

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

**November 13, 2023 at 6:30 PM at the Offices of IMC Property Management**

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**DIRECTORS PRESENT**

Chris Carlson, President  
Rick Schissler, Vice President  
Brandon Parker, Treasurer  
Craig John, Director  
Sharon Dunaway, Director  
Shaun Lawton, Director

**DIRECTORS ABSENT**

Natalie Littlejohn, Director

**IN ATTENDANCE**

Debbie Heaton represented the managing agent, IMC Property Management.  
One homeowner attended.

**CALL TO ORDER**

Due to notice of the meeting having been given and a quorum of Directors being present, the meeting was called to order at 6:30 PM. The President, Chris Carlson, presided and the managing agent assisted in recording the minutes.

**APPROVAL OF 2024 BUDGET**

The Finance Committee presented its recommendation for the 2024 annual budget for consideration and approval by the Board. Following summary discussion, on a motion duly made by Rick Schissler and seconded by Brandon Parker, said 2024 budget was unanimously approved by voice vote.

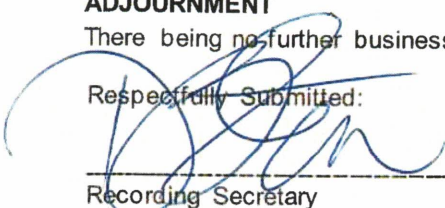
**APPROVAL OF 2024 ANNUAL ASSESSMENT**

The Finance Committee recommended the annual assessment be increased by \$100 to \$1450 for 2024 and explained that approximately one-half of the year-over-year increase is attributed solely to inflation with the remaining increase in the assessment due to cost increases for specific services exceeding the rate of inflation. Following Board discussion and further consideration, a motion was duly made by Brandon Parker and seconded by Craig John to approve the recommended 2024 assessment. The annual assessment for 2024 of \$1450 was approved unanimously by voice vote.

**ADJOURNMENT**

There being no further business, the Special Meeting was adjourned at 6:58 PM.

Respectfully Submitted:

  
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Recording Secretary

Approved:

  
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Chairman of the Meeting

  
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Date