

Lee Oak Cooperative

HOA Board Meeting Minutes

Date: May 20, 2026

Time: 7:04 PM – 8:13 PM via Microsoft Teams.

Board Members Present:

Sylvia Rollins, President
Matt Alderman, Vice President
Cody Webber, Treasurer
Carrie Lemieux, Secretary

Community Members Present:

Bill Brown
Amy Corbin
Tammy Greer

Call to Order

The meeting was called to order by Sylvia Rollins at 7:04 PM

Secretary's Report:

- **April Minutes Recap:** Carrie Lemieux provided a recap of the April 18th meeting.
- **Motion to Accept:** A motion to accept the April minutes was made and seconded by the Board.

Treasurer's Report:

Approved as presented by Cody.

- Collections are solid, and net income is in line with the budget.
- Paid the accountants \$2,100 (well within the \$11,000 annual budget).
- Maintenance expenses are \$400 favorable for the month, largely because tree removal spending hasn't started yet (\$14,400 budgeted for the year).
- The operating account decreased by ~\$10,000 due to paying outstanding vendor bills.

Old Business (Infrastructure, Finance & Events)

- **Roads & Water:** Warranty Road repairs are officially complete and paid. A new water turn-off valve was successfully installed at 48 Melody.
- **Horizons Payment:** Sylvia proposed a payment plan to John Werzoka (10% down and \$1,000/month for the \$43k balance). He called it fair; the Board is waiting on final written confirmation.

- **Community Events & Frustrations:** Sylvia expressed disappointment over a lack of early community participation/volunteerism for the upcoming May 23rd yard sale, quilt raffle, and mail house repairs, though some members noted they plan to buy raffle tickets directly at the event.

Capital Improvement Plan (CIP) In-Depth Discussion

- Michelle Stevens shared her screen to walk through a preliminary draft 20-year CIP required by the lender (Community Loan Fund).
- **The \$150k Inflow:** Sylvia explained \$150,000 was originally withheld by the lender when the park was purchased. The Board has requested to draw these funds, which will extend the loan but actually lower monthly payments, giving the park a much-needed financial buffer.
- **Budget Adjustments:** The Board and Michelle adjusted the spreadsheet live to look at a more realistic scenario: spacing out a lot rent increase over two years (using an example of an additional \$22.50/month in FYs 27 and 28) rather than jumping straight to \$45/month all at once.
- **Next Steps:** The Board agreed to hold off on a formal CIP vote until the June meeting so it can be reviewed side-by-side with the draft FY27 operating budget. This also allows time to finalize tree and septic bids.
- **Annual Meeting Date:** Set for **Sunday, August 30th** at Sylvia's house (weather permitting) to get the budget approved a month earlier.

New Business & Open Forum (Community Concerns)

- **Tree Removal & Septic Systems:** The arborist was actively walking the park to mark trees with chartreuse ribbon during the meeting. Tammy shared a preliminary bid from Phil to take down 31 trees for \$10,000, which the Board noted is an excellent deal. Sylvia reminded everyone ***not to remove the ribbons*** if they see them up on their trees. Sylvia is gathering competitive bids from three companies for the next round of septic replacements.
- **Rule Enforcement (Occupancy Limits):** A major discussion occurred regarding homes violating the rule of a maximum of 4 adults per household, which heavily taxes the private water and septic systems. Michelle reminded the Board that rules must be enforced equally.
- **Parking Violations:** Reminders will be circulated expressing that overnight roadside parking is explicitly banned. Residents must utilize overflow parking for guests so

already narrow roads aren't blocked for emergency vehicles, which becomes especially crucial during plowing seasons.

- **Old Well Demolition:** Sylvia is looking into a new state grant to cover the costly process of capping and demolishing the old well house.

Motion to Adjourn

Sylvia called to adjourn the meeting at 8:13 PM, it was seconded by Carrie.