

CROWN OAKS PROPERTY OWNERS' ASSOCIATION

**MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF THE
CROWN OAKS PROPERTY OWNERS' ASSOCIATION**

August 24, 2023 at 6:30 PM at Montgomery Community Center

DIRECTORS PRESENT

Chris Carlson, President
Rick Schissler, Vice President
Brandon Parker, Treasurer
Natalie Littlejohn, Director
Jake Housman, Director

DIRECTORS ABSENT

Craig John, Director

DIRECTORS APPOINTED

Sharon Dunaway
Shaun Lawton

IN ATTENDANCE

Lindi Almendarez represented the managing agent, IMC Property Management.
There were six (6) homeowners present.

CALL TO ORDER

Due to notice of the meeting having been given and a quorum being present, the meeting was called to order at 6:39 PM. The President, Chris Carlson, presided and the managing agent assisted in recording the minutes. Chris discussed the new Board of Directors Meeting Rules, which were enclosed in the homeowners' meeting packets for their review. A ballot vote was taken by the current Board and tallied by Lindi Almendarez. Although absent, Craig John submitted his vote directly to Lindi via email. Chris Carlson read the results of the votes for the newly appointed Board members.

APPROVAL OF PREVIOUS MINUTES AND FINANCIALS

Financials for June were tabled to provide additional time for IMC to split out the Midsouth electric and water charges into their separate budget categories for clarity in the financial reports.

On a motion duly made by Rick Schissler, seconded by Natalie Littlejohn, the motion to table the financials and proceed to approve the minutes for the Board Meeting held on July 13, 2023 passed unopposed.

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RATIFICATION OF ACTION(S) TAKEN BETWEEN MEETINGS

In an effort to expedite performance of the obligations of the Association between meetings of the Board of Directors, by majority vote the Board members agreed to the following actions:

- o Expenditures & actions approved via email vote:
 - Extension of current landscape contract to 12/31/23 7/18/23
 - Website maintenance contract (\$50/month) 7/24/23
 - Replace downed Crown Lake light pole (\$1100) 8/14/23

COMMITTEE REPORTS

Committee Leaders

ACC – Nick and Kelly Carter

Entrances/Access/Security – Jake Housman

Communication /Social – Natalie Littlejohn

Roads/Drainage – Brandon Parker

Lakes – Craig John

Parks – Natalie Littlejohn

Landscape – No current chair

Long Term Planning – Rick Schissler

Finance – Brandon Parker

Architectural Control: No report as neither Nick nor Kelly Carter were present.

Access Control/Security: Jake Housman spoke of a minor gate issue that has since been corrected. Rick advised that there have not been any more complaints of gate remotes not working.

Communications/Social: Natalie Littlejohn spoke about the food truck nights that will begin in September. The community garage sale will take place on October 21, 2023. Natalie is still planning the Fall Festival and will have a date within a few weeks. Chris informed everyone that the website is ready to go live. The Board will access the link and register first to test the registration process after which an E-Blast will be sent to the community with a link and an invitation to register for access.

Roads/Drainage: Brandon Parker updated everyone that the repair and repaving nearly 1.6 miles of Crown Oaks Dr. is complete. The Roads Committee is exploring options for additional repairs and repaving this year. New road and park signs should be ready by next week, but new mounting hardware will be required for many of the signs. Chris proposed buying theft-resistance fasteners for the new and replacement signs and requested approval for up to \$600 for the purchase of brackets and fasteners. The motion to approve was made by Jake and was seconded by Brandon. The motion passed unopposed.

Lakes: Brandon Parker gave an update that the placing of the artificial fish habitat structures in Crown Lake near the dock has been completed.

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Landscape: Several of the front landscape shrubs were looking bad from the heat because for some unknown reason the sprinklers had been shut off. The sprinklers were turned back on and watering time increased for a week for recovery and will be reset subsequently. The shrubs are already sprouting new growth. Jake advised that he is looking into a water well for the community.

Long-Term Planning: Rick Schissler had no update at this time.

Parks: Natalie Littlejohn said the new playground equipment for the parks has arrived at the installer's yard and installation should begin after Labor Day, but no firm start date was yet available. Once the park is ready, a grand opening will be held. The new light pole at the Crown Lake dock has been installed and the electrician should install the light the week after Labor Day.

Finance: The Finance Committee will begin work on the 2024 budget soon.

MANAGEMENT REPORT

Lindi Almendarez spoke of IMC and provided her email to the residents as a point of contact for assistance. Lindi asked the residents to reach out to her for any updates or items owners would like to be added to the monthly newsletter.

OPEN FORUM

The Board responded to questions from the floor throughout the meeting on the following topics:

- Concerns about all the new development in the areas around Crown Oaks.
- Security in the neighborhood.

SCHEDULE NEXT MEETING

The next meeting of the Board of Directors of the Crown Oaks Property Owners Association will be held on October 26, 2023 at the Montgomery Community Center. This will be the Annual Meeting and the meeting time will be announced in the formal notice to be sent to all owners.

ADJOURNMENT

There being no further business, the Regular Meeting was adjourned to Executive Session at 7:56 PM.

Collections:

IMC is working with The Strong Law Firm to collect monies owed to the association.

ARC Applications: No report was given.

Deed Restriction Violations: Some discussion of violations, but no action taken.

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Work Orders: No report was given.

ADJOURNMENT

There being no further executive business, the Executive Session was adjourned at 9:00 PM and open session was reconvened.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:01 PM.

Respectfully Submitted:

Lindi Almendarez

Recording Secretary

Approved:

Christopher Carlson

Chairman of the Meeting

9/7/23

Date