



**Date:** November 17, 2025

**Time:** 5:30 PM

**Location:** Derby Public Library

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## **I. Call to Order/Attendance**

Present:

- Tara Parker – President
- Bill Priebe – Vice President
- Steve Shook – Vice President
- Darla Wigart – Treasurer
- Gaylen Pape – Member at Large
- Brad Oetting – Member at Large
- Brian Smith – Lake Committee / Member at Large
- Crystal Dawson – Secretary / Social Committee

President **Tara Parker** announced that she was **officially stepping down as President effective immediately.**

Following her announcement, **Brian Smith (Lake Committee)** and **Brad Oetting (Member at Large)** also formally resigned from their board positions effective immediately.

**Vice President Steve Shook** called the meeting to order at **5:40 PM** at the Derby Public Library.

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## **II. Board Reorganization & Elections**

Due to multiple resignations, the remaining board members took immediate action to elect and reorganize board positions.

### **President Nomination & Vote**

Nominees:

- **Bill Priebe**
- **Steve Shook**

Vote result: **3–2 in favor of Bill Priebe.**

Bill Priebe accepted the office of **President.**

### **Board Officer Elections (Show of Hands)**

- **President:** Bill Priebe
- **Vice President:** Steve Shook
- **Treasurer:** Darla Wigart
- **Secretary / Social Chair:** Crystal Dawson
- **Architectural Chair/Member at Large:** Gaylen Pape

All positions passed by show-of-hands vote.

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### **III. Approval of Minutes**

- **October minutes** will be reviewed, amended, and re-read in **December** alongside the November minutes.
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### **IV. Financial Report**

Treasurer **Darla Wigart** presented the updated expense report and account balances.

Darla noted that she has been working in **FreshBooks** to review, organize, and balance the association's financial records.

#### **Expense Report Total (10/11/25–Current)**

**Total Expenses: \$6,590.32**

#### **Bank Account Balances (as of Today)**

- **HOA Checking:** \$20,288.83  
*(Not yet balanced in FreshBooks)*
- **Savings:** \$25,449.16  
*(Balanced in FreshBooks)*

#### **Past Due Assessments**

- **Total Past Due: \$11,305**  
*(Some homes up to 5 years behind on payment.)*
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### **V. Administrative Updates**

#### **Account & Password Changes**

Due to the board turnover, all HOA account names and passwords require updating.  
Treasurer **Darla Wigart** will visit the bank on **November 18th** to complete these changes.

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#### **VI. Old Business**

- No old business was discussed.
  - **Lawn contracts** and remaining HOA topics will be addressed at the **December meeting**.
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#### **VII. New Business**

- Completion of board position voting.
  - Discussion on maintaining **clear transparency, communication, and accountability** moving forward.
  - Board agreed to **revisit and update the HOA website**, including access, posted documents, and structural improvements.
  - Board will also **review and streamline architectural paperwork and processes** to ensure they are current, organized, and resident-friendly.
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#### **VIII. Next Meeting**

The next HOA Board Meeting will be held:

**Monday, December 15th at 6:00 PM**

**Location:** Derby Public Library

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#### **IX. Adjournment**

The meeting adjourned at **6:32 PM**

Minutes recorded - Crystal Dawson, Secretary