

Two Forty Place Association – HOA June 2026 Board Member Meeting | MINUTES

June 2, 2026 | 6:00 pm | Two Forty Place Townhomes

Meeting called by	Talitha Falconer - President	Talitha Falconer – President
Type of meeting	Monthly Board Meeting	Carmen Crafton – Vice President
Note taker	Sophie Wong – Property Manager	Cody Carpenter - Treasurer
		Chet Whitnah – Secretary
		Alex Cecrle – Committee Chairman

Call to Order

Annual Homeowner Meeting Review

Board Member Positions

Property Manager Renewal and Salary

Open Sessions via Google Meets (Similar to Zoom but already paying for Google)

BOD meeting scheduled (Summer & fall)

Landscaping Quotes

Termite Service Quotes

QuickBooks update and information

Cox Wi-Fi (New Plan) - Installed at the Cabana House

Camera at the dog park

Dog Park Rules (Visual Provided)

Amazon Locker Site Prep & Final Project Cost

Sophie project proposal

Amazon Locker vinyl wrap design

OG&E (Add Sophie to account to coordinate paint repairs)

Past Due Units

Plumbing inspections and repairs - Units 812, 819, 829 and 830

Pest Control - Units 817, 818 and 819

Restorations and remediation - Unit 819

Legal Actions against units 813 and 843

Kitty pool outside of unit 805

Action Items

- ✓ The Board debriefs on the Annual Meeting held on May 19, 2026. Board members acknowledge the low level of homeowner participation and discuss strategies to improve attendance and engagement at future annual meetings.
- ✓ The Board discusses and appoints Board of Directors' positions. Responsibilities are assigned as follows:
 - Talitha Falconer – President
 - Carmen Crafton – Vice President
 - Cody Carpenter – Treasurer
 - Chet Whitnah – Secretary
 - Alex Cecrle – Committee Chair
- ✓ The Board reviews the Association's Property Manager position and compensation. The Board unanimously approves the appointment of Sophie to continue serving as the Association's Property Manager and duly authorized agent.
- ✓ The Board votes to approve a salary increase of \$100 per month for the Property Manager. (From \$1,000 to \$1,100 per month)
 - Yes: Talitha Falconer, Carmen Crafton, Cody Carpenter, Alex Cecrle
 - No: Chet Whitnah
- ✓ The President presents feedback and suggestions received during the Annual Meeting. Talitha proposes hosting open-session meetings via Google Meet to increase homeowner participation. She notes that the Association already utilizes Google Workspace services and can use Google Meet at no additional cost.
- ✓ The Board agrees to host a closed-session meeting via Google Meet in July or August to test the functionality of the platform. Following the trial, the Board plans to host an open-session meeting for homeowners.
- ✓ Due to scheduling conflicts, the Board considers not holding monthly meetings in July. Regular monthly meetings are expected to resume in August or September.

- ✓ The Board discusses findings from the President and Property Manager following a meeting with the landscaping contractor. Management presents a proposed plan to revitalize the community's turf, including soil aeration, overseeding, reducing or discontinuing fertilizer applications, implementing additional weed-control treatments, and manually watering newly seeded areas due to the absence of an irrigation system. Management presents a quote for fall aeration services and advises that an additional proposal for sod installation is pending. The Board agrees to review all available proposals and defer a decision until the next closed-session meeting.
- ✓ The Board reviews the renewal contract for termite bait station services and a competing proposal from Flower Power Pest Control. The Vice President recommends obtaining an additional proposal from Affordable Termite & Pest Control. The Board agrees to review all proposals but agrees to stay with current vendor if possible.
- ✓ Management provides an update regarding the Association's transition to QuickBooks following discussions with a company representative. The proposed transition includes a one-time cleanup fee of \$500 and an ongoing monthly cost of \$338. Management notes that QuickBooks is compatible with the Association's current software platforms, including SmartPay, and would improve financial reporting, accessibility, and operational efficiency. Additionally, the service includes one monthly consultation with a dedicated QuickBooks accountant, a benefit not currently included under the Association's agreement with Connery Solutions.
- ✓ The President and Property Manager present their findings following additional discussions with Cox Communications. After evaluating current needs, future expansion considerations, and overall site conditions, the Cabana House is determined to be the optimal location for Wi-Fi installation to provide the best coverage for the Association's security camera system. The Board approves the proposed installation location.
- ✓ The Board reviews and discusses the draft Dog Park Rules. The draft is approved subject to final formatting and signage review. Final draft of the rules and associated cost estimates will be presented at the next meeting.
- ✓ The Board reviewed the status of the Amazon Locker project, including site preparation requirements and the final project cost. Management provided an update on project timelines and anticipated expenses. The Board discussed the proposal and directed management to proceed with the approved scope of work.

