



**4100 Five Oaks  
Board of Directors' Meeting Minutes  
October 28, 2021**

Attending: Michael Sullivan, Katie Jones, Josh Lindgren, Brandon White, Cyndi Evoy, Donald Perry (guest), Heather Kroll (guest), Kyle Kroll (guest), and Judith Hollowood

Meeting called to order at 7:05

1. Review minutes – minutes accepted as written.
2. Number of Board members – Katie proposed that we move to 5 members for now, so that we can more easily have a quorum. Vote was unanimous. We will still work to increase the number of board members.
3. Trello board – Katie gave an overview on the Trello Board that will communicate to both Community Focus and the Board items that need to be worked on.
4. Work request log – The two items were sent with the financials (units 7 and 41) have been completed and one of the new items on the list is Unit 40 which has a sidewalk heave that is fairly large. The board needs to take a look at the walk. Josh has one quote for replacing the entire walk and will get a price for a lesser repair (just replacing one section). The other new item is a drain which goes under the grass near Unit 19 and drains their parking area. Josh will have the company which blows our roofs blow this drain pipe out when the roofs are cleaned.
5. Violations follow-up – Tabled
6. Trash can sticker distribution – Katie has ordered the stickers and will write a letter to accompany the numbers. Board members will distribute the stickers and letter to each unit.
7. Parking follow-up – The board will review options for adding lines and numbers for parking spots for each unit.
  - a. FYI: 11 new guest spots
  - b. Unit 28's second parking spot will be across from Unit 33 instead of across from 22. A sign has been ordered for identifying their personal spot.
  - c. notifications to homeowners – the new owner of Unit 30 will need to be notified that they will have to park on either side of the rose gardens. We will also be instituting a new policy on Jan. 1, regarding the gathering of tenant information from owners.

8. Lighting

- a. Capping or cutting the light poles – Cutting the light poles off so that they are not in view is a less expensive option than to remove the poles and the wires. Josh will send the estimate to the board for a vote.
- b. Lights at the mailbox - Donald (Unit 29) has a light for the mail house across Unit 22 and he will install it. Josh will do a tutorial on the lighting controls at a later date.
- c. Follow-up on Carolina Outdoor Lighting – they will replace the light currently on a dead tree. They will add more lights to near 29 and will add a couple more lights to the far side of the U. Josh is waiting for an estimate for the additional work.
- d. Michael has a bulb for the sign on the road near the fire hydrant and he will replace the burnt out one.

9. Josh handoff things to Brandon

- a. King's overview – tabled
- b. Financial walkthrough + review financials – tabled
  - i. Budget for planting around signs - tabled
- c. Explain insurances Five Oaks carries – tabled
- d. Q & A

Meeting adjourned at 8:15 pm.