

FOREST OAKS II

HOMEOWNERS ASSOCIATION

Board of Directors Meeting June 18, 2026 Minutes

DATE and TIME

A regular meeting of the Board of Directors for the Forest Oaks II Homeowners Association was held on Thursday, June 18, 2026, at the Clubhouse.

CALL to ORDER – PRESIDING OFFICER

President JoAnna Medlen called the meeting to order at 5:32 p.m.

JoAnna appointed Karen Stutzman to lead the meeting, while stating she would retain her role as chair.

QUORUM

A quorum was established with the following directors present:

JoAnna Medlen – President
Karen Stutzman – Vice President
Becky Avaritt – Secretary/Treasurer
Tonna Collins – Director

JoAnna thanked all for coming and reminded those present not to speak unless recognized, to keep conversation with neighbors down, and to turn off phones.

VACANCY AND ELECTION OF DIRECTOR

Karen read a written resignation from Director Courtney Carter, dated June 4, 2026, citing health reasons. The Board accepted the resignation of Courtney Carter with regrets and thanks. Karen read Amended and Restated By-Laws, Article II, Board of Directors, Section 3 (Vacancies).

The Board asked for nominations to fill the unexpired director seat; Sarah Singer was nominated. Nominations were closed.

Motion by Tonna Collins for Sarah Singer to fill the director position formerly held by Courtney Carter, for the unexpired director seat, effective at the next convened meeting of the Board, with the director's term to expire December 18, 2027, seconded by Karen Stutzman, motion carried, unanimously approved.

Sarah Singer was announced as elected to fill the vacancy. Sarah was asked if she would accept the position and accepted. JoAnna thanked Sarah for serving.

OFFICERS

The Board was asked to determine officers from the new slate of directors: President – JoAnna Medlen, Vice President – Karen Stutzman, Secretary/Treasurer – Becky Avaritt, Director – Tonna Collins, Director – Sarah Singer.

AGENDA ADDITIONS/REMOVALS

Two items were requested to be added to the agenda: Old Business – send out mortgage notice; New Business – lawncare contract. Motion by Becky Avaritt to add sending the mortgage notice to Old Business and the lawncare contract to New Business, seconded by Tonna Collins, motion carried, unanimously approved.

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JoAnna Medlen President **Karen Stutzman** Vice President **Becky Avaritt** Secretary/Treasurer **Tonna Collins** Director
Sarah Singer Director

One item was requested to be removed from New Business: the town hall meeting. Motion by Becky Avaritt to remove the town hall meeting from New Business, seconded by Tonna Collins, motion carried, unanimously approved.

PRESIDENT'S REPORT

JoAnna reported that an engineer would be coming to look at the gutters, as some were still reported leaking even after cleaning. She reported that the asphalt in the back of the community was in poor condition and needed to be assessed, but that the Board wanted to see Huddleston Steele's recommendations before proceeding.

COMMITTEE REPORTS

Karen asked homeowners to please turn in a Work Request when requesting that work be done.

Tonna encouraged homeowners to enter the Personal Landscape Garden of the Month and Patio of the Month contests.

No other committees reported.

CONSENT AGENDA

Motion by Tonna Collins to approve the consent agenda, seconded by Becky Avaritt, motion carried, unanimously approved.

FINANCIALS

Judy Tabbert presented the financials and an assessment update, and Elizabeth Abernathy presented the reserves. Judy reviewed the March, April, and May financials. Elizabeth reviewed the March, April, and May reserves and commented on the financials. Judy gave an update on the 2024 assessment funds.

Motion by Becky Avaritt to approve the financials, seconded by Tonna Collins, motion carried, unanimously approved.

OLD BUSINESS

The mortgage notice was approved at the February 2026 meeting. The Board set the date to send the notice, the return date, and the method of delivery.

Motion by Tonna Collins to send the Mortgage Notice approved at the February meeting by June 23, 2026, with a return date of July 7, 2026, to be sent by USPS, seconded by Karen Stutzman, motion carried, unanimously approved.

