

Lee Oak Cooperative

Board Meeting Minutes — August 20, 2025

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

Platform: Microsoft Teams (*Fully Remote Board Meeting*)

Recorded by: Carrie S. Lemieux, Secretary (*shown as Sylvia Rollins on transcript due to login name*)

Board Attendees

- Rich Nigro, President
 - Sylvia Rollins, Vice President
 - Cody Webber, Treasurer
 - Carrie Sandra Design Studio, Secretary
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1. Call to Order & Quorum

- Meeting called to order at 7:00 p.m. by Sylvia Rollins, presiding.
 - Quorum confirmed by Board roll call.
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2. Approval of Prior Meeting Minutes

- Minutes from the **July 16, 2025 Board Meeting** were reviewed.
 - **Motion to accept July minutes** — Seconded — Approved by voice acknowledgment (*All in favor*).
 - It was confirmed that the **August 20, 2025 Board Meeting Minutes** were approved at the Annual Meeting in September 2025, and will be uploaded to the Lee Oak Cooperative website.
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3. Treasurer's Report (through July 31, 2025)

- Treasurer Cody Webber presented the financial summary.
 - YTD expenditures referenced along with loan reserve awareness for budget tracking.
 - Report accepted with no objections.
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4. Water System & Infrastructure

- Discussion held regarding new waterline responsibility boundaries.
 - The Board referenced that the Cooperative retains responsibility for all **underground water lines to the curb stop**.
 - Homeowners are responsible **from where the service line exits the ground into the home**, including all insulation, heat tape, and freeze protection measures.
 - Curb stops were confirmed for all units as the primary emergency shut-off.
 - It was noted that installer records/schematics will be requested for resident assistance in locating interior shut-offs.
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5. Tree Planting & Septic Awareness

- Members reminded to verify septic locations before planting trees or allowing root systems to mature near tanks or infrastructure.
 - Root damage risks reviewed.
 - Invasive plants discussed for inclusion in future Community Rules update.
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6. Vehicle Compliance

- All vehicles must be registered within the Park.
 - One vehicle title access issue noted; documentation retrieval process underway from Florida.
 - Board/Operations Committee to assist next steps for compliance if needed.
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7. Fire Pit Rules & Safety

- Members reminded they must follow both Town permit rules and Park safety rules:
 - Use only clean, untreated wood
 - Maintain hose access during any permitted burn
 - No unattended fires
 - Active **burn moratorium** referenced as currently in effect; no fires permitted at this time.
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8. Community Engagement & Committees

- The Board acknowledged past negative community sentiment and encouraged Members to participate in committees to improve communication and workload distribution.
 - Committee interest referenced for follow-up outreach.
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9. Adjournment

- **Motion to adjourn at approximately 8:00 p.m.** — Seconded — Passed (*All in favor*).
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Action Items

- Request **waterline schematics and shut-off placement logs** from installer for resident support.
- **Upload approved August 20, 2025 minutes** to the Lee Oak Cooperative website.
- Send **follow-up communication** including vendor contacts, utility coordination notes, and committee sign-ups.
- Assist **vehicle title compliance support** for outstanding documentation.
- Prepare the **next Community Rules update**, including invasive plant list review and any tabled topic follow-up.