JACKSON HEIGHTS AT SOUTH FORK
BOARD OF DIRECTORS MEETING
Minutes of November 28, 2023

PRESENT:	Rob Navara	President
	Donna Jean Corlett	Director
ALSO PRESENT:	Keith Lammey	Association Manager
ABSENT:	Joyce Lambert	Director

Owners Open Forum

There were no owners open forum comments.

The meeting was called to order at 6:29 PM by Keith Lammey, Acting Chair.

Approval of Minutes

A **motion** was duly made by Rob Navara and seconded by Donna Jean Corlett to approve the May 3, 2023 minutes of the Board of Directors meeting as prepared. ***Passed.***

Manager's Report

The Association Manager submitted a short, written report including financial statements through October 2023. The past due accounts were discussed. Following a review of the October 2023 financial reports, a **motion** was duly made by Rob Navara and seconded by Donna Jean Corlett to approve the financial reports, as presented, through October 2023. ***Passed.***

Review/Approve 2024 Budget

The Association Manager explained the proposed 2024 budget, noting that it was nearly identical to the 2023 budget. The minor differences and the justifications for the changes were discussed. A **motion** was duly made by Rob Navara and seconded by Donna Jean Corlett to approve the 2024 budget which would continue the annual assessments at $275 per lot.

Discuss Architectural Design Review Criteria

The two-page summary of the most significant architectural design criteria was reviewed provision by provision. On each provision, the board reached a general consensus to either leave the provision as written or to modify it, then directed the Association Manager to incorporate the revisions in the Architectural Design Guidelines, with the understanding that minor revisions may be made in the future, and to post the Architectural Design Guidelines on the website.

Confirm the December 14, 2023 Member Budget Meeting Date

Following a brief discussion and checking of calendars, the board agreed that the Budget Meeting should be held at 6:30 PM on December 14, 2023. The budget meeting notices will be sent electronically and the meeting will be held via Zoom.

Old/Other Business

167 Sawmill Street, Lot 44 House Addition

Rob Navara explained that Brett and Molly Grier who own the lot/home at 167 Sawmill Street, lot 44, have requested approval to add an addition on to the existing home. Following a discussion about the addition and how it would blend with the existing home and the overall look and feel with the Jackson Heights community, the general consensus was to approve the addition, as proposed, with the understanding that the Association Manager would handle the formal approval details and the collection of any fees due to the Association.

Adjournment

With no further business to come before the Board, a **motion** was duly made by Donna Jean Corlett and seconded by Rob Navara to adjourn the meeting at 7:07 PM. ***Passed***