

Two Forty Place Association – HOA May Board Member Meeting | MINUTES

May 16th, 2026 | 11:15 am | Two Forty Place Townhomes

Meeting called by	Talitha Falconer - President	Talitha Falconer - President
Type of meeting	Monthly Board Meeting	Chet Whitnah – Secretary and Treasurer
Note taker	Sophie Wong – Property Manager	Sophie Wong – Property Manager
Timekeeper	Chet Whitnah - Secretary	

Objectives

- Annual meeting and election preparations
 - Review and approval of Amazon Locker quotes
 - Property manager follow-ups on projects
 - Brainstorm dog park rules
 - Addressing recent conflict, crime, and pending litigations within the community
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Actions

- Board Members review and approve April 2026 Meeting Minutes recorded.
- Talitha reminds Chet and Sophie about the date and time of the Annual May Meeting. Sophie inquired with the I-240 Papa John's manager and asked for a discount. Provides Talitha with a 50% coupon that can be used to purchase pizzas for the meeting. Property Manager will follow up with other pizza restaurants like Marco's to see what kind of discount they can offer. Board agrees to Property Managers quote for police presence at the Annual Meeting; considering all current community factors.
- Property Manager presents new Amazon locker quote obtained. After the previous board meeting, Sophie asked Amazon to cover more than 50% of the locker and installation costs. Within the new quote, Amazon covers 75% of the locker and installation costs; with the Association covering only 25%. Chet and Talitha discuss recent reports of stolen packages and agree to the new quote. Sophie also discovered and shares that Amazon provides Wi-Fi connectivity, maintenance, and repair. Property manager also presents new quote for the locker's vinyl wrap. After negotiations, SuperGraphics has offered us a quote of \$1,800. The Board Members agree to the new quote. Sophie encourages Board Members to brainstorm color, artwork, or other information that can be printed onto the vinyl wrap; at no additional cost. Board Members discuss site preparation and the cost associated. No site preparation decisions were made at the time of this meeting.

- Board Members discuss Cox Wi-Fi services for the community. Chet and Talith vote **yes** and agree to follow through with installing Wi-fi within the mailbox hut to support the association's dog park cameras and other future endeavors.
 - Property Manager presents the cigarette litter survey results conducted by OKC Beautiful. The survey found **83 cigarette butts** at and/or around the dog park. OKC Beautiful grants the association 1 or 2 cigarette litter receptacles. Sophie explains that OKC Beautiful will provide the association with collection bags and postage for recycling. OKC Beautiful will also return in 6 months and 1 year to conduct additional litter surveys. The Board Members agree to this partnership and look forward to participating in this program. Sophie will follow up and begin planning for installation of the receptacles.
 - Property Manager shares the results of the AARP Livable Communities Grant; which the association submitted two applications for. Unfortunately, Two Forty Place was not selected for either. Board Members support the property manager's efforts and agree to support future applications for outside funding.
 - Board Members discuss recent community conflicts and other issues related to the dog park. Board Members determine a solution including dog park signage, dog park rules, and a formal reporting system that will be monitored by the Property Manager. Talitha reiterates that this formal reporting system will also be utilized for other crimes or conflicts within the community. Sophie presents a ballot containing 30 common community dog park rules. Each rule was selected by Sophie based on research and our specific community needs. The Board Members are to complete this ballot and return to the Property Manager; to help determine which rules are agreed upon. Sophie explains that Board Members also have the option to write in their own dog park rule suggestions for future discussion.
 - The President asks the Property Manager about Stamps.com software and the annual meeting mail-out process. Sophie provides feedback on recent implementation of Stamps.com software. Talitha and Sophie point out that any unused postage can be refunded to the association's stamps.com account and that the association receives a discount of \$0.04 per first class stamp. She also explains additional features like certified mail and how she plans to utilize those features.
 - Board Members review the March financial statements and the homeowner past-due accounts.
 - The President shares her dissatisfaction financial statements and other interactions with Lori; the association's accountant and bookkeeper. Talitha and Sophie both share various scenarios in which Lori failed to meet her obligations outline in the contract, failed to meet IRS rules and regulations, failed to meet standard accounting practice procedures, and lastly the association's expectations. Chet expresses concern for the issues brought forward. The board agrees to take steps to exit the contract by the end of June or early July 2026. They discuss and agree to explore alternative accounting services, such as QuickBooks. Sophie provides \$338 quote for QuickBooks with full-service bookkeeping and a dedicated QuickBooks accountant.
 - The President shares status updates regarding the actions taken against unit 819 and provides the status of current litigations.
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Next Action Items

- Property Manager to follow up on project and quotes
 - Board Members to provide ideas for Amazon Locker vinyl wrap designs
 - Finalize contracts for Amazon Locker site preparation
 - Ballot results for dog park rules
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