

Forest Oaks II

Homeowners Association

Board of Directors Meeting February 16, 2026 Minutes

DATE and TIME

A regular meeting of the Board of Directors for the Forest Oaks II Homeowners Association was held on Thursday, February 19, 2026, at 5:30 p.m. at the Clubhouse.

CALL to ORDER-PRESIDING OFFICER

President JoAnna Medlen called the meeting to order at 5:34 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

JoAnna reminded all present to keep the talking down during the meeting. JoAnna thanked all homeowners for coming out and attending the meeting.

JoAnna asked Nancy to chair the meeting for her.

PRESIDENT'S REPORT

JoAnna stated she wanted to say Thank you to Mike McMillen for the beautifully decorated Valentine tree and decorations on the mantle. Mike also provided Valentine Party prizes. Thank you to Barry for bringing his chainsaw and cutting up the downed tree limbs from the ice storm. Cutting up the tree limbs and hauling them off are not in his contract. He did not rake the area afterwards as was pointed out by homeowners but that also is not in his contract. He saw it needed to be done and he did it. What Barry and Mike did was a no cost to the homeowners and we really appreciate it.

COMMITTEE REPORTS

Karen asked that homeowners to turn in Work Request to report maintenance needs or to have work done by the association. Work Request are addressed as emergency repairs, general maintenance repairs, and cosmetic repairs. A Work Request must be received for any action to be taken. Homeowners are not to engage vendors to do work that has not been authorized, or the additional cost of the work can be added to the homeowners account. Interfering with vendors as they work could cost all homeowners more money by increasing the time the vendor spends on a job. Homeowners will be notified if the request is approved or not.

CONSENT AGENDA

The consent agenda is noncontroversial items, previously discussed items, and procedural items. Would any Board member like for an item on the consent agenda to be removed for debate? No request to remove.

Motion by Karen to approve the consent agenda, seconded by JoAnna, motion carried, unanimously approved.

FINANCIALS

The bookkeeper presented the December and January financials. Elizabeth was asked for any comments on the financials. Elizabeth reviewed the reserves and reminded homeowners to look at the column labeled "Excluding Accounts Receivable". The bookkeeper shared the accounts receivable amount has changed significantly as the settlement of the estate with a large accounts receivable amount had been settled, and the accounts receivable reflects the settlement. Elizabeth gave an update on the special assessment account. Motion by Becky to approve financials, seconded by Karen, motion carried, unanimously approved.

OLD BUSINESS

Motion by Becky to replace boots and make repairs when identified and to replace downspouts as needed, seconded by JoAnna, motion carried, unanimously approved.

Motion by Karen to approve the revisions to the Insurance Rules and Regulations, seconded by Becky, motion carried, unanimously approved.

Motion by Karen to approve the Notification form, seconded by JoAnna, motion carried, unanimously approved.

There were no updates on legal proceedings with the attorney.

NEW BUSINESS

Three homeowners addressed the Board either in person or by letters to be read. The owner of Unit 1111 wanted to Thank the Board for the quick response to the repairs to her unit following the ice storm. Unit owners 1116 and 1124 wanted to Thank the Board for all they did for the association, their time they gave at no cost to the homeowners, and how good the association looked under self-management.

Unit 1026 made a written request to allow occupancy of 1026 by an occupant other than the homeowner until the sale of the unit was completed. Motion by Becky to approve the occupancy request for 60 days at which time the association was to be provided with documentation of ownership or vacate the unit, seconded by Karen, motion carried, unanimously approved.

Karen stated that all gutters, carport gutters, and carport panels had not been cleaned since 2019 and a bid request needed to go out to have all gutters, carport gutters, and carport panels cleaned. Motion by Becky to send out a bid request to have all gutters, carport gutters, and carport panels cleaned, seconded by JoAnna, motion carried, unanimously approved. Motion by Karen to approve and send out the gutter and carport panel bid request with changes, seconded by Becky, motion carried, unanimously approved.

Discussion was opened on adding snow and ice removal to the maintenance cost or surveying homeowners. Discussion ended. Motion by JoAnna to put out a survey questionnaire on adding snow and ice removal to maintenance cost with the changes made to the proposed question, seconded by Becky, motion carried, unanimously approved.

Discussion was opened on whether to move replacement of the carport covers from 2040, as recommended in Reserve Study, to now or survey homeowners. Discussion ended. Motion by JoAnna to put out a survey

questionnaire on replacing the carport pans and gutters with the proposed option question #1, seconded by Becky, motion carried, unanimously approved.

Discussion on how to proceed with the repair of the cosmetic damage to the divider wall at Unit 905 was opened. Discussion ended. Motion by Becky to leave the repair of the divider wall, a limited common element up to the owners of Unit 905 and 907 as the cost of the repair would be the homeowners responsibility, seconded by Karen, motion carried, unanimously approved.

Discussion opened on revising the Parking Rules and Regulations to charge additional for vehicles parked in guest parking more than 14 days. Discussion ended. Motion by JoAnna to not revise the Parking Rules and Regulations to add an additional monthly charge for vehicles parked in guest parking for more than 14 days per month, seconded by Karen, motion carried, unanimously approved.

