, motion carried, unanimously approved.

X 

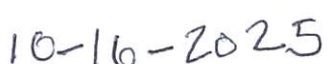
President's Signature



Date

X 

Secretary's Signature



Date

Forest Oaks II

Homeowners Association

August 14, 2025

To Whom It May Concern:

It has been reported that as the President of Forest Oaks II Homeowners Association that I am receiving payment of \$2,500.00 a month from Forest Oaks II HOA funds. I, nor any other Board member, is receiving any type of payment for services rendered to the Forest Oaks II HOA. All Forest Oaks II Board of Directors serve the HOA and give of our time and service freely to ensure continued high standards for Forest Oaks II.

The Board of Directors voted and approved that as President I could approve emergency projects and payments up to \$2,500.00 a month. The Board reviews any such emergency expenditures at the following Board meeting. All expenditures are under review by the Forest Oaks II Board of Directors.

No member of the Forest Oaks II Board of Directors has a credit card in the name of Forest Oaks II HOA. The President and Secretary/Treasurer of the Board of Directors are authorized to have a debit card in the name of Forest Oaks II. No charge(s) on the debit card may exceed more than a \$500.00 per day and is capped at \$1,500.00 a month. Receipts for all expenditures on the debit card are provided to the bookkeeper. The HOA no longer maintains a petty cash fund but uses a debit card payment method as it is more secure and monies are easier to track than the cash involved with a petty cash fund.

One way the Board of Directors serves the Forest Oaks II community is by directing maintenance of the Common and Limited Common Elements. A **Work Request** is to be submitted to Board member Karen Stutzman to notify the Board of any needed maintenance of a Common or Limited Common Element. Please take the time to complete a Work Request if you see any maintenance that needs the Board's attention.

If there are any continuing questions you might have in regard to expenditures or maintenance at Forest Oaks II, please turn in a Request to Address the Board to the Secretary/Treasurer, Becky Avaritt.

Sincerely,



JoAnna Medlen
President
Forest Oaks II Board of Directors

Forest Oaks II
Preliminary 2026 Budget Options
For 07/15/25 Budget Committee Meeting

07/15/25		2026 Budget					10450	Comments
	2025 Budget	Option 1 Reserves Same As 2025	Option 2 Add \$30,000 More to Reserves	Option 3 Reserves Study Baseline Funding	Option 4 Reserves Study Full Funding			
Monthly Homeowners' Dues	\$ 350	\$ 380	\$ 400	\$ 475	\$ 480			
Income								
Homeowners dues	\$491,400	\$ 533,520	\$561,600	\$ 686,900	\$ 673,920	117 units		
Late fees	1,000	1,000	1,000	1,000	1,000	Estimated 2025 actual		
Working capital fee (when unit sells)	1,800	2,700	2,700	2,700	2,700	\$450 per unit sold; assumes 6 units sold in 2026; added to Reserves (see below)		
Transfer fee (when unit sells)	1,200	1,800	1,800	1,800	1,800	\$300 per unit sold; assumed 6 units sold in 2026		
Other/Fines	-	-	-	-	-	Now budgeted under Transfer Fee		
Interest income	3,500	3,500	3,500	3,500	3,500	Estimated 2025 actual		
Clubhouse income	-	-	-	-	-	Estimated 2025 actual		
Total Income	498,900	542,520	570,600	675,900	682,920			
Expenses								
Administrative								
Legal	7,800	7,800	7,800	7,800	7,800	Mike Craig - \$400/month + \$3,000 for special contracts and attending board meetings		
Accountant	500	500	500	500	500	Estimated 2025 actual; 1099's and tax return		
Administrative asst.	17,836	17,836	17,836	17,836	17,836	Salary \$16,200; FICA \$1,236; unemployment tax \$400		
Office expense	3,464	4,596	4,596	4,596	4,596	Quickbooks \$133/month; Copies, postage, office and clubhouse supplies \$3,000		
Pool phone/internet	2,280	3,240	3,240	3,240	3,240	\$270/month		
Website	3,365	4,065	4,065	4,065	4,065	Per James at Softwazer		
Social	500	500	500	500	500	Condo gatherings; \$0 spent YTD May 2025		
Subtotal administrative	35,745	38,537	38,537	38,537	38,537			
General								
Electric	10,500	11,000	11,000	11,000	11,000	Estimated 2025 actual		
Water	700	800	800	800	800	Estimated 2025 actual		
Pest control	-	-	-	-	-			
Subtotal general	11,200	11,800	11,800	11,800	11,800			
Maintenance								
General maintenance	65,958	65,958	65,958	65,958	65,958			
Pool contract	6,504	6,504	6,504	6,504	6,504	Hunt Pools \$542/mo.		
Lawn care	115,900	138,400	138,400	138,400	138,400	Procut assume \$11,000/mo. until 08/31/26; assume 10% increase 09/01/26		
Landscaping	20,000	30,000	30,000	30,000	30,000	Estimated 2025 actual; tree trimming and removal		
Gutters (roof gutters cleaning)	3,500	3,500	3,500	3,500	3,500	Remove debris from gutters as needed		
Subtotal maintenance	211,862	242,362	242,362	242,362	242,362			