- ✓ The Board reviewed the project proposal submitted by Sophie. Discussion included the proposed scope, anticipated benefits, and project costs. Following discussion will take place at the next closed-session meeting.
- ✓ The Board reviewed the proposed vinyl wrap design for the Amazon Locker installation. Design options and branding considerations were discussed. The Board approved the proposed design and authorized management to coordinate production and installation.
- ✓ The Board discussed adding Sophie as an authorized contact on the OG&E account to facilitate communication and coordination of repair to the base of the street light fixtures and electrical boxes that have been shifted due to collisions. The Board approved adding Sophie to the account for project coordination purposes.
- ✓ Management provided an update regarding delinquent accounts and ongoing collection efforts. The Board reviewed the status of past due units and discussed available collection and enforcement options. No additional action was taken at this time beyond ongoing monitoring and collection efforts.
- ✓ Management reported on the status of plumbing inspections and necessary repairs for Units 812, 819, 829, and 830. The Board discussed repair timelines and authorized management to coordinate inspections and repairs scheduled for June 5th, 2026.
- ✓ Management provided an update regarding pest control treatments and follow-up inspections at Units 817, 818, and 819. The Board directed management to continue monitoring the affected units and approves completion of all recommended treatment measures.
- ✓ Management updated the Board on restoration and remediation efforts at Unit 819. The Board reviewed the current status of the work and directed management to continue coordinating with vendors until all remediation activities are completed.
- ✓ The Board received an update regarding ongoing legal actions involving Units 813 and 843. Legal counsel's recommendations and next steps were discussed. The Board authorized management and legal counsel to continue pursuing appropriate remedies in accordance with governing documents and applicable law.
- ✓ The Board discussed the presence of a kitty pool located outside Unit 805 and reviewed applicable community rules regarding exterior items. Management was directed to notify the owner/resident and request removal of the pool since it is determined to be in violation of community standards.

Next Action Items

- ⊙ Add Sophie as an authorized contact on the OG&E account to coordinate community paint repair projects.
- ⊙ Obtain and review additional landscaping proposals, including sod installation options, and present all bids for Board consideration at the next closed-session meeting.
- ⊙ Continue the transition to QuickBooks and provide any additional information requested by the Board.
- ⊙ Coordinate Wi-Fi installation planning at the Cabana House and obtain any necessary project estimates or implementation timelines.
- ⊙ Finalize the Dog Park Rules document and obtain signage proposals and cost estimates for Board review and approval.
- ⊙ Schedule a closed-session Google Meet meeting in August or September to test the platform's functionality.
- ⊙ Schedule a future open-session Google Meet meeting for homeowners following the successful completion of the platform test.
- ⊙ Continue monitoring and pursuing collection efforts for past-due accounts.
- ⊙ Continue coordinating plumbing inspections and repairs for Units 812, 819, 829, and 830.
- ⊙ Continue pest control treatment and follow-up inspections for Units 817, 818, and 819.
- ⊙ Continue restoration and remediation efforts for Unit 819 until completion.
- ⊙ Continue legal proceedings and enforcement actions regarding Units 813 and 843 as advised by legal counsel.

Meeting adjourned at 8:15 pm.