Glenlakes Unit One Property Owners Association
Board of Directors Meeting Minutes
September 16, 2025, 3:00 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

Call to Order – Sara Filley, President, called the meeting to order at 2:54 pm

Review/Approve Previous Meeting Minutes – Barry Brown, Secretary
Minutes approved unanimously by the board.

Finance Report – Robin Walker, Treasurer
1. Treasury Report
    a. 12/31/2022 Treasury = $57,650
    b. 12/31/2023 Treasury = $100,696
    c. 12/31/2024 Treasury = $132,190
    d. 08/31/2025 Treasury = $172,544
        i. Checking = $23,784
        ii. Savings = $5,065
        iii. Certificates of Deposit = $143,695
2. 2025 Budget Summary
    a. 2025 Budgeted Income = $42,020
        i. Annual Dues = $35,020 (206 lots * $170)
        ii. Transfer Fees = $2,500 (5 lots * $500)
        iii. Interest Income = $4,500 (reflects CD repricing at lower rates)
    b. Actual Income as of 08/31/2025 = $49,214
        i. Annual Dues = $35,357 (208 lots paid vs 206 budgeted. One lot prepaid $2 for 2025, Lennar Lot 2 = $169 as it closed on 07/03/2025
        ii. Prorated Lots = $18.63 (Lennar Lot 1)
        iii. Transfer Fees = $7,500 (15 Lots)
        iv. 2026 Prepaid Dues = $170
        v. 2025 Annual Dues Late Fees = $750
        vi. Compliance Fines = $1,863.60
        vii. Interest Income = $3,554.85
    c. 2025 Budgeted Expenses = $34,360
        i. Website Administration Fees = $3,000 (Baccus and POA Software)
        ii. Accounting & Auditing Fees = $500 (Tax Filing)
        iii. QuickBooks Online Monthly Subscription = $960
        iv. Community USA Flags = $3,000 (Honor USA)
        v. Insurance Expenses = $3,000 (General Liability and Director & Officer)
        vi. Legal & Professional Fees = $10,000 (Declarant / Governing Documents)

vii. Meeting Expenses = $500
viii. Office Expenses = $500
ix. Security & Camera Expenses = $1,000
x. Maintenance & Repairs = $1,000
xi. Utilities = $500
xii. Postage Expenses = $500
xiii. Landscaping Expenses = $7,000 (Carnoustie Sign Shrubs, $1,000; Carnoustie Sign Tree Trimming, $1,000; Carnoustie Common Area Landscaping)
xiv. Miscellaneous Expenses = $300
xv. Bank Charges = $100
xvi. Income Tax = $1,500 (Tax on CD Interest Income)
xvii. QuickBooks Payment Fees = $1,000 (Fees for Annual Dues Paid Online – Absorbed by Interest Income)

d. Actual Expenses as of 08/31/2025 = $8,859.57
    i. Website Administration Fees = $0 (Baccus and POA Software)
    ii. Accounting & Auditing Fees = $0 (Tax Filing)
    iii. QuickBooks Online Monthly Subscription = $594.00
    iv. Community USA Flags = $0 (Honor USA)
    v. Insurance Expenses = $0 (General Liability and Director & Officer)
    vi. Legal & Professional Fees = $45.48 (Declarant / Governing Documents)
    vii. Meeting Expenses = $300.00 (2026 Annual Meeting Room)
    viii. Office Expenses = $206.65
    ix. Security & Camera Expenses = $0
    x. Maintenance & Repairs = $260.61
    xi. Utilities = $295.00
    xii. Postage Expenses = $140.92
    xiii. Landscaping Expenses = $4,805.33
        1. Carnoustie Sign Mowing = $3,024
        2. Carnoustie Sign Shrubs, Tree Trimming = $1,410
        3. Carnoustie Sign Mulch, Fertilizer and Treatments = $93.03
        4. Pond Treatments = $278.30
    xiv. Miscellaneous Expenses = $0
    xv. Bank Charges = $0
    xvi. Income Tax = $1,432.00 (Tax on CD Interest Income)
    xvii. QuickBooks Payment Fees = $779.58 (Fees for Annual Dues and Fines Paid Online – Absorbed by Interest Income Collected)
e. **Motion by Robin Walker:** Approve the 09.16.2025 Financial Report as presented. **2nd:** Sara Filley, **Motion Passed Unanimously**

3. 2025 Annual Dues Reconciliation
    a. Budgeted for 206 lots; actual was 208 lots, bringing in $35,357. Dues collection began on 06/15/2025 and was completed on 08/23/25. We had 75 lots pay via check and cash (36%), and 133 lots pay online via QuickBooks (64%). We had 10 owners that were assessed late fees beginning on 07/16/2025, resulting in $750 collected in late fees. See attached report for detail.
    b. The majority of lots were paid online, with the POA absorbing the transaction fee charged by QuickBooks. Online payments processed directly from QuickBooks into our Wells Fargo checking account. It was a seamless and fully automated transaction, far safer than checks as there is no opportunity for mishandling. Checks and cash required manual data entry and physical deposits. We have no

control over USPS delivery and/or financial institution's timing for bill payments that are mailed from the financial institutions.

