



**4100 Five Oaks
Board of Directors' Meeting Minutes
January 16, 2023**

Attending: Cyndi Evoy, Anne Briggs, Brandon White, Laura Cigna, Erica Seaman, and Judith Hollowood

1. Call to Order – Meeting was called to order at 5:58 pm
2. Review Minutes from November 21, 2022 – Judith moved and Anne seconded to accept the minutes as written. The vote was unanimous.
3. Review Financials – Anne and Brandon said the financials looked fine.
 - A. Begin budget review for 2023 – The board reviewed part of the budget with the view to revise the amounts we need to budget for next year.
 - B. Insurance communication – This was communicated for information for the Board only.
4. Work Request Log – Do we have an estimate to have the drains at the bottom of the community cleaned out? Not yet. Brandon was given more information about the request and the work to be done.
5. Home Owner Requests –
 - A. In response to an e-mail from Michael Sullivan there is a need for communications with all residents and owners, both e-mail and letters to residents regarding parking and trash removal as well as contact information for those units we are missing that data. – Judith will send out a draft of her letter to the rest of the board. Judith and Cyndi will remove the ottoman which is still sitting opposite Unit 19 and contact Durham-One-Call to have it removed from in front of Unit 51.
 - B. Request from Unit 47 and the solution – The Board declined to set a precedent for any changes like that one requested, so we let the deadline pass without action. The owner is free to make the change.
 - C. Unit 16 and the tree sap with solution - did you get her license number, Brandon? – We acceded to the owners' request to park in guest parking for

the time during which the pine sap drops. The timeframe should be fairly-short. Brandon will follow up for that information about the car.

- D. Unit 7 and the request for garden space and composting – Brandon will ask the owner to come up with a proposal for each part. The difficulty is that there is really no good space on out property for a garden with room and sunlight. There is space at the Clubhouse which might work. Also, a water source is a problem. Lastly, maintaining the area is an issue.
- 6. Unit 19 sidewalk repair decision – The board declined to do the repair at this time.
- 7. Lights – recent issues and solutions –
 - A. Tampering problem - Who has the keys to the boxes? – Brandon will check with Josh. The keys should be stored in the office. There has been no further tampering as far as any board member is aware.
 - B. Light removal by arborists – Brandon will get information and an estimate about re-hanging the lights that were left on the ground.
- 8. Tree removal – issues with removal – The company has removed all the trees they were contracted to remove as far as we know. The only questioned tree is the gum tree behind Unit 16. Anne will check when the trees start to leaf.
 - A. Unit 20 wants to have a tree removed because of tree roots will be left. Brandon will let the owner know that the Arborists don't believe that removing the tree will help with her problems.

4. Computer update – Not done.

5. Last Minute Items – None

Meeting adjourned at 7:11 pm