



**First Colony Homeowners Association, Inc.**  
Bristol, Tennessee 37620

# **First Colony Homeowners Association Meeting Minutes**

***DRAFT COPY – TO BE APPROVED AT 2026 MEETING***

**Date:** August 9, 2025

**Location:** Calvary Baptist Church, 5825 Old Jonesboro Rd, Bristol, TN 37602

**Called to Order:** 10:46 AM by Rick Dunham, President

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## **1. Call to Order**

The Annual Meeting of the First Colony Home Owner's Association was called to order at 10:46 AM by President Rick Dunham.

## **2. Roll Call & Quorum**

Attendance included several homeowners present in person and multiple proxies received. A quorum was confirmed.

## **3. Approval of Prior Minutes**

### **Corrections to 2024 Minutes:**

- Tennessee law allows a maximum 10% annual interest rate on delinquent payments, not monthly.
- Master Deed provides for interest only, not penalties.

**Motion:** Approve 2024 minutes with corrections

**Second:** Yes

**Vote:** Approved unanimously

## **4. Board Membership**

- **Term Expiration:** Marilyn Wolf's board term expired.
- **Nomination:** Lindsay Lonsbury-Fleenor nominated; eligibility review needed as name not on deed. Candidate opted to review eligibility.
- **Appointment:** Jared appointed by the Board to complete Denise's remaining two-year term.
- **Decision:** By meeting's end, Lindsay Lonsbury-Fleenor deemed eligible to serve based on past precedent allowing spouses.

- **Discussion:** Members considered a possible bylaw amendment to clarify spousal eligibility for Board service.

## 5. Officer Reports

No formal officer reports were presented; members moved directly into open discussions.

## 6. Committee Formation

### Grounds Committee Established

- **Members:** Rob Williford, Marilyn Wolf, Lindsay Lonsbury-Fleenor
- **Purpose:** Oversee landscaping performance, tree health, drainage, perimeter fence repairs, and beautification projects.
- **Authority:** Committee has no power without Board approval and may be disbanded at the Board's discretion.

## 7. Business Discussions

### A. Gate & Security System

- Entry call box non-functional for years.
- Door King only vendor capable of required long-distance call feature.
- Estimated Replacement: ~\$10,000
- Jared to coordinate with Tammy Berry (Reserve Manager) to test software update before replacement.
- Brightspeed is current telecom provider; BTES would require \$22,000 conduit installation.
- **Action:** Jared to test software with Tammy Berry and report findings.

### B. Roads & Paving

- Repairs needed at entry gate dip, downhill curve, parking pad, and other patches.
- **Estimates:**
  - Fuller Paving: ~\$25,000
  - Hyder Paving: ~\$15,000
  - B&G Paving: Estimate pending (\$20–28k)
- **Long-Term Planning:** Resealing every 5–8 years could extend road life; full repaving estimated at ~\$200,000.  
Streets are private; city will not repave.
- **Action:** Secure three written bids; revisit at next meeting.
- **Next Steps:** Board to discuss community repairs during first session of new board.

### C. Tree & Landscaping Maintenance

- Tree removal last year delayed paving; perimeter cleanup needed.
- Damaged chain link fence from Hurricane Helene remains unrepaired.
- Dead shrubs at gate removed; entrance area improved.
- Concerns about inconsistent trimming around driveways, sidewalks, and flowerbeds.

- HOA spends ~61% of annual budget on landscaping; contractor paid monthly.

#### **D. Lighting & Structures**

- Gate lights malfunctioning; consider solar replacements.
- Guardhouse: possible termite damage, disconnected downspout, general deterioration.
- Entrance sign leaning over a year; repair recommended.

#### **E. Additional Resident Concerns**

- Wildlife under decks causing ductwork damage; homeowners advised to coordinate pest control individually.
- Fireplaces: some units originally wood-burning; owners should consult chimney professionals before converting back.
- Robert's Tree Service confirmed by Denise as the only certified local arborist.

### **8. Action Items**

1. Correct 2024 minutes with clarified interest rate language.
2. Explore possible bylaw amendment regarding spousal eligibility for Board service.
3. Grounds Committee to oversee landscaping, tree inspections, drainage, and fence repair.  
Obtain three bids for paving and patching; prioritize urgent repairs.
4. Jared to coordinate with Tammy Berry on gate software troubleshooting.
5. Address guardhouse repairs, entrance signage, and gate lighting.
6. Send formal request to City regarding Jonesboro Road-to-gate paving.

### **9. Adjournment**

Meeting adjourned at approximately 12:00PM EST

#### **Signatures:**

Rick Dunham, President

Budget Statement for 2024-25  
July 1, 2024-June 30, 2025

<b>Beginning Balance - Checking</b>	<b>\$26,089.98</b>
<b>Income from HOA Dues</b>	<b>\$86,506.00</b>
<b>Expenses</b>	
Grounds Maintenance	
Monthly Landscaping	\$48,920.00
Tree Removal/Maintenance	\$22,020.58
BTES	\$1050.32
Brightspeed	\$679.47
Quickbooks	\$841.20
Attorney Fees	\$2,750.00
Insurance	\$1,650.00
Gate Maintenance	\$1,184.16
Lights	\$537.64
Postage/PO Box Rental	\$311.80
Bank Fees	\$522.00
Anniversary Party Expenses	\$162.69
<b>Total Expenses</b>	<b>\$80,629.86</b>
<b>Balance in Checking - June 30, 2025</b>	<b>\$31,966.12</b>
<b>Savings Account Balance - June 30, 2025</b>	<b>\$39,149.61</b>
<b>Projected Income for 2025-2026</b>	<b>\$88,800.00</b>

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