4. Change to Annual Dues Cycle and Payment Process
    a. **Motion by Robin Walker:** Annual dues collection begins on or around June 15th each year with invoices delivered via QuickBooks to owner email address(es) of record. Payments are due on or before July 1st each year. Late fees are assessed beginning July 2nd each year, following our fine protocol. **2nd:** Sara Filley, **Motion Passed Unanimously**
    b. **Motion by Robin Walker:** Require online payments for annual dues, compliance fines and annual dues late fees via QuickBooks Online. The POA continues to pay the QuickBooks transaction fee. **2nd:** Sara Filley, **Motion Passed Unanimously**
5. Certificate of Deposit Purchases
    a. We have 2 Certificate of Deposits due to mature in the 3rd and 4th quarters of 2025. Current rates range from 4.72% to 4.11%. Business rates researched today are commonly in the 3 – 4% range.
        i. **Motion by Robin Walker:** Approve purchase or renewal of a Certificate of Deposit in the amount of $33,046 + September 2025 interest. The maximum maturity will be 12 months, with a minimum of 3% interest. Funds will be used from the Certificate of Deposit held at First Internet Bank, that will mature on September 17, 2025. **2nd:** Randy Allison, **Motion Passed Unanimously**
        ii. **Motion by Robin Walker:** Approve purchase or renewal of a Certificate of Deposit in the amount of $27,172 + September – December 8, 2025 interest. The maximum maturity will be 12 months, with a minimum of 3% interest. Funds will be used from the Certificate of Deposit held at First Internet Bank, that will mature on December 8, 2025. **2nd:** Kim Aldridge**,** **Motion Passed Unanimously**

ARC Report – Sara Filley, President

1. ARC Request 1/1/2025 to 8/31/25 ARC Projects: 46 Request: 45 Approved, 1 Denied
   2024 Year to Date ARC Projects: 56 Request: 55 Approved, 1 Denied
2. ARC Compliance 1/1/2025 to 8/31/25: 41 Compliance, 39 Closed, 2 Open
   2024 Year to Date: 69 Compliance, 69 Closed, 0 Open, 3 owners Fined for noncompliance.

City of Foley and Lennar Update – Sara Filley

1. City of Foley
    a. Meeting Minutes from the City of Foley Council Meeting dated 8/18/25, see City of Foley attachment
        i. Sara Filley spoke on behalf of Glenlakes Unit 1 POA: 208 properties, increasing to 324 properties when Phase 4 is completed in the future.
    b. Status Update on Glenlakes Information from the City of Foley
        i. Required drainage swale around Lots 113/114 (Phase 4). Lennar/Mullins has a design, and I asked today when it will be constructed.
        ii. Parking stall for mailbox kiosk. Lennar/Mullins is working on adding an additional stall to the Phase 3 kiosk area to accommodate the future Phase 4 kiosk.
        iii. Low area behind Lot 86 (Phase 3). Lennar/Mullins has asked to meet Engineering onsite to review. This location was designed and approved as an attempted Low Impact Development. Engineering recommends this

area be filled with clean sand to eliminate any nuisance standing water. Elimination of the standing water was requested by the POA.

iv. Common Area Access east of Lot 15 (Phase 3). Engineering will be meeting Lennar onsite to discuss implementing access. Lennar has purchased the portion of land necessary to access the area and this has been recorded in probate.

v. Pond Escrow for Phase 4. Lennar/ Mullins still working on this item.

vi. Landscaping plan for trees for Phases 3 & 4. Lennar/Mullins working on this item.

vii. Brick wall at entrance on Carnoustie (Phase 4). Lennar emailed us to acknowledge they have the agreed upon grading plan to ensure water is not trapped at the base of the wall. Shared they are having trouble finding masons that are capable of completing the wall right now.

2. Lennar – Phase 4
   a. Lennar requested 16 building permits and started clearing the pads for construction on Albatross Drive the week of 8/4/25. On 8/19/25 the 1st cement truck arrived to start the foundations.
   b. See Special Board of Directors Meeting Minutes with Lennar Management dated 8/26/25. Meeting with Lennar Division President to review open items and our ARC Construction Agreement dated 2018 that is still in effect.
   c. Lennar will place 2 trees per lot, in the front yard (1 canopy, 1 Crepe Myrtle). Canopy tree suggestions: Willow Oak, Southern Red Oak, Red Maple.
   d. Location of 224 trees if Lennar will provide for Phase 3.
   e. GLU1 Property Owner, Dennis Drewyer volunteered as a Landscape Design Architect to assist with plans.

