

**Glenlakes Unit One Property Owners Association
Special Board of Directors Meeting Minutes with Lennar Management
August 26, 2025, 2:00 p.m.
Glenlakes Clubhouse**

Attendees:

- Sara Filley – President
- Robin Walker – Treasurer
- Barry Brown – Secretary
- Scott Wigington – Board Member and ARC
- Randy Allison – Board Member
- Kim Aldridge – Board Member

Guest:

- Rob Donnelly – Lennar Division President

Call to Order – Sara Filley, President, called the meeting to order at 1:55 p.m.

Lennar Introduction:

- Mr. Donnelly, many years with Lennar, recently transferred to this market
- Lennar desires to be a good community partner and neighbor
- Clint Parker, Director of Construction and Rob Donnelly will be GLU1's point of contact
- Rob will provide pre-paneled Plat Map for Phase 4
- City of Foley issued building permits for 16 homes started in Phase 4

Sara Filley, President reviewed the following agenda with Mr. Donnelly

Communication:

1. President is point of contact for POA matters, including ARC. Treasurer is backup to President.
2. Proactive communication and timely response to POA emails. Respond to President when contacted. Keep communications open and ongoing.
3. Lennar notify Treasurer of lots listed for sale and when sold. Provide address, lot number, projected closing date, buyer name, email and phone number.
4. Upon sale, address and resolve warranty matters quickly and professionally. Note – when Lennar does not, owners come to POA for assistance and resolution. We have been told by prior Lennar Management, "this is between Lennar and Owners". If so, honor your commitment and warranty.

Phase 4 Construction Requirements:

5. What is the anticipated or forecasted build schedule?
6. All governing docs are followed for phase 4, including Breland agreement and amendments.
7. Provide lot plans upon approval by city, (floor plans, exterior and interior finishes) for ARC review to ensure compliance with governing documents. ARC to audit/inspect throughout construction, with final inspection prior to sale
8. Required to build the approved homes, that would include only Phase 3 floor plans (1815, 1846, 1911, 2003, and 2117).
9. All upgrades, including inside and outside of the homes for Phase 3, are required for Phase 4.
10. Adhere to restrictions of "repeating finishes". Must be separated by 2 homes and not across the street.
11. Provide phase 4 mailbox kiosk location and installation date.
12. USPS has a requirement to cover the Mailbox kiosk. Provide dates to cover Phase 3 and Phase 4 kiosks.
13. Move supplies for brick wall on Carnoustie into Phase 4 area until a brick mason can be hired for the installation.

Landscaping:

14. Phase 4 trees: 2 trees per lot = 232 + 268 trees for common area, for a total of 500 are required.
 - a. Place 2 trees per lot, place common area trees around phase 4 ponds to create a barrier to Clarke Ridge Road and entrances off Carnoustie Drive.
15. Phase 3 trees: 2 trees per lot = 224 trees are required but never placed.
 - a. Place 224 missing trees around phase 3 ponds and CR 12 to provide focal points.
16. Provide plan to clean up the ponds in phase 3 and 4 and the drainage rock area created by the golf course that is full of weeds.
17. Note overgrown area by 12 Tee Box – does Lennar or golf course own? If Lennar, provide plan to clear.
18. Provide a copy of the easement on Lakeview Drive to access the common area and provide the plan for Lennar to create the access point to Phase 3 Common Area A.
19. Provide information on Phase 4 Pond escrow.

Phase 4 Construction Etiquette:

20. No alcohol or drugs permitted at any time.
21. Construction access will be allowed only between 7:00 am and 7:00 pm Monday through Friday and 8:00 am and 5:00 pm on Saturdays. No construction on Holidays.
22. Dumpsters are not allowed on asphalt, must be emptied promptly and removed promptly.
23. Construction litter cleaned up daily. We have many elderly residents that should not be expected to clean up after your crew when your litter blows into their yards.
24. Construction traffic parks one direction only on same side of street to allow for vehicle traffic. This is not a “construction zone” it is a public street with public access and must be accessible at all times.
25. Street sweeping construction path with water weekly.
26. Construction traffic, enter and exit CR 12 and Albatross Drive only.

Other:

27. Install street sign on corner of Carnoustie Drive and Links Road.
28. Common area located behind Lot 86 Aberdeen, drainage needs to be addressed in this area due to standing water.

Glenlakes Unit One POA Board Meeting Dates:

- September 16, 2025
- December 9, 2025
- January 20, 2026

Annual Meeting **Monday** March 9, 2026, Alabama Gulf Coast Music Hall (The Big Red Barn) at 6pm

Adjourned – Sara Filley, at 2:46 pm

Signature: Barry Brown Date: 08-26-2025
Barry Brown, Secretary