

THE TRAILS HOMEOWNERS' ASSOCIATION, INC.

201 Main Trail, Ormond Beach, Florida 32174

BOARD OF DIRECTORS MEETING MINUTES

August 13, 2026 — 6:00 P.M.

1. Call to Order

The regular meeting of the Board of Directors of The Trails Homeowners Association, Inc. was called to order at **6:00 p.m.**

Member/Speaker Sign-Up was made available.

Approximately **2 members/residents were noted as being in attendance.**

2. Roll Call / Establishment of Quorum

The following Directors were present:

- Kathleen Grabow, President
- Jeffrey Levinson, Vice President
- Lourdes McLean, Secretary
- Dan Gowen, Treasurer
- Dann Dragone, Director
- John Whitley, Director

The following Directors were absent:

- Phil Rikas, Director
- Chuck Harris, Director
- Heather O'Neill, Director

Six (6) of nine (9) Directors were present; therefore, a quorum was established.

3. Proof of Notice

Proof of notice was confirmed as follows:

- Meeting signs were posted at the Granada entrance and on the Main Trail median in front of the Clubhouse.
- The monthly meeting notice was posted on the Community Calendar.

4. Approval of Minutes

a. July 9, 2026, Board of Directors Meeting Minutes

A motion was made by **Dan Gowen** and seconded by **Jeffrey Levinson** to approve the minutes of the July 9, 2026, Board of Directors meeting. **Motion carried 6-0.**

b. August 3, 2026, Executive Meeting Minutes

A motion was made by **Lourdes McLean** and seconded by **Dan Gowen** to approve the minutes of the August 3, 2026, Executive Meeting. **Motion carried 6-0.**

c. July 22, 2026, Resident Request to Amend June Minutes

*No action was taken. The matter was noted as **N/A**.*

5. Treasurer's Report

*a. July 2026 Real Manage Financials the Board reviewed the July 2026 Real Manage financial reports. A motion was made by **Lourdes McLean** and seconded by **Dann Dragone** to accept the July 2026 financials as presented. **Motion carried 6-0.***

The Board also discussed establishing an **ad hoc committee to explore potential income-stream opportunities for the Association**. Directors interested in sitting for the presentation will be contacted once the schedule is set.

b. July 2026 Alliance Reports the July 2026 Alliance reports were listed for review.

*c. 2026 Budget Mailing the Board discussed the mailing of the 2026 budget materials, scheduled for **September 3, 2026**. A motion was made and seconded regarding the budget mailing. **Motion carried 6-0.***

6. Manager's Report

a. Monthly Manager's Report

The monthly Manager's Report had been provided by RealManage through the Association portal and by email on July 23, 2026.

b. Weekly Report

The next weekly report was scheduled to be distributed on Friday, August 14, 2026.

c. Motion to prepare a Policy Regarding Entity/LLC Member Eligibility to Serve on the HOA Board made by Jeffrey Levinson and was seconded by Dan Gowen

The Board discussed a request to adopt a formal policy addressing the eligibility and authorization of individuals seeking to exercise membership and Board-candidacy rights associated with property owned by an LLC or other legal entity.

The Board discussed revisions to the proposed policy and the documentation that may be required to establish an individual's authority to act on behalf of an entity owner.

Following discussion and motions concerning the proposed language, the Board approved action on the matter by a 6-0 vote, subject to the revisions discussed by the Board to be reviewed by the association attorney.

7. Committee Reports and Actions

*a. Landscape Committee the Next Landscape Committee meeting was announced for **September 3, 2026, at 3:00 p.m.***

b. Fixtures, Furnishings, and Facilities: A verbal update was provided.

The Board directed that the applicable **Request for Proposal (RFP) include ADA requirements for any interior changes to the bathrooms in the clubroom.**

c. Architectural Control Committee: A written report was presented/provided.

d. Newspaper / The Canopy: A verbal update was provided.

e. Amenities: A verbal update was provided.

8. Unfinished Business Carol Davies asked to confirm if the project management fee was ever paid to vendor services and the answer was it was not.

9. New Business Annual Meeting Notice: The Board discussed the **Annual Meeting Notice** and related meeting and voting procedures. A motion was made by **Jeffrey Levinson** and seconded by **Dan Gowen** concerning the approval for mailing of the Annual Meeting Notice. **Motion carried 6-0.**

As part of the approved direction, **Lourdes McLean made a motion in keeping with the precedents of years past that the Annual Meeting Notice is to state that nominations will not be accepted from the floor on the day of the Annual Meeting. Dann Dragone seconded the motion. The motion passed 6/0.**

10. Member Comments Members were provided an opportunity to address the Board. Hearing from none, Management announced the next regular meeting of the Board of Directors is **September 10, 2026, at 6:00 p.m. where the annual Budget will be presented for vote of the Directors.**

11. Adjournment

A motion to adjourn was made by **Lourdes McLean** and seconded by **Dann Dragone. Motion carried 6-0.** The meeting was adjourned at approximately **6:54 p.m.**

Submitted by: Brandie Hayes LCAM Real Manage for approval by the Trails HOA Board of Directors on September 10, 2026