

Lee Oak Cooperative

Board Meeting Minutes — November 19, 2025

Time: 7:00 p.m. – approximately 8:00 p.m.

Meeting Format: Microsoft Teams (*Fully Remote HOA Board Meeting*)

Attendees:

1. Call to Order & Quorum

- Meeting called to order at **7:00 p.m.**
 - **Quorum confirmed** for the Board to conduct business.
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2. Approval of Prior Meeting Minutes

- **October 15, 2025 Board Meeting minutes** were reviewed.
 - **Motion to approve** — Seconded — **Passed (All in favor).**
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3. Treasurer's Update

- Treasurer **Cody Webber** provided a November financial status update:
 - **Operating account balance:** \$15,000–\$16,000 range.
 - **Accounts Receivable:** One account remains outstanding due to probate timing; expected resolution once processed.
 - **No immediate budgetary concerns** outside previously reported maintenance variances.
 - Update formally received — **no objections.**
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4. Water System & Infrastructure

- **Curb stop and under-home shut-off documentation** continues to be gathered for residents.
- Operations Manager (identified previously as **Kirk Taylor**) to assist with spring planning for infrastructure reviews and repairs when weather permits.
- No policy revisions on water configuration were voted on (remains tabled from Annual Meeting).

5. Beautification & Community Projects

- Board noted progress and ongoing needs:
 - Replacement of community signage for **leaf and brush disposal zones** is planned for installation.
 - Community Yard Sale results from prior months have supported plantings and visibility improvements; **future sales to be evaluated** at upcoming meetings.
 - Committee participation remains a priority for 2026 operational continuity.

6. Member Communication, Vendors & Seasonal Notes

- **Burn moratorium confirmed** still active — no fires allowed until lifted by Town/State.
- **Snow plowing performance** to continue under current contract; community feedback will inform future vendor selection.
- Members reminded to submit concerns (tree, road, septic, vendors, safety) via the **black communication box at mail area** if not able to join meetings.

7. Septic System Rotation

- Current septic log status referenced from prior meeting context (no new 2025 house-by-house updates presented).
- Operations will **verify rotation sequencing in spring 2026**.
- Residents will receive plan updates once the revised log is completed.

8. Governance & Board Continuity

- Board acknowledged continued interest in securing candidates for future open roles.
 - Officers as previously confirmed:
 - President – Sylvia Rollins
 - Vice President – Matt Alderman
 - Treasurer – Cody Webber
 - Operations Manager – Kirk Taylor
 - Secretary – Carrie S. Lemieux **noted absent from meeting**
 - Discussion focused on **stability, outreach, and succession planning**, not new ballot items.
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9. Adjournment

- **Motion to adjourn** at approximately **7:44 p.m.** — Seconded — **Passed (All in favor).**
 - *No Executive Session held.*
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Action Items

- Continue retrieval of installer records and schematics for waterline shut-offs.
- Finalize and digitize the septic system rotation log in spring 2026.
- Install updated signage at leaf/brush/debris pile locations when conditions allow.
- Solicit committee volunteers to support community engagement and workload distribution.
- Research alternative snow plowing vendors for the next contracting cycle while honoring existing agreements.
- Remind Members to document and submit any violations (speeding, debris, safety issues) with photo/time detail through the community communication box.
- Secretary to prepare consolidated summary once Member attendee list becomes available.