



4100 Five Oaks
Board of Directors' Meeting Minutes
February 21, 2022

Attending: Katie Jones, Judith Hollowood, Anne Briggs, Josh Lindgren, Brandon Wood, Cyndi Evoy, Michael Sullivan

The meeting was called to order at 6:00 pm

1. Review minutes – Michael moved and Anne seconded that we accept the minutes as written. The vote was unanimous
 2. Walk through financials – Josh walked the board through the set-up of the financials that we see monthly.
 1. Flood insurance – we have a rider on our insurance that costs about \$200 per year with a \$25,000 deductible. We have been saving money to cover the deductible, if needed.
 3. Review status of items in Trello – on hold for this month
 4. Carolina lighting estimate / next steps – Cyndi moved and Anne seconded that we move forward with the new lighting listed below. The vote was unanimous. Katie suggested the Josh/Brandon e-mail the community that this will happen soon. Katie contacted Carolina Lighting to see if they can give us an estimate for new controls. They have a vendor(s) that might be able to sub-contract the work. Josh also has a vendor that also might be able to do the work.
 1. Extra lighting near #29 - \$800 + tax
 2. Lighting the sign - \$700 +tax
 3. Courtyard lighting - \$6,046 + tax quote from Carolina Lighting
 5. Make a plan to develop an information packet for new tenants / homeowners – Cyndi and Anne will work on the packet
 6. Plan/timeline to keep track of tenants – on hold
 7. Plan to review/update Rules & Maintenance Responsibility List – Judith volunteered to work on this.
 8. 4100 Goals for 2022 – on hold until next month
 9. Annual meeting may be a ballot and a Zoom meeting for questions.
- Meeting was adjourned at 7:10 pm