

Board of Directors Meeting Minutes

Date: June 30, 2026

Meeting type: Special Board of Directors meeting

DATE and TIME

A special meeting of the Board of Directors for the Forest Oaks II Homeowners Association was held on Thursday, June 30, 2026, at the Clubhouse to discuss the topics outlined in the published agenda which is attached to these minutes as Exhibit A.

CALL to ORDER – PRESIDING OFFICER

President JoAnna Medlen called the meeting to order at 1:07 p.m and delegated the chair to Karen Stutzman while she leads the meeting.

Roll Call / Quorum

A quorum was established with 3 of 5 Board members present: JoAnna Medlen, Karen Stutzman, and Tonna Collins.

Director Resignation

The Board considered the resignation of Becky Avaritt as a Director.

Motion: Accept Becky Averitt's resignation.

Result: Passed 3–0.

Election of New Director

The Board considered nominations to fill the vacant Director seat.

Motion: Motion by JoAnna, Seconded by Tonna to elect Susan Mogan as Director to fill the remaining term of Becky Avaritt

Result: Passed. 3-0. Susan Mogan was elected as a Director.

Officers

The Board was asked to determine officers from the new slate of directors. **Action:** Tonna Collins was officially confirmed as Secretary-Treasurer.

President – JoAnna Medlin, Vice President – Karen Stutzman, Secretary/Treasurer – Tonna Collins.

Interim Administrative Assistant and Bookkeeper

The Board considered hiring Rachel Vincion as interim administrative assistant and bookkeeper to replace Judy Tabbert. 1099 contractor, 20hrs/week, \$320 per week.

Motion: Motion by JoAnna, seconded by Karen to hire Rachel Vincion as interim administrative assistant and bookkeeper.

Result: Passed 3-0.

Treasury Management Services

The Board considered authorizing treasury management services with Southern Bank of Tennessee due to the change in officers and resignation of Judy Tabbert.

Motion: Motion by JoAnna, seconded by Karen to authorize JoAnna Medlen, Tonna Collins, and Rachel Vincion to enter into a Treasury Management Services Agreement with Southern Bank of Tennessee.

Result: Passed 3-0.

Office Expense Reimbursement

The Board considered reimbursement of office expenses. The Board reviewed cost to obtain a computer for the HOA to be used (either by JoAnna or Rachel). With the resignation of Judy Tabbert, there isn't a computer available.

Motion: Reimburse office expenses pursuant to normal procedure. Approved purchase of new laptop not to exceed \$3k.

Result: Passed 3-0

Reserve Fund Discussion Only

The Board wants reserve accounting separated by project category for improved homeowner transparency. Rachel Vincion is to investigate and determine process.

Mortgage Compliance

The Board discussed the mortgage letter sent to homeowners. Rachel Vincion is authorized to send another request. No fines are to be generated at this time.

Adjournment

There being no further business, the special session was adjourned by the Chair at 3:01pm.