

Minute of Board of Directors Meeting
Southern Oaks Subdivision HOA
December 7, 2023, 6 PM
120 Southern Oak Dr (Frankie Atkerson Home)

Meeting was called to order at 6 PM by President, Jeff Cooper.

Present were:

Jeff Cooper, President
Dorene Simmons, Vice President
Bob Brown, Treasurer
Frankie Atkerson, At-Large Board Member
Elaine West, At-Large Board Member

Also present:

Jessica Benson, HOA Legal Representation
Derk Riechers, homeowner
Lynne Waldrop, homeowner

A quorum was declared by the President.

Prior minutes were accepted as presented on the website unanimously.

1. President presented two new members for the Board of Directors, Derk Riechers and Lynne Waldrop.
 - a. A motion was made and seconded to accept the two new members for the Board.
 - b. The board voted unanimously to accept the new members.
2. President indicated the need to have a secretary of the HOA. After some discussion, Lynne Waldrop volunteered to serve as Secretary to be able to fill the position. A motion was made and seconded and passed unanimously to elect Lynne Waldrop as Secretary of the HOA.
3. The President asked the Board to approve the renewal of the February 2024 CD as appropriate and timely by the President without further approval of the Board. After discussion, a motion was made and seconded and was approved unanimously.
4. A first presentation of the 24-25 budget was offered by the President. He reiterated that the budget was a fiscal year, and the tax return was a calendar year. He opened the floor to discussion after pointing out the costs of the different items in the budget. Specifically, the landscaping was the largest, then utilities, legal representation, treasurer duties, etc.
There was discussion about each budget item. In conjunction with the budget, a discussion ensued about the retention pond surveys, ownership of the retention ponds, liability of the retention ponds, utility (water) cost of maintaining the front entrance. The discussion included whether or not to even maintain the retention ponds because we didn't own them and the status of the one existing survey. There was discussion on the insurance we have in place, the cost of accounting and tax preparation, the backflow water test cost and whether to even have any maintenance at all for the front entrance.
There was discussion about the dues, the reserve currently in place and the level of reserve actually needed.
At the end of the discussion, the Board agreed unanimously to do the following:
 - a. Approved the dues at \$120 for the following 24-25 fiscal year;
 - b. Approved the attorney to solicit a survey cost for both retention ponds;
 - c. Approved soliciting a description of the maintenance currently in place for landscaping from our current landscaper;
 - d. Established a subcommittee headed up by Elaine West to review the needs and alternatives of the front entrance; and
 - e. Agreed to review each of the items again at the next meeting dated February 1, 2024, same time, same place.
5. The status of the surveys was discussed with the budget.
6. The date of the next annual meeting was set at March 28, 2024, at the Revolutionary War Visitor Center at a cost of \$150. Ms. Benson, representing treasurer duties, will provide a check for advance payment to the President.
7. Next landscaping bid will be dependent on the results of the description of current duties, results of the subcommittee and final decision review at the next board meeting.
8. To date, there have been no homeowners who have submitted any comments on the proposed change in covenants since posting a redline reference of the old and new covenants on the website.
9. Next Board meeting to be February 1, 2024, at 6 PM at the home of Frankie Atkerson 120 Southern Oak Dr.
10. No further business being before the Board, the meeting was adjourned at 7:15 PM.