

Lee Oak Coop

Board Meeting Minutes

Date: May 21, 2025

Time: 7:00 PM – 8:01 PM

Location: Virtual Meeting (Video Conference)

Attendees

- Rich (President)
- Sylvia Rollins (Secretary, then appointed Vice President)
- Carrie Lemieux (Appointed Secretary)
- Cody Webber (Treasurer)
- Amanda Baker
- Gretchen Chojnacki
- Rose Leblanc
- Tony Lowney (resigned)

Meeting Summary

Call to Order

The meeting was called to order at approximately 7:00 PM by Rich.

Secretary's Report

Sylvia Rollins reported the prior meeting was recorded and posted on the new community website. The Secretary's Report was motioned for approval by Rich, seconded by Cody Webber, and passed unanimously.

Treasurer's Report

Cody Webber presented March financials, noting operating cash dropped by \$5,000 due to expenses, but income was on track. Only minimal delinquencies reported. Website improvement costs and reserve funds were noted. A motion to approve the March financials was made by Sylvia, seconded by Rich, and passed unanimously.

Tree Removal Bids

Three bids were received. Phil's Tree Service was selected for cost and reputation. A vote to accept Phil's bid was held later in the meeting and passed unanimously.

Water System Update

New well system fully operational. Old well to be decommissioned; insurance will be dropped after power disconnect. Fencing and security grants are being pursued with Horizon's assistance.

Rule Compliance & Violations

Sylvia provided updates on pet registration, insurance concerns for emotional support animals (ESAs), and unregistered vehicles. Rich emphasized communication before issuing violations.

Officer Appointments

Tony Lowney resigned as VP. Sylvia Rollins was appointed Vice President. Carrie Lemieux was appointed Secretary. Both appointments were unanimously approved.

Community Yard Sale

Amanda Baker will coordinate a community yard sale for Sunday, June 29, 2025 from 9:00 AM to 3:00 PM. Signs, social media, and email communications will support advertising. Modest expenses will be reimbursed. Carrie will post to the website.

Invasive Plants

Residents are asked not to dump invasive species in the leaf pit. Sylvia to post notices at the Mail House. Carrie will add a copy of the list to the website.

Beautification Efforts

Members encouraged to share plants for sprucing up community areas.

Speeding Concerns

Concerns raised about speeding by visitors and residents. Board will draft communication outlining enforcement steps, including fines, liens, and potential membership consequences. Speed bump fund proposed.

Enforcement Options

Carrie explained lien process for unpaid violations. Rich noted that loss of membership could result in a \$100/month rent increase.

Adjournment

Sylvia motioned to adjourn at 8:01 PM. Seconded by Rose Leblanc. Meeting adjourned unanimously.

Follow-Up / Action Items for Next Meeting

Tree Removal Project

Rich to notify Phil's Tree Service of the board's decision and confirm project scheduling. Follow up next meeting to confirm timeline and progress.

Water System

Rich to follow up with Eversource regarding disconnection of electricity to the old well. Board to confirm electrical meter removal and insurance update.

ESA & Pet Rule Clarification

Sylvia and the Rules Committee to review legal requirements for emotional support animals and HOA rule compliance. Bring proposed updates or clarifications to the board.

Unregistered Vehicles

Rich and Sylvia to meet with residents who have noncompliant vehicles. Report back to the board on those conversations and suggested next steps.

Speeding and Safety Enforcement

Sylvia to draft and circulate an email outlining the speeding rules and escalating consequences. Track reports and revisit enforcement plan as needed.

Beautification Initiative

Sylvia to send a member email inviting plant donations for beautification areas. Review any feedback or contributions at the next meeting.

Yard Sale Preparation

Amanda to finalize promotion and signage for the June 29th yard sale. Board to review any additional needs or budget reimbursements. Carrie to post flyer to website.

Rule Enforcement Escalation Framework

Board to draft and review a formal outline of violation escalation steps (e.g., fine → lien → membership impact). Propose adoption at a future meeting.