

Board of Directors Meeting  
January 8, 2026  
6:00 PM MINUTES

The Board of Directors for The Trails Homeowners Association, Inc., held a regular meeting on January 8, 2026, at 6:00 p.m., at The Trails Clubhouse, 201 Main Trail, Ormond Beach Florida 32174.

In accordance with the Bylaws and applicable Florida Statutes, the notice of the meeting was posted in a conspicuous place in the community, no less than Forty-Eight Hours (2 days) in advance of the meeting.

**Call to Order** The meeting was called to order at 6:00 p.m. by Kathleen Grabow.

Lourdes McLean called the attendance, and it was noted that 7 of 9 directors were present at the start of the meeting creating a quorum.

**Attendance Board of Directors:** Kathleen Grabow, Dann Dragone, Jeffrey Levinson, John Whitley Lourdes McLean, Dan Gowen & Heather O'Neil were present, Phil Rikas and Chuck Harris were absent.

Brandie Hayes LCAM and Alexandra Wood LCAM were present and there was 1 homeowner present in the audience.

**Approval of the Minutes from the December 11, 2025, meeting was motioned by Jeffrey Levinson and with corrections to the foreclosure motions, the motion was seconded by Dan Gowan and passed unanimously.**

**Treasurers Report** Dan Gowen reported on November 2025 Financials noting that the Fund balances reported in the November financial report Assets and Liabilities equal \$1,409,325.00 Lourdes McLean made the motion to accept the financials for November are presented, and Jeffrey Levinson seconded the motion. The motion passed unanimously.

- **Alliance Smart Collections** did not submit a year-end report. Due to our meeting being so early in the month. It will be included in the weekly report upon receipt.
- Management asked that a motion be made to allow the Treasurer to at his discretion move any potential surplus we accrue from 2025 into the reserve account as we are not scheduled to contribute this year. **Jeffrey Levinson made the motion to allow the Treasurer to at his discretion move any potential surplus we accrue from 2025 into the reserve account when the financial are made available. Lourdes McLean seconded the motion. The motion passed unanimously.**
- Brandie Hayes reported that the assessment collected at years end was 90%. Compared to the average of 84% collected at the end of 2024, low in part to the transition of management and the poor collection efforts of SWPM in the first two

qtr.'s of 2024. The overall member assessment collected is 60 members more than previous years, in the amount of \$15,660.00 per qtr.

- A homeowner this week, was quite concerned that the Trails is paying more annually to send statements than Coupon books. Alluding to that, the coupon books were also more efficient. This is not an accurate summation. The Trails paid \$1,888.00 per qtr. to mail statements (\$7,552.00 ann.) vs \$9,900.00 for coupon books. Saving the members \$2,348.00 annually. When you also consider that the Assoc. is collecting an additional 6% or \$15,660.00 each qtr. over the previous year's collection effort. If the statement were true, it would be money well spent, as the ROI would be well into the positive upon the first billing period.

**Manager's Report** Updates provided in the weekly manager's report through email every Friday. Management reported that the monthly managers' report presented by Real Manage and the Financial Report to the BOD for year end is delayed as written in the contract to be delivered by January 25<sup>th</sup>, 2026, to allow for year-end adjustments.

Management reported the evidence of rodents in the clubhouse and presented two proposals for trapping and removal, as well as sealing any areas that will allow them to enter the building.

Purcor proposed trapping and removal, sealing and 4 follow up visits in the amount of \$1,575.00, compared to Massey who offered full service including rodent treatment and monthly pest control spray in the amount of \$1,317.84. Lourdes McLean made the motion to provide proper termination notice to Purcor for their quarterly treatment retaining their termite service and engage with Massey Pest control. Dan Gowen seconded the motion for discussion. While Massey is engaging monthly at a slightly higher annual rate Purcor is charging extra for extermination by \$1,100.00 annually. The motion passed unanimously.

**Landscape Report** A verbal report was presented by Lourdes Mclean, stating that the committee did not meet in January due to the New Year Holiday. The Snapdragons were installed on Monday, January 5, 2026, and made mention that the poinsettias on the Island tip across from 610 Main Trail were once again stolen this year. Moving forward only the accent flowers will be planted there.