Forest Oaks II
Preliminary 2026 Budget Options
For 07/15/25 Budget Committee Meeting

07/15/25		2026 Budget				10450	<u>Comments</u>
	2025 <u>Budget</u>	Option 1 <u>Reserves</u> Same As 2025	Option 2 <u>Add</u> \$30,000 More to <u>Reserves</u>	Option 3 <u>Reserves</u> Study Baseline <u>Funding</u>	Option 4 <u>Reserves</u> Study Full <u>Funding</u>		
Monthly Homeowners' Dues	\$ 350	\$ 380	\$ 400	\$ 475	\$ 480		
<u>Insurance/licenses/taxes</u>							
Insurance	85,751	91,974	91,974	91,974	91,974		08/25-07/26 1 year policy: \$87,852; assume 20% increase 08/26
Federal income taxes	600	650	650	650	650		2025 actual; income taxes on interest income
Licenses	400	400	400	400	400		2025 actual; pool permit + annual filing fee to state of TN
Subtotal Insurance/licenses	86,751	93,024	93,024	93,024	93,024		
Total operating expense	345,558	385,723	385,723	385,723	385,723		
Net operating income	153,342	156,797	184,877	290,177	297,197		
Additions to Reserves							
Painting reserve	35,000	35,000	35,000	35,000	35,000		Goal: sufficient funds to paint in 2031
Roof reserve	88,000	88,000	88,000	88,000	88,000		Assume current roof lasts 22 years/next roofing in 2036
Roof reserve - interest	3,242	3,664	3,664	3,664	3,664		To stay on track with funding schedule
Paving/concrete	2,200	2,200	2,200	2,200	2,200		
Siding	19,800	19,800	19,800	19,800	19,800		
Termite control reserve	-	-	-	-	-		Instead of separate reserve, reflect in ongoing repairs/maintenance expense
Contingency	3,300	3,300	3,300	3,300	3,300		
Working capital fee	1,800	2,700	2,700	2,700	2,700		Received from new owner when unit is sold
Additional-meet Res. Study rec.	-	-	30,000	138,277	145,880		Decide how to allocate before prepare final budget
Subtotal reserve additions	153,342	154,684	184,884	290,941	300,544		
Net income (loss)	\$ -	\$ 2,133	\$ 213	\$ (764)	\$ (3,347)		

Forest Oaks II
Homeowners' Association
P. O. Box 12321, Murfreesboro, TN 31729
www.forestoaks2.com

SPECIAL CALLED BOARD of DIRECTORS MEETING

August 29, 2025

DATE and TIME

A special called meeting of the Board of Directors for the Forest Oaks II Homeowners Associations was held on Friday, August 29, 2025, at 11:00 a.m. at the Clubhouse.

CALL to ORDER – PRESIDING OFFICIER

JoAnna Medlen called the meeting to order at 11:20 a.m.

QUORUM

A quorum was established with the following directors present:

JoAnna Medlen – President

Becky Avaritt – Secretary/Treasurer

Karen Stutzman – Director

Tonna Collins- Director

ITEMS for SPECIAL CALLED MEETING

Change to Pet Rules and Regulations

Motion by Karen to drop the weight restrictions in the pet rules and regulations, 5A and to read no more than two dogs, Becky seconded, motion carried, JoAnna, Becky, Karen aye, Tonna abstained.

ADJOURNMENT

Motion by Becky to adjourn, seconded by Karen, motion carried, unanimously approved.

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SPECIAL CALLED BOARD of DIRECTORS MEETING

October 13, 2025

DATE and TIME

A special called meeting of the Board of Directors for the Forest Oaks II Homeowners Associations was held on Monday, October 13, 2025, at 1:30 p.m. at the Clubhouse.

CALL to ORDER – PRESIDING OFFICIER

JoAnna Medlen called the meeting to order at 1:50 p.m. Meeting was delayed due to Executive Session held prior to the meeting at a homeowners request.

QUORUM

A quorum was established with the following directors present:

JoAnna Medlen – President

Nancy Miller – Vice-president

Becky Avaritt – Secretary/Treasurer

Karen Stutzman – Director

Tonna Collins- Director

ITEMS for SPECIAL CALLED MEETING

Request to Approve Architectural Modification

Motion by Becky to approve Unit 1138 request to replace windows, Nancy seconded, motion carried, unanimously approved.

ADJOURNMENT

Motion by Tonna to adjourn, seconded by Karen, motion carried, unanimously approved.