



**4100 Five Oaks
Board of Directors' Meeting Minutes
February 27, 2023**

Attending: Cyndi Evoy, Judith Hollowood, Anne Briggs, and Laura Cigna

1. Call to Order – Meeting called to order at 6:03 pm
2. Review Minutes from January 16, 2022 – Anne moved and Laura seconded to accept the minutes as written. The vote was unanimous.
3. Review Financials –
 - A. Complete budget review for 2023 – the rest of the current budget was reviewed and several line items were proposed to be increased by 5%, in the new budget, as are the dues. The dues will be increased to \$189 per month.
 - B. Check to see when the decks were power washed and stained/painted – This may need to be added to the budget. – The decks were power washed and stained in 2021. Check with Josh and/or Brandon to see what the best practice would be.
4. Work Request Log –
 - A. Do we have an estimate to have the drains at the bottom of the community cleaned out? - On hold.
5. Home Owner Requests –
 - A. Request for a tree stump grinding or removal in front of Unit 53 – Take no action for now.
 - B. Unit 53 sidewalk repair – Done

Unit 53 Home Inspection report – all HOA responsible items are being addressed. Yes, and the home owners and the realtors are being updated.

- C. Unit 16 and the tree sap with solution - did you get her license number, Brandon? Yes.
- D. Was Unit 7 contacted about her request for garden space and composting - Yes
- E. Unit 27 Sidewalk request – Cyndi moved and Ann seconded to replace the sidewalk in front of Unit 27. The vote was unanimous.

F. Communication with all owners and residents – status – A draft of the letter to be sent to owners and residents will be sent to the board for review.

G. Was Unit 20 contact with the arborist's response – Yes

6. Lights – recent issues and solutions –

- A. Tampering problem - Who has the keys to the boxes? The keys are kept in the office.
- B. Light removal by arborists - Do we have an estimate for the restoration of the lights in the courtyard – Done. There are two extra lights which should be stored with the extra lights and globes stored at the clubhouse. Brandon should check with Josh to see where the globes, etc. are stored and add the two extra Carolina Lighting lights with them.

7. New Board members needed – a list of possible board members was collated and several members will get in touch with them to see if they will serve.

8. Date for annual meeting – The Board decided to hold the meeting on Monday April 17, 2023 at 6 pm.

9. Last Minute Items – None

The meeting was adjourned at 6:50 pm.