



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

Attending: Michael Sullivan, Judith Hollowood, Ann Briggs, Brandon White, Katie Jones

Meeting called to order at 7:00 pm

1. Review minutes Michael moved and Ann seconded to accept the minutes as written. The vote was unanimous
2. Work request log
 - a. The person with broken steps that doesn't have a request in - Unit 52 needs the back steps repaired
 - b. Unit 40's front walk will be repaired.
3. Follow-up on violations –
 - a. Unit 15 has no number on the front of the unit – check the covenants, if that is required by the covenants the homeowner should add them.
 - b. Unit 19 has cut new windows into the side of the unit. Brandon will check to see if there was no plan submitted for the windows and request that they clean up the construction debris.
 - c. Brandon will look for the current list of violations follow-ups and review.
 - d. There have been multiple complaints about Unit 15 loudly talking on the phone, outside, at all hours. Brandon will talk to the renters.
4. Update the specs for the solar powered attic fan – Cyndi will check with ARS.
5. Lighting - replacing controls - Tabled
6. Parking - lining & numbering in problem areas – Katie proposes that we possibly use white lines and numbers at the end of the parking spot. Board members weighted in with their views about making changes to the parking. Josh suggested checking with the attorney about assigned spaces with or without lines and numbers. For now, the board is opting to leave the parking as it is.
7. Josh handoff things - Tabled
 - a. King's overview
 - b. Financial walkthrough + review financials
 - c. Explain insurances that Five Oaks carries

8. Additional items

- a. Unit 43 has a new stack pipe on the front roof – the board will look at it
- b. Josh is proposing that the board considers meet only quarterly
- c. Meet with Josh about adjusting lights Dec 7 at 2:30 pm.

Meeting adjourned at 8:35 pm.