

## **Councill Oaks Property Owners Association, Inc (POA)**

### **Meeting Minutes**

**Date:** Thursday, January 22, 2026

**Time:** 6:30 PM – 7:42 PM

**Location:** Zoom

#### **Current Board Members:**

- Tara Shaffman, President
- Tracie Salinas, Secretary
- Julie Garner, Vice President
- Ashley Stigall, Treasurer

#### **POA Members: 72 lots sold, 3 developer lots remaining**

#### **1. Welcome**

The meeting was called to order by **Tracie McLemore Salinas** at 6:30 PM. The meeting was held via Zoom.

Quorum: A quorum was **not** present; therefore, no official votes could be taken.

#### **Attendance:**

Ashley Stigall, Allison Meade, Adam Newmark, Alan Rasmussen, Alan Crees, Anna Lina McLaughlin, Bryan and Tara Shaffman, Julie and Mark Dewandel, Frank Gentry, Deborah and Brad Herbster, iPhone (did not identify), Kathleen Schroeder, Kevin Wolfe, Lenny Cottom, Pam Kramer, Robbie Wilson, Sara Figlow, Sommers Welch, Tom Welch, William Scott Warren, Zoom user (did not identify)

#### **2025 Budget Update**

**Ashley Stigall**, Treasurer, provided an overview of the 2025 budget.

- The 2025 budget was based on 71 lots, with \$750 annual dues and a \$1,000 assessment per lot.
- Some assessments received in 2025 were carryovers from 2024, resulting in slightly higher-thananticipated revenue.
- Ashley reviewed notable expenses, including:
  - A new landscaping and grounds maintenance contract
  - Grounds cleanup, asphalt maintenance, and general upkeep
- Ashley noted dissatisfaction with QuickBooks and indicated she was considering canceling the subscription.

#### **Questions and Discussion:**

- **Alison Meade** asked about dead hemlock trees on Glendale Drive. Ashley confirmed the trees had been replaced.

- Alison asked about **Tree Fellers** work; Ashley explained the invoice had not yet been received and would be included in the **2026 budget**.
- Alison asked about **reserves**, particularly for roads and gates.
  - **Alan Minick** explained the intent of the reserves, noting that the original goal was to contribute approximately \$3,000 annually, particularly to allow for eventual replacement of gate controls.
  - Ashley explained that funds are kept in a general account and not allocated to specific sub-accounts, consistent with past practice.
  - **Lenny Cottom** supported rebuilding and strengthening reserve contributions.
  - **Scott Warren** asked whether reserve funds could be placed in a money market account to produce growth.
- **Mulching** questions were addressed; Ashley clarified it refers to general mulching around gate areas.

## 2. Proposed 2026 Budget

Ashley shared and reviewed the **proposed 2026 budget**.

Key points included:

- Continued costs for new grounds maintenance, now provided by Mountaineer Maintenance (snow removal billed per event based on service levels).
- Ongoing and additional **Tree Fellers** work, particularly removal of dead ash trees posing risks to roadways and homes.
- Anticipated road maintenance expenses of approximately \$10,000 for smaller projects and pothole repairs, especially near Fire Pink and Lady Slipper.
- No new reserve allocations were added yet, with discussion emphasizing the need to rebuild reserves.

### Discussion:

- Ashley emphasized the need to **gradually raise dues** to adequately fund reserves and prepare for emergencies.
- **Lenny Cottom** suggested raising dues by approximately **\$250 per year**, but recommended waiting until a new board is in place and holding another meeting.
- **Joni Petschauer** raised questions about construction-related damage and impact fees; it was noted that builders currently pay a \$1,500 impact fee but that nearly all lots were developed or had paid that fee.
- Alison discussed legal considerations and transparency requirements for increasing dues or impact fees, including advance notice and member communication.
- **Tracie McLemore Salinas** explained that dues increases above 10% require a vote by POA members.
- The Board clarified that any potential dues increase would apply to **2027**, not 2026.

### Action:

- Voting on the **2026 budget was tabled** due to lack of quorum.

### 3. Legal Update

Current legal matter is being handled via attorneys. No new information has been provided to distribute to the POA.

### 4. Updates on Repairs and Services

- Paving work will continue once construction activity in the neighborhood is complete.
- Tracie briefly suggested plans to update the POA website.

### 5. Reminders

- Gate code and access to files are available on the website both using the same code, which is currently 2145.
- **Alan Minick** was recognized and thanked for his extensive work on gate maintenance and troubleshooting.
- Residents were reminded that the official POA email address is [councilloaksboone@gmail.com](mailto:councilloaksboone@gmail.com).

### 6. POA Board Discussion

- Board members shared reflections on service, noting that while demanding, the work is rewarding and helps improve neighborhood processes.
- The Board highlighted improvements made in landscaping, maintenance, and overall operations over recent years.
- **Ashley Stigall** was recognized for seven years of service as Treasurer.
- **David Bryan** and **Lenny Cottom** were acknowledged for their work with Architectural Review and other community matters.
- The Board reiterated the importance of recruiting new board members, as the current Board plans to step down.

### Nominations:

- The floor was opened for nominations; none were made. Nominations were encouraged via email.
- Voting for Board positions will be conducted via email.

### 7. New Business

- No new business was introduced.
- It was noted that the developers have not been involved with the POA for the past two years.
- **Joni and Peter Petschauer** were welcomed as new residents.

## 8. Adjournment

The meeting was adjourned at **7:42 PM**.

