

# Forest Oaks II

## Homeowners Association

### Board of Directors Meeting October 16, 2025 Minutes

#### DATE and TIME

A regular meeting of the Board of Directors for the Forest Oaks II Homeowners Association was held on Thursday, October 16, 2025, at 5:30 p.m. at the Clubhouse.

#### CALL to ORDER-PRESIDING OFFICER

President JoAnna Medlen called the meeting to order at 5:32 p.m. Judy Tabbert the administrative assistant 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 of the rules of conduct during the meeting and that homeowners scheduled to address the Board had 5 minutes to speak. JoAnna thanked all homeowners for coming out and attending the meeting.

Nancy made a motion to add to the agenda rescinding an approved item at the August meeting regarding insertion of a letter from a homeowner into the minutes, seconded by Becky, motion carried, unanimously approved.

Motion Becky to change the order of the old business to place the motion to rescind an approved motion first, seconded by Nancy, motion carried, unanimously approved.

#### MINUTES

Motion by Tonna to accept the minutes and strike the letter from the minutes if the motion to rescind passes, seconded by Karen, motion carried, unanimously approved.

#### PRESIDENT'S REPORT

JoAnna shared the front entrance sign had been updated and replaced. Thanks to donated funds of \$1,745.00 from an anonymous donor the Board was able to have the sign replaced prior to when the reserve study said it should be. The only thing asked by the donor was that the sign be done in Mr. Tenpenny's memory because he had wanted a new sign up for a long time. There is a lot of stuff being said around the community that is not right. If you want to know the answer to something, come to the meetings and hear what is said and come to talk to the Board. Just a reminder that the city does not have to come in here pick up the trash in Forest Oaks, since the city does not own the streets. The city has asked that trash be in the cans with the

lid closed and the handle pointing out. When leaving loose trash by the can that means one of the guys with the truck has to get out and pick it up. They do not have to pick up the loose trash. If it is not in the can they can just leave it. But mostly we do not want any complaints about Forest Oaks going to the city because we might lose out trash pickup service. If we loose that then we will have to bring in dumpsters and that is an additional cost. Last a big thank you to Mike McMillen for the bows and decorating he has done. Barbara Bell a long-time realtor in Murfreesboro stopped me and told me how nice the place looked and that it looks better than ever.

## **COMMITTEE REPORTS**

Tonna wanted to thank Mike MsMillen and Barry Tidwell with Procut for all the work the two of them had done at no cost to the association.

## **FINANCIALS**

Judy Tabbert presented the August and September financials. Judy reminded homeowners that the Board was making decisions based on balances in the column labeled "Excluding Accounts Receivable." Judy reviewed the funds from the special assessment for rotten wood and delaminated wood. Those funds were placed in the Painting Reserve and on October 16, 2025 there was \$84,521.06 to do repairs related to rotten wood and delaminated wood. The focus for 2025 had been on rotten wood and continuing to work on rotten wood in 2026 with the focus on delaminated wood. Elizabeth was asked if she had any comments. She would hold her comments until the budget review. Motion by Karen to approve financials, seconded by Tonna, motion carried, unanimously approved.

## **OLD BUSINESS**

Motion by Nancy to rescind the motion of August 21, 2025 to place a letter from a resident in the minutes of the meeting, seconded by Tonna, motion carried, unanimously approved.

The Board reviewed the Work Request from Unit 1132 and found that no drainage issues were not the associations to cover and pay for. Motion by Nancy that the HOA had involved a professional and had done everything needed to address the issue stated by the homeowner and had determined the drainage issue was not the HOAs to cover and pay for and that going forward the homeowner would address any drainage problems stated in the Work Request at her expense, and to close Unit 1132 Work Request, seconded by Karen, motion carried, unanimously approved.

JoAnna called on Elizabeth to present a budget analysis for the 2026 budget. Elizabeth stated that the budget process is long and that we were about half way through the process and that the final budget would not be voted on until the December director's meeting. Elizabeth directed the Board attention by to last year when a Tennessee law required HOAs to have a reserve study done by January 1, 2025 to assess if HOAs had enough money in reserve accounts to handle future maintenance cost. The reserve study showed everything the HOA needed to put money into the reserve fund to cover other than the roofs and painting that had been the focus. The reserve study showed that the HOA was underfunded and that reserve funding needed to be increased. Last year after receiving the reserve study the Board decided to increase the reserve fund by doing incremental increases in the dues rather than doing a large special assessment to fully fund the reserve fund. Elizabeth provided the board with a handout with an analysis of the 2026 budget needs to fund operating cost and continue to increase the funds in the reserves. The analysis had several options for the Board to review starting with the dues being set at a rate that reserves would same the same as the current year, a rate at to add \$23,000 to the reserves, or rate that would result in full funding of the reserves. Elizabeth reviewed how each option would affect operating funds and reserves in the 2026 budget current level. Elizabeth asked the Board for any comments, questions, or was there any other options they may want her to look at in preparing for the 2026 budget. Nancy stated the HOA must continue to make progress

