



**4100 Five Oaks
Board of Directors' Meeting Minutes
February 15, 2021**

Attending: Ann Briggs, Judith Hollowood, Cyndi Evoy, Josh Lindgren, Katie Jones, Andrew Jones, Michael Sullivan

Meeting called to order at 7:00

1. Set Board Positions - Katie Jones - president; Judith Hollowood – vice president; Cyndi Evoy – secretary; Andrew Jones – treasurer.
2. New Board Next Steps
 - a. Review where documents live - 4100fiveoaks.com user name is boardmember and the password is 4100fiveoaksdrive
 - b. Set monthly meeting schedule - continue with meeting monthly on the 3rd Monday
3. Review Financials - Josh reviewed the financials
4. Quick status updates
 - a. MosquitoTek - We now have a service agreement with the company and they will start to spray in July
 - b. Termite Inspection – The inspection already happened. Josh has the report.
5. Work Request Log – Unit 19 had some mold/mildew on the exterior siding and trim. Unit 25 had some flashing that needed to be replaced and down spot repair also needed. Unit 33 has some gutter work to be done.
6. Requests from Homeowners - none
7. Unit 23, adding deck screening follow-up - no longer wanted by owner.
8. Violations List - An overview of what and how violations work was given. We will re-address these at a later date.
9. Lighting The company which installed the lighting is getting Josh estimates to add the new lighting in the second and third part of the project.
10. Parking - Adding parking spaces. The board will look at adding a couple of spaces. Follow up with Unit 29. Enforcement - Start doing a

gentle enforcement of parking after the additional signs have been installed.

11. King's Landscaping Contract – Next Meeting.

Trello Board

Meeting adjourned at 8:32