Brandie Hayes stated that management requested a French drain proposal from Yellowstone to address the irrigation runoff that pools in the east corner of the parking lot at the crosswalk. Yellowstone presented a proposal in the amount of \$5,986.68. Based on the amount exceeding the anticipated price range of around \$3000.00, a second proposal was sought from Tree of Life Landscape and Design, who advertised French drain installation as a service they provide on their website. The proposed amount from TOL Landscaping was \$2,704.00 and it would be who management recommends for the French drain installation based on cost to complete the work. **Lourdes McLean made a motion to accept the proposal of Tree of Life Landscaping for the French drain in the amount of \$2704.00. Heather O'Neil seconded the motion and the motion passed unanimously.**

**FFF Committee** The resurfacing contract with East Coast Pools was engaged and the initial deposit sent. We are awaiting the permits and the notice of commencement. Management will keep the Board updated on its progress through the weekly report.

The paving project stalled through the late November and December holiday weeks. David Hils project manager for Real Manage, received confirmation that the vendor who faced several hurdles of late intends to work through completion and will be presenting a final project punch report on January 28, 2026, in the event the project, now 3 months delayed, remains incomplete.

The committee continues to explore options for a kitchen remodel and will discuss the prospect along with the need for ADA compliance should the bathrooms also be updated at a future committee meeting. Dream Kitchens did look at the kitchen in early December and agree with the committee's recommendation to consider stainless steel counters.

**Newspaper Committee** the deadline for story completion was tentatively set for March 13, 2026, to meet an April 1<sup>st</sup> in home deadline. The committee will be meeting next week to review the last edition and explore story ideas for the 2<sup>nd</sup> qtr. publication. It was mentioned that the committee, sans an editor, exceeded expectations by beating the December publication date by a full week. Members had the Canopy 4<sup>th</sup> qtr. in hand prior to the Christmas holiday.

**Amenities and Events** the event schedule for all the 2026 calendar dates were published in The Canopy. BTG has confirmed that the Board certification class will be held on January 19, 2026, in the clubhouse and Jessica Safford Atty will present the class. BTG is a Division of Morgan and Morgan that represents HOA's and COA's. Alliance Smart Collection is sponsoring the Panera Boxed lunch and Amenities community events budget is supplying the pastry breakfast. The cost of which likely will be recouped from the trade show revenue.

**Homeowner Concerns & Miscellaneous Topics.** NONE

**Adjournment** Motion to adjourn was made by Lourdes McLean and was seconded by Jeffrey Levinson to adjourn the meeting at 6:45 p.m. The motion was unanimously approved 7/0. **The next meeting is scheduled for Thursday February 12, 2026 @ 6:00 p.m.**

# Motions & Votes Key – Board of Directors Meeting

## The Trails Homeowners Association, Inc.

Date: January 8, 2026

Location: The Trails Clubhouse, Ormond Beach, FL

### Approval of Minutes – December 11, 2025 (with corrections)

- Motion: Approve prior meeting minutes with corrections to foreclosure motions
- Motion by: Jeffrey Levinson
- Second by: Dan Gowen
- Vote: Passed unanimously (7/0)

### Accept November 2025 Financials

- Motion: Accept the November financial report as presented
- Motion by: Lourdes McLean
- Second by: Jeffrey Levinson
- Vote: Passed unanimously (7/0)

### Transfer Potential 2025 Surplus to Reserves

- Motion: Authorize the Treasurer to move any 2025 surplus into reserves at his discretion once financials are finalized
- Motion by: Jeffrey Levinson
- Second by: Lourdes McLean
- Vote: Passed unanimously (7/0)

### Terminate Purcor Pest (retain termite) & Engage Massey

- Motion: Provide termination notice to Purcor quarterly pest service (retain termite coverage) and contract with Massey Pest Control
- Motion by: Lourdes McLean
- Second by: Dan Gowen
- Vote: Passed unanimously (7/0)

### ✓ Approve French Drain – Tree of Life Landscaping

- Motion: Accept proposal for French drain installation not to exceed \$2,704.00
- Motion by: Lourdes McLean
- Second by: Heather O’Neil
- Vote: Passed unanimously (7/0)

### ✓ Adjournment

- Motion: Adjourn the meeting at 6:45 p.m.
- Motion by: Lourdes McLean
- Second by: Jeffrey Levinson
- Vote: Passed unanimously (7/0)