in building our reserves. Nancy asked Judy for an update on the special assessment. Judy reported that all homeowners had received the Special Assessment notification and that homeowners had until April 25, 2025 to report which payment option they had chosen. At this time 18 homeowners have paid the full \$1,200.00. Nancy requested that Judy add this to the website fee schedule and the newsletter.

There are no legal updates to report for the October meeting.

## **NEW BUSINESS**

There is no request to address the Board.

Motion by Tonna to approve the Architectural Modification Request for Unit 1105 to repair through bracing the small side part of the patio fence, seconded by Karen, motion carried, unanimously approved.

Tonna stated that the new owner of Unit 914 did wish to maintain the personal landscape area at her unit. The bed was a beautiful bed and would be a good bed for the HOA to have as it was nice to see as you came into the place. Motion by Becky for the HOA to takeover and maintain the personal landscape bed at Unit 914, seconded by Karen, motion carried, unanimously approved.

JoAnna stated there had been a request to amend the lawncare contract, if the contractor would agree and there would be no additional cost to extend mowing through the month of October, but after reviewing the contract it was found that the current contract already includes mowing through the month of October. So, there is no action to take on this business.

Motion by Nancy to explore and research alternative ways and vendors to provide phone service through Forest Oaks II's direct phone line, seconded by Karen, motion carried, unanimously approved.

JoAnna shared there had been a problem with the installation of fences by Star Fence. The installation had been poor, and it had been very upsetting to homeowners with the mess their new fence was in. Motion by Tonna to suspend approval of Star Fence to install patio fences at Forest Oaks II, seconded by Karen, motion carried, unanimously approved.

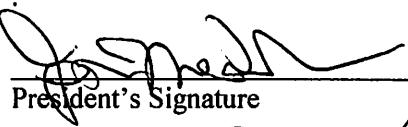
Judy was asked to share the forms to be used in preparation for the annual homeowners meeting. Nancy asked that Proxy must be present at the annual meeting to the proxy form. Motion by Becky to approve all forms for the annual meeting, with the change requested on the proxy form and the timeline for providing homeowners with notifications and forms for the annual meeting, seconded by Nancy, motion carried, unanimously approved.

Motion by Tonna to enforce the current charges on a delinquent account that had come before the Board, seconded by Becky, motion carried, Tonna aye, Karen aye, Becky nay, Nancy nay, JoAnna aye.

There is no new delinquent accounts. Motion by Tonna to adjourn, seconded by Karen, motion carried.

## ADJOURNMENT

The next regularly scheduled meeting will be held on Thursday, December 11, 2025, at 4:30 p.m. at the Clubhouse. A motion by Tonna to adjourn, seconded by Karen, motion carried, unanimously approved.

  
President's Signature

12-11-25  
Date

  
Secretary's Signature

12/11/25  
Date

*Forest Oaks II*  
*Homeowners' Association*  
P. O. Box 12321, Murfreesboro, TN 37129  
[www.forestoaks2.com](http://www.forestoaks2.com)

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**SPECIAL CALLED BOARD of DIRECTORS MEETING**

October 28, 2025 Minutes

**DATE and TIME**

A special called meeting of the Board of Directors for the Forest Oaks II Homeowners Associations was held on Monday, October 28, 2025, at 10:00 am at the Clubhouse.

**CALL to ORDER – PRESIDING OFFICIER**

JoAnna Medlen called the meeting to order at 10:00 a.m. and Judy Tabbert was in attendance.

**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

Nancy called for a motion to add adjust the account of the homeowner of Unit 909. Motion by Tonna add adjustment of Unit 909 to the agenda, seconded by Karen, motion carried, unanimously approved.

**ITEMS for SPECIAL CALLED MEETING**

**Adjustment to the Account of Unit 909**

**Homeowner Request**

**Review of Homeowner Accounts Pending Litigation and potential accounts**

Becky asked Judy to share the information received from the association's prior legal counsel. Judy stated she had received an email from the attorney stating he had found a payment the owner of Unit 909 had given him in June, in his escrow account and would be sending the HOA a checking for that amount. The homeowner had accrued late fees since June of 2025 thru October of 2025 due to the oversight. Other than the monies the attorney was sending and the late fees the homeowner was current.

Motion by Nancy to credit the account of Unit 909 with the amount received from the attorney and to remove any late fees accessed June 2025 thru October of 2025 from the account, seconded by Tonna, motion carried, unanimously approved.

Went into Executive Session at 10:15 am

Returned from Executive Session at 10:30 am

Motion by Tonna to invite homeowners, not already in legal proceedings, with delinquent accounts to an executive session on November 24, 2025 at a scheduled time to review adjusting accounts, creating a payment plan or paying a lump sum, and how payment would be made, seconded by Becky, motion carried, unanimously approved.

Motion by Tonna to turn the homeowner(s) over to the attorney to begin legal proceedings if the executive session does reflect a positive outcome on the delinquent accounts, seconded by Karen, motion carried, unanimously approved.

**ADJOURNMENT**

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

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**SPECIAL CALLED BOARD of DIRECTORS MEETING**

November 13, 2025 Minutes

**DATE and TIME**

A special called meeting of the Board of Directors for the Forest Oaks II Homeowners Associations was held on Thursday, November 13, 2025, at 12:30 am at the Clubhouse.

**CALL to ORDER – PRESIDING OFFICIER**

JoAnna Medlen called the meeting to order at 12:35 a.m. and Judy Tabbert was in attendance.

**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**

**Waive “Payment Policy” to accept payoff**

**Waive accrued interest since turned over to attorney and the certified mail of 10/31/2025**

**If Payment is made in full attorney to be contacted to remove lien on Unit 1017**

Motion by Tonna to waive the Payment Policy for the one-time large payment of an outstanding balance of Unit 1017, with the payment to be receipted by the bookkeeper and witnessed by a Board member, seconded by Karen, motion carried, unanimously approved.

Motion by Karen to waive interested accrued since date account was turned over to legal counsel to present and the cost of the certified letter cost of October 31, 2025, seconded by Tonna, motion carried, unanimously approved.

Judy was asked to share the lien on Unit 1017. Tonna asked if the lien would be removed if the account was paid. The Board was directed to what the lien stated. That the amount in the lien for Forest Oaks would have been paid but there are attorney fee and cost to file included in the lien that is outside of the payment to Forest Oaks. Becky stated yes that it was mentioned before that there could be attorney cost we were unaware of.

Motion by Tonna to provide documentation to the attorney that filed the lien that Forest Oaks II HOA had received all outstanding cost and the homeowner had a zero balance on their Forest Oaks II HOA account, seconded by Karen, motion carried, unanimously approved.

**ADJOURNMENT**

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

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**SPECIAL CALLED BOARD of DIRECTORS MEETING**

December 10, 2025 Minutes

**DATE and TIME**

A special called meeting of the Board of Directors for the Forest Oaks II Homeowners Associations was held on Wednesday, December 10, 2025, at 10:45 am at the Clubhouse.

**CALL to ORDER – PRESIDING OFFICIER**

JoAnna Medlen called the meeting to order at 10:53 a.m. and Judy Tabbert was in attendance.

**QUORUM**

A quorum was established with the following directors present:

JoAnna Medlen – President

Becky Avaritt – Secretary/Treasurer

Karen Stutzman – Director

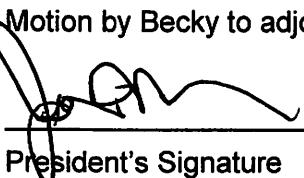
**ITEMS for SPECIAL CALLED MEETING**

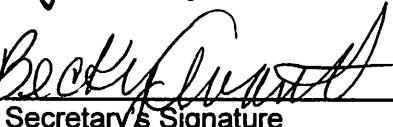
**Resolution to Designate Authorized Representative(s) for Treasury Management Services**

Motion by Karen that the president of the Forest Oaks II Homeowners Association has authority, as an authorized representative, to enter into and execute an agreement for treasury management services with Southern Bank of Tennessee as stated in the Treasury Management Services agreement, and Becky Avaritt, as Secretary/Treasurer of the Forest Oaks II Homeowners Association has authority, as an authorized representative, to enter into and execute an agreement for treasury management services with Southern Bank of Tennessee as stated in the Treasury Management Services agreement, and Judy Tabbert as bookkeeper of the Forest Oaks II Homeowners Association will have any powers in the Treasury Management Services agreement bestowed on her by the President and Secretary/Treasurer, as authorized representatives, , seconded by Becky, motion carried, unanimously approved.

**ADJOURNMENT**

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

  
President's Signature

  
Secretary's Signature

12-11-25

Date

12-11-25

Date

*BT*