Motion by Becky Avaritt to send an email reminder to homeowners who do not return the notice by July 7; to give an additional 10 days, after which a fine and an additional 10-day reminder would be issued if still not returned; and if still not returned, to turn those homeowners over to the attorney to obtain mortgage information, seconded by Tonna Collins, motion carried, unanimously approved.

Motion by Becky Avaritt that homeowners who change their mortgage company, refinance, or obtain a HELOC will notify the HOA of the change within 30 days of the change, seconded by Tonna Collins, motion carried, unanimously approved.

Motion by Becky Avaritt to table the Facebook item until the August Directors meeting, seconded by Tonna Collins, motion carried, unanimously approved.

Karen asked JoAnna for an update from the attorney. The association is waiting for service on all three delinquent accounts.

NEW BUSINESS

Carol Carolle addressed the Board; a Board member was asked to read her letter, and Becky Avaritt read the letter.

Lora Nethercutt addressed the Board regarding not receiving HOA emails, which were going to her spam folder. She requested that her \$100 fine and \$30 late fee be rescinded and refunded. She was thanked for addressing the Board, and her request was placed on the next Board agenda.

Scott Taylor addressed the Board regarding being fined for cutting back the shrubs beside his unit, stating that area was part of his Personal Landscape Area, and requested his fine be rescinded and \$100 refunded. He was thanked for addressing the Board, and his request was placed on the next Board agenda.

The Board reviewed the 2026 Reserve Study. The only items to be funded from reserves for 2026 are the Clubhouse HVAC and the entrance sign. The entrance sign does not need to be replaced, as a new sign was donated in 2025. The Clubhouse HVAC still functions but is at the end of its useful life; the electric company noted that the electric bill has been increasing because the unit is old and no longer running efficiently. This is a no-bid item, as it falls below the bid threshold.

Motion by Becky Avaritt for JoAnna Medlen to contact a vendor to install a new HVAC unit at the Clubhouse, seconded by Tonna Collins, motion carried, unanimously approved.

Motion by Becky Avaritt to table the siding on two units until the August meeting for further investigation, seconded by Tonna Collins, motion carried, unanimously approved.

The Board will address unit gutters and carport gutters together. Judy Tabbert was asked to share pictures of the cleaned gutters and carports. Homeowners continue to report problems with unit and carport gutters.

Motion by Becky Avaritt for JoAnna Medlen to contact structural engineers to inspect the reported units, as well as other units of concern, and provide a report to the association, seconded by Karen Stutzman, motion carried, unanimously approved.

Motion by Tonna Collins for JoAnna Medlen, pending the structural engineer's report, to contact Home Building Products regarding the carport pan at Unit 923, seconded by Becky Avaritt, motion carried, unanimously approved.

JB Softwarez offered a three-year IT and security services contract. Motion by Tonna Collins to approve a three-year contract and for JoAnna Medlen to enter into the agreement with JB Softwarez for IT and security services, to run from July 9, 2026 to July 9, 2029, seconded by Karen Stutzman, motion carried, unanimously approved.

Procut's lawncare contract includes an option to renew, offering a three-year contract with no cost increase. Motion by Becky Avaritt to approve the Procut contract and for JoAnna Medlen to enter into a three-year contract with Procut Lawncare and Landscaping, to run from September 1, 2026 to August 30, 2029, seconded by Tonna Collins, motion carried, unanimously approved.

Motion by Becky Avaritt to approve the purchase and installation of five security cameras and three access points from JB Softwarez at a cost of \$5,113.30, seconded by Tonna Collins, motion carried, unanimously approved.

No revisions were made to other association policies at this time.

Motion by Tonna Collins to eliminate the Unlawful Acts Rules & Regulations and the Lawn Décor Rules & Regulations, effective July 1, 2026, seconded by Karen Stutzman, motion carried, unanimously approved.

Motion by Becky Avaritt to approve the revision to the Fireplace and Smoke Detector Rules & Regulations, seconded by Tonna Collins, motion carried, unanimously approved.

