BOARD MEETING MINUTES PHASE I

Date: January 20, 2026
Time: 5:32 p.m. - 6:13 p.m.
Location: Hybrid – In-Person & GoToMeeting

Agenda:

1 - Call to Order
2 - Quorum Established
3 - Review/Approval of Minutes
4 - Review/Approval of Financial Reports
5 - Unfinished Business
6 - New Business
7 - Board Members Open Discussion
8 - Adjournment of Meeting

Minutes:

1 - Call to Order

The meeting was called to order by Theresa Torchin HOA President at 5:32 p.m.

2 - Quorum

A quorum was established with the following members present: President Theresa Torchin, Treasurer Kay Finkelstein, Secretary Stacie Segal, and Vice President Chris Mullen.
Also attending was Karen Wiseman.

3 - Minutes

The minutes from the previous meeting were accepted and approved without change.
Motion to accept by Theresa Torchin, seconded by Kay Finkelstein. This was voted upon and accepted unanimously.

4 - Financial Report

A: The monthly financial reports for October, November and December were reviewed and accepted without change. The ending balance for the quarter was

$54,887.54 Phase I was over budget in Termite, Administration, and Duke Energy. Overall under budget at $6,000.
Motion to accept by Theresa Torchin, seconded by Chris Mullen.
This was voted upon and accepted unanimously.

B: There was one sale at 3002 Forrestal Court.
C: There are four pending delinquencies and one property referred to Veterans Villas HOA attorney.

D: Annual Report for the Year Ending 2025 was $54,887.54.
Motion to accept by Theresa Torchin, seconded by Chris Mullen. This was voted upon and accepted unanimously.

5 - Unfinished Business

A: The Pop up drains and drainage ditch dredging is scheduled to begin at the end of February by Craft Tech Property Services. Our HOA President contacted Scott's Tractor Service for a second estimate and received no call back.

6 - New Business

A: The Status of Contact Information/Tenant Summaries are 24 outstanding Contact Information and 3 outstanding Tenant Summaries.

B: In preparation for the Annual Meeting, our website administrator will be at the meeting for website help.

C: The issues to be addressed with the website administrator will be:
1 - Login/logout box on the homepage.
2 - Documents should all be stored in one place.

D: The upcoming termite inspection will be performed by Palm Pest on Monday, February 16. Call their office before the inspection date if you want an inside inspection.

E: The phone cost has increased to $25.00 per month. It will be split 25%/25% between Phase I and Phase III and paid once a year.
Motion to accept by Chris Mullen, seconded by Kay Finkelstein. This was voted upon and accepted unanimously.

F: The trash collection days will change starting February 1 to Mondays and Thursdays. The recycling day is still being determined. There was a request by Republic Trash to bid for services. This will be addressed in October when it is time for renewal.

7 - Board Members Open Discussion

A: Possibility of screening front porches. It was agreed that it would not have a good esthetic appearance if only some were done and not others. Also the issue of undue amount of garbage that may collect inside the porch that could potentially cause a rodent and bug infestation.

B: Paying online for HOA through the Website for convenience, and also for lost checks in the mail. Will discuss with our website administrator how to proceed.

C: New mailboxes. This will have to be done through the post office request. Theresa Torchin has contacted the post office several times with no response. It will be followed up on again.

8 - Adjournment of Meeting at 6:13 p.m.

The next Board of Directors Meeting is Tuesday, April 21, 2026 at 5:30 p.m. Hybrid in person/virtual GoToMeeting.

Annual Meeting is Tuesday, January 27, 2026 at 7:00 p.m.
Hybrid in person/virtual for Directors. GoToMeeting for membership.