Old Business

1. BCSS lawsuit
   a. David Vosloh is GLU1 Representative and his home is now listed for sale. As Chairman of the Glenlakes Sewer Committee, Mr. Vosloh's name is included in the 2016 lawsuit, and will remain as a member of the GL Sewer Committee.
   b. The BCSS Lawsuit is scheduled for the November 2025 docket of the Baldwin County Circuit Court. The trial date will be posted at the end of October.

New Business

1. Nominations Committee: We Need Volunteers!
   a. Two owners from prior year agreed to help, need four more volunteers to serve on the Nominations Committee and assist with election count & check in.
   b. Date for volunteers to submit bio and picture for ballot and election of vacant offices due no later than 01.10.2026.
2. Phase 3 Common Area Mowing Committee: Randy Allison, Barry Brown, Craig Filley
   a. The committee started the process to get quotes for our 2026 budget. 6 companies contacted with 4 quotes received to date.
   b. Letter of Intent for a 3 to 5 year contract with possible annual escalation, as long as both parties are still satisfied, etc.
      We will be prepared when Lennar turns over Phase 3.
3. Phase 4 Home Building Inspection Committee: Larry Ballard, Bob VanDeWege, Scott Wiginton
   a. Utilize 1-page checklist to ensure Lennar is building to 2018 Agreement

4. Bike Path on CR 20: City of Foley will soon prohibit golf carts from driving on the bike path – watch for signs soon. The city will be ticketing violators once the signs are installed.
5. Website
    a. Survey Property Owners on website utilization
6. Board Seats
    a. **Motion by Sara Filley:** Reverse vote from 3/12/23 board increasing board seats from 5 to 7. **2nd:** Randy Allison, **Motion Passed Unanimously**
    b. Seats will alternate with 3 open one year and 2 seats open the following year.
7. Fence Guidelines for Phase 4
    a. **Motion by Scott Wiginton:** Phase 4 properties to be a standard 4' fence. **2nd:** Sara Filley**, Motion Passed Unanimously**

General Discussion – All Board Members

Remaining GLU1 POA 2025 Board Meeting Dates:

- 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 5:15 p.m.

Signature: *Barry Brown* Date: 09-16-2025

Barry Brown, Secretary

Income

Date: 01/01/2025 - 12/31/2025

Glenlakes Unit 1 POA

Income	Estimated 2025	Actual as of 08.31.2025	Variance
Property Lots (206 @ $170)	35,020.00	35,357.07	**337.07**
Property Lots Prorated	0.00	18.63	**18.63**
Transfer Fees (5@ $500)	2,500.00	7,500.00	**5,000.00**
Prepaid 2026 Dues	0.00	170.00	**170.00**
Annual Dues Late Fees	0.00	750.00	**750.00**
Compliance Fines	0.00	1,863.60	**1,863.60**
Interest Income (CD)	4,500.00	3,554.85	**(945.15)**
Total Income	**42,020.00**	**49,214.15**	**7,194.15**

Operating Expenses

Date: 01/01/2025 - 12/31/2025

Glenlakes Unit 1 POA

Expenses	Estimated 2025	Actual as of 08.31.2025	Variance	Notes
Website Administration Fees	3,000.00	0.00	**3,000.00**	POA Software
Accounting and Auditing Fees	500.00	0.00	**500.00**	Tax Filing/Reconciliation
Quickbooks Online Monthly Subscription	960.00	594.00	**366.00**	$80 per Month
Community USA Flags	3,000.00	0.00	**3,000.00**	Community USA Flags on Light Poles
Insurance	3,000.00	0.00	**3,000.00**	General Liability and Director & Officer
Legal and Professional Fees	10,000.00	45.48	**9,954.52**	Probate Minutes and Lien Release
Meeting Expenses	500.00	300.00	**200.00**	2026 Annual Meeting
Office Expenses	500.00	206.65	**293.35**	
Security / Camera Equipment	1,000.00	0.00	**1,000.00**	
Maintenance and Repairs	1,000.00	260.61	**739.39**	Carnoustie Sign Waterline Repairs
Utilities	500.00	295.00	**205.00**	
Postage Expenses	500.00	140.92	**359.08**	
Landscaping	7,000.00	4,805.33	**2,194.67**	$1000 Carnoustie Sign Replacement Shrubs; $5000 Carnoustie Common Area; $1000 Carnoustie Sign Tree Trimming
Miscellaneous	300.00	0.00	**300.00**	
Bank Charges	100.00	0.00	**100.00**	
Income Tax	1,500.00	1,432.00	**68.00**	
Quickbooks Payments Fees	1,000.00	779.58	**220.42**	
Total Operating Expenses	**34,360.00**	**8,859.57**	**25,500.43**	

Reserves & Capital Expenditures:

Dam	**5,000.00**	One time expense = $25 per lot
Master Association Legal	**15,000.00**	One time expense = $75 per lot