Motion by Tonna Collins to combine portions of the Exterior Décor Rules & Regulations, Carport Cover Rules & Regulations, and Patio Fence Rules & Regulations into a new Alterations and Improvements Rules & Regulations, effective July 1, 2026, seconded by Becky Avaritt, motion carried, unanimously approved.

Motion by Tonna Collins to add portions of the Lawn Décor Rules & Regulations to the Exterior Rules & Regulations, effective July 1, 2026, seconded by Karen Stutzman, motion carried, unanimously approved.

Motion by Tonna Collins to add portions of the Lawn Décor Rules & Regulations to the Personal Landscape Rules & Regulations, effective July 1, 2026, seconded by Becky Avaritt, motion carried, unanimously approved.

Motion by Tonna Collins that all new and revised Rules & Regulations will be available on the website by July 1, 2026, and that hard copies will be provided to homeowners without website access, seconded by Becky Avaritt, motion carried, unanimously approved.

Tennessee Bill 2326, requiring HOAs to maintain a blanket fidelity bond equal to the reserve balance plus one-half of the aggregate annual assessment income, was signed into law. Motion by Becky Avaritt to increase the fidelity coverage to \$1,000,000.00 when insurance renews on August 1, 2026, seconded by Karen Stutzman, motion carried, unanimously approved.

Following a request to use the green area, the Board determined a need to establish rules similar to those for the Clubhouse regarding use of the green areas. Motion by Becky Avaritt to establish a Green Space Committee composed of two Board members and three homeowners, with the President appointing the committee chairperson and the chair appointing the remaining members, to propose a set of Rules & Regulations and an agreement similar to the Clubhouse Rules & Regulations and Agreement for the Board's consideration, seconded by Tonna Collins, motion carried, unanimously approved.

JoAnna asked Becky Avaritt to chair the committee. Becky accepted.

Motion by Becky Avaritt for the Green Space Committee to report back to the Board with the proposed Rules & Regulations and agreement at the October Directors meeting, seconded by Tonna Collins, motion carried, unanimously approved.

Following a request received at the last Board meeting to set aside a community garden plot area, the Board determined a need to establish an exploratory committee to examine the possibility of a community garden. Motion by Becky Avaritt to establish a Community Garden Exploratory Committee composed of two Board members and three homeowners, with the President appointing the committee chairperson and the chair appointing the remaining members, to provide the Board with a feasibility assessment of a community garden plot, taking into consideration prior advisement provided to the Board, seconded by Tonna Collins, motion carried, unanimously approved.

JoAnna asked Tonna Collins to serve as chairperson. Tonna accepted.

Motion by Becky Avaritt for the Community Garden Exploratory Committee to report back to the Board with the feasibility of a community garden plot at the October Directors meeting, seconded by Karen Stutzman, motion carried, unanimously approved.

There was nothing new to turn over to legal counsel at this time.

JoAnna announced the resignation of Administrative Assistant and Bookkeeper Judy Tabbert, effective June 25, 2026.

ADJOURNMENT

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

president@forestoaks2.com

President's Signature

secretary@forestoaks2.com

Secretary's Signature

08/20/2026

Date

08/20/2026

Date

CERTIFICATE *of* SIGNATURE

REF. NUMBER
P5ZWP-OU88O-2LL2Y-DBW3J

DOCUMENT COMPLETED BY ALL PARTIES ON
08 SEP 2026 20:28:00
UTC

SIGNER

EMAIL
SECRETARY@FORESTOAKS2.COM

TIMESTAMP

SENT
08 SEP 2026 19:13:35
VIEWED
08 SEP 2026 19:26:02
SIGNED
08 SEP 2026 19:44:39

SIGNATURE

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IP ADDRESS
143.103.174.4

LOCATION
BEAUFORT, UNITED STATES

RECIPIENT VERIFICATION

EMAIL VERIFIED
08 SEP 2026 19:26:02

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SENT
08 SEP 2026 19:13:35
VIEWED
08 SEP 2026 20:27:00
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08 SEP 2026 20:28:00

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IP ADDRESS
99.3.90.97

LOCATION
MURFREESBORO, UNITED STATES

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