

**Oaktrails at Meadowridge IV and V  
Homeowner's Association  
Executive Board Meeting Minutes**

May 29, 2020

**I. CALL TO ORDER**

Jacob Singleton called to order the regular meeting of the Oaktrails at Meadowridge IV and V Homeowner's Association Executive Board at 16:02 on May 29, 2020.

The board members have convened and have defined roles and all have accepted the roles as follows:

President: Jacob Singleton

Co-Vice Presidents: Brian Bair and Heidi Waugh

Treasurer: Julie Clements

Secretary: Heather Rowton

**II. ROLL CALL**

Heather Rowton, Secretary, conducted a roll call. The following persons were present:

Heidi Waugh

Julie Clements

Jacob Singleton

Brian Bair

Heather Rowton

**III. APPROVAL OF MINUTES FROM LAST MEETING**

Motion by Julie Clements, seconded by Brian Bair to approve the minutes of the special meeting on May 15, 2020, motion unanimously carried.

**IV. NEXT MEETING**

- Motion made, seconded, and unanimously carried for Next Meeting to be held on Friday, June 19 at 6:30pm, at to be determined location. Location determined to be River Lanes in Titusville, FL.

## V. FINANCIAL

- Account Balance - \$19,859.72
- Total value of outstanding dues \$6,615.00

## VI. NEW BUSINESS

- Board Members were assigned roles as follows:
  - Checking and Responding to Email: Heidi Waugh and Julie Clements
  - Maintaining and Updating Website: Heather Rowton
- J. Clements requested that all board members provide evidence of reviewing all the required HOA documentation. All board members signed and provided proof to Heather Rowton, secretary therein certifying that all board members have read all the required HOA governing documents.
- Memo to community will be mailed or e-mailed by June 5, dependent upon HOA Governing documents available on the web site.
- HOA Website Electronic Payment Options
  - Motion made, seconded, and unanimously carried to utilize Square service as a secondary payment option on the community website.
- Motion made, seconded, and unanimously carried for additional nominal fees for electronic transaction to be charged to the homeowner. Discussion on Accounting Software and Records
  - Account Software: Topic tabled for further discussion.
  - Motion made, seconded, and unanimously carried to purchase checks including double signatures
  - Motion made, seconded, and unanimously carried to archive HOA document to paperless to be archived on a secure hard drive and dispose properly of paper documents.
  - Motion made, seconded, and unanimously carried to update SunBiz website with new Board positions, once new debit card has been secured.

**VII. ACTIONS**

- Action: Brian Bair given action to provide three proposals for groundskeeping by June 12, 2020. Brian will provide insurance quote and storm drain cleaning proposals. Brian will confirm meeting location and notify Board.
- Action: Motion to procure additional PO Box Key. Second. Carried. Julie will be primary and Heidi secondary key holder.
- Action: Heather will upload a copy of the liability insurance to the Dropbox folder.
- Action: Heather will review welcome packages and email redlines to any content therein.
- Action: Julie to draft a letter for dues. Action complete. Due's to be mailed out by June 5 via USPS.

**VIII. ACC Discussion**

- 5516 Kathy Drive: New Roof. Board approved
- 5535 Kathy Drive: New Shed with shingles.
  - Board will look at the Shed to determine paint color approval. Paint color needs to match the house. Shingles are approved.
- 5549 Meadow Oaks: POD in driveway request.
  - Board requires a date when the POD will be removed.

**IX. ADJOURNMENT**

Jacob Singleton adjourned the meeting at 17:42. Motion made, seconded, and unanimously carried

*HR*  
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Heather Rowton, Secretary

June 16, 2020

Date