Becky shared that Article VI, Miscellaneous Provisions, #5 Mortgages and Notice to Board was not being followed and this had come to the Board attention as a result of the Town Hall meeting. Motion by Karen that all homeowners with a mortgage or a home equity line of credit (HELOC) to notify the Board of the name and address of his Mortgagee or HELOC and shall file a copy of the Mortgage with the Board, seconded by JoAnna, motion carried, unanimously approved.

Becky proposed moving \$50,000.00 from the reserves checking account to a CD to earn more interest. The reserve account is an interest-bearing account, but a CD would have a higher interest rate. Motion by Karen to take \$50,000,00 from the reserve account and open a CD account at Southern Bank of Tennessee, seconded by JoAnna, motion carried, unanimously approved.

Discussion opened on having an audit done of the financials or a record review. Becky shared after making some inquires could look at a full audit could run anywhere from \$3,000.00 to \$7,000.00 as a best estimate, a record review could run from \$1,500.00 to \$3,000.00, or survey homeowners. Discussion ended. Motion by Karen to put out a questionnaire survey to homeowners on doing a full audit using the proposed option #1 question. Motion failed for a lack of a second. Motion by Becky to put out a questionnaire survey about doing a full audit using the proposed question #2, seconded by JoAnna, motion carried, unanimously approved.

Becky reported no new delinquent accounts.

Motion by JoAnna to turn all legal matters involving Unit 1008 over to the attorney to litigate, seconded by Karen, motion carried, unanimously approved.

Vice-president Nancy Miller announced her resignation effective immediately by reading a letter. JoAnna thanked Nancy for serving the association and giving her time and energy to support the association and the Board and that her presence would be missed. She was encouraged to stay active in the association. Motion by JoAnna to accept Nancy resignation affective 2/19/2026, seconded by Becky, motion carried, unanimously approved.


Motion by Becky to appoint Karen to fill the office of vice-president, seconded by JoAnna, motion carried, unanimously approved. Karen accepted the appointment.

Nancy opened nominations from the Board to appoint a new Board member to fill her remaining term. Motion by Karen to nominate Courtney Carter to fill Nancy's remaining term as an officer, seconded by Becky, motion carried, unanimously approved.

JoAnna asked Nancy to adjourn the meeting as it was her last.

ADJOURNMENT

The next regularly scheduled meeting will be held on Thursday, April 16, 2026, at 5:30 p.m. at the Clubhouse. A motion by Nancy to adjourn, seconded by Karen, motion carried, unanimously approved.



President's Signature

4-16-2026
Date

X 

Secretary's Signature

4-16-2026
Date

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

SPECIAL CALLED BOARD of DIRECTORS MEETING

March 3, 2026

Minutes

DATE and TIME

A special called meeting of the Board of Directors for the Forest Oaks II Homeowners Associations was held on Tuesday, March 3, 2026, at 1:00 p.m. at the Clubhouse.

CALL to ORDER – PRESIDING OFFICIER

JoAnna Medlen called the meeting to order at 1:01 p.m. and Judy Tabbert was in attendance. JoAnna stated that Becky, as secretary, had appointed Tonna acting secretary for the meeting.

QUORUM

A quorum was established with the following directors present:

JoAnna Medlen – President

Karen Stutzman – Vice president

Tonna Collins – Director

Courtney Carter - Director

ITEMS for SPECIAL CALLED MEETING

Damaged Common Element

Motion by Karen that the homeowner of Unit 1017 will buy a new 65" TV to replace the damaged TV to the Clubhouse by March 11, by 3:00pm., seconded by Tonna, motion carried, unanimously approved.

Motion by Karen that the cost of the repairs to the Clubhouse wall and the mounting of the TV would be covered by the HOA, seconded by Tonna, motion carried, unanimously approved.

Motion by Karen that if the TV is not delivered to the Clubhouse by the given date, a 65" TV would be purchased by the HOA and the cost would be billed to the homeowner's account, seconded by Courtney, motion carried, unanimously approved.

ADJOURNMENT

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

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SPECIAL CALLED BOARD of DIRECTORS MEETING

April 3, 2026

Minutes

DATE and TIME

A special called meeting of the Board of Directors for the Forest Oaks II Homeowners Associations was held on Friday, April 3, 2026, at 12:00 p.m. at the Clubhouse.

CALL to ORDER – PRESIDING OFFICIER

JoAnna Medlen called the meeting to order at 12:01 p.m. and Judy Tabbert was in attendance.

QUORUM

A quorum was established with the following directors present:

JoAnna Medlen – President

Karen Stutzman – Vice president

Becky Avaritt – Secretary/Treasurer

Tonna Collins – Director

Courtney Carter - Director

JoAnna requested a motion to remove financials from the agenda. Motion by Tonna to remove financials from the agenda, seconded by Karen, motion carried, unanimously approved.

ITEMS for SPECIAL CALLED MEETING

Revisions to the Clubhouse Usage Agreement

Revisions to the Clubhouse Usage Agreement were shared and discussion as to the wording of the revisions ensued. Discussion ended.

Motion by Tonna to approve the revisions to the Clubhouse Usage Agreement and the Clubhouse Rules and Regulations as read, seconded by Becky, motion carried, unanimously approved.

Motion by Becky to make the changes retroactive and any homeowner that currently has the Clubhouse reserved will need to sign the current Clubhouse Usage Agreement, seconded by Tonna, motion carried, unanimously approved.

ADJOURNMENT

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