*Minutes prepared using the shared meeting agenda and notes submitted by Tracie and Julie Garner.*

<b>Councill Oaks POA - 2025 Budget</b>				
<b>Bank Account Balances as of 1/20/26:</b>				
<b>Checking</b>	<b>\$</b>	<b>98,655.20</b>		
<b>Impact</b>	<b>\$</b>	<b>11,216.52</b>		
			<b>Budget</b>	<b>Actual</b>
<b><u>Operating Income</u></b>				
	Annual Dues (71 lots x \$750 per lot)		53,250.00	52,976.20
	Special Assessment (\$1000 per lot)		71,150.00	72,270.00
	Gate Remote Reimbursement			
	Impact Fees			1,500.00
	Interest Income			28.79
<b>Total Operating Income</b>			<b>124,400.00</b>	<b>126,774.99</b>
<b><u>Operating Expenses</u></b>				
<b>Accounting and Other</b>				
	Software, Internet, Zoom		650.00	537.35
	Insurance		1,887.73	2,161.00
	Postage and Delivery		236.56	210.00
	Professional Fees		200.00	215.00
	Office Supplies		50.00	0.00
	Utilities (electric for gates)		600.00	567.50

	Social and Decorations			100.00	0
<b>Total Expense - Accounting and Other</b>				<b>3,724.29</b>	<b>3,690.85</b>
<b>Gate Maintenance</b>					
	Gate Maintenance			3,000.00	55.49
<b>Total Expense - Gate Maintenance</b>				<b>3,000.00</b>	<b>55.49</b>
<b>Grounds Maintenance</b>					
	Grounds Annual Agreement			22,800.00	22,800.00
		* Mowing		included	
		* Leaf Removal		included	
		* Snow Removal		included	
		* Mulching		included	
	Ditch/Culvert Maintenance (clean, seed, etc.)			750.00	0.00
	Landscaping Gate Areas (gravel, plants, flowers, etc)			10,000.00	10,917.83
	Storm & Grounds Cleanup			10,000.00	4,000.00
	Hurricane Helene			0	
<b>Total Expense - Grounds Maintenance</b>				<b>43,550.00</b>	<b>37,717.83</b>
<b>Road Maintenance</b>					
	Road Maintenance			40,000.00	2,590.00
	Road Sign Maintenance			100.00	0
<b>Total Expense - Road Maintenance and Repair</b>				<b>40,100.00</b>	<b>2,590.00</b>
<b>Reserves</b>					
	Gate Reserve			6,000.00	0
	Road Reserve			9,000.00	0
<b>Total to Reserve Fund</b>				<b>15,000.00</b>	<b>0.00</b>

<b>Total Operating Expenses</b>				<b>90,374.29</b>	<b>44,054.17</b>
<b>Reserve Fund</b>				<b>15,000.00</b>	<b>0.00</b>
<b>Total Expenses (operating expenses plus reserve)</b>				<b>105,374.29</b>	<b>44,054.17</b>
<b>Profit/Loss (operating income less operating expenses)</b>				<b>19,025.71</b>	<b>82,720.82</b>

### Councill Oaks POA - 2026 Proposed Budget

<b>Bank Account Balances as of :</b>				
<b>Checking</b>				
<b>Impact</b>				
			<b>Budget</b>	<b>Actual</b>
<b><u>Operating Income</u></b>				
	Annual Dues (72 lots x \$750 per lot)		54,000.00	
	Special Assessment		0.00	
	Gate Remote Reimbursement		0.00	
	Impact Fees		0	
	Interest Income			
<b>Total Operating Income</b>			<b>54,000.00</b>	<b>0.00</b>
<b><u>Operating Expenses</u></b>				
<b>Accounting and Other</b>				
	Software, Internet, Zoom		500.00	
	Insurance		2,161.00	
	Postage and Delivery		210.00	
	Professional Fees		215.00	

	Office Supplies			50.00	
	Utilities (electric for gates)			600.00	
	Social and Decorations			100.00	
<b>Total Expense - Accounting and Other</b>				<b>3,836.00</b>	<b>0.00</b>
<b>Gate Maintenance</b>					
	Gate Maintenance			3,000.00	
<b>Total Expense - Gate Maintenance</b>				<b>3,000.00</b>	<b>0</b>
<b>Grounds Maintenance</b>					
	Grounds Annual Agreement			23,160.00	
		* Mowing		included	
		* Leaf Removal		included	
		* Mulching		included	
	Snow Removal			11,000.00	
	Ditch/Culvert Maintenance (clean, seed, etc.)			750.00	
	Landscaping Gate Areas (gravel, plants, flowers, etc)			500.00	
	Storm & Grounds Cleanup			10,000.00	
<b>Total Expense - Grounds Maintenance</b>				<b>34,410.00</b>	<b>0.00</b>
<b>Road Maintenance</b>					
	Road Maintenance			10,000.00	
	Road Sign Maintenance			100.00	
<b>Total Expense - Road Maintenance and Repair</b>				<b>10,100.00</b>	<b>0.00</b>
<b>Reserves</b>					
	Gate Reserve			0.00	

	Road Reserve			0.00	
<b>Total to Reserve Fund</b>				<b>0.00</b>	<b>0.00</b>
<b>Total Operating Expenses</b>				<b>51,346.00</b>	<b>0.00</b>
<b>Reserve Fund</b>					<b>0.00</b>
<b>Total Expenses (operating expenses plus reserve)</b>				<b>51,346.00</b>	<b>0.00</b>
<b>Profit/Loss (operating income less operating expenses)</b>				<b>2,654.00</b>	<b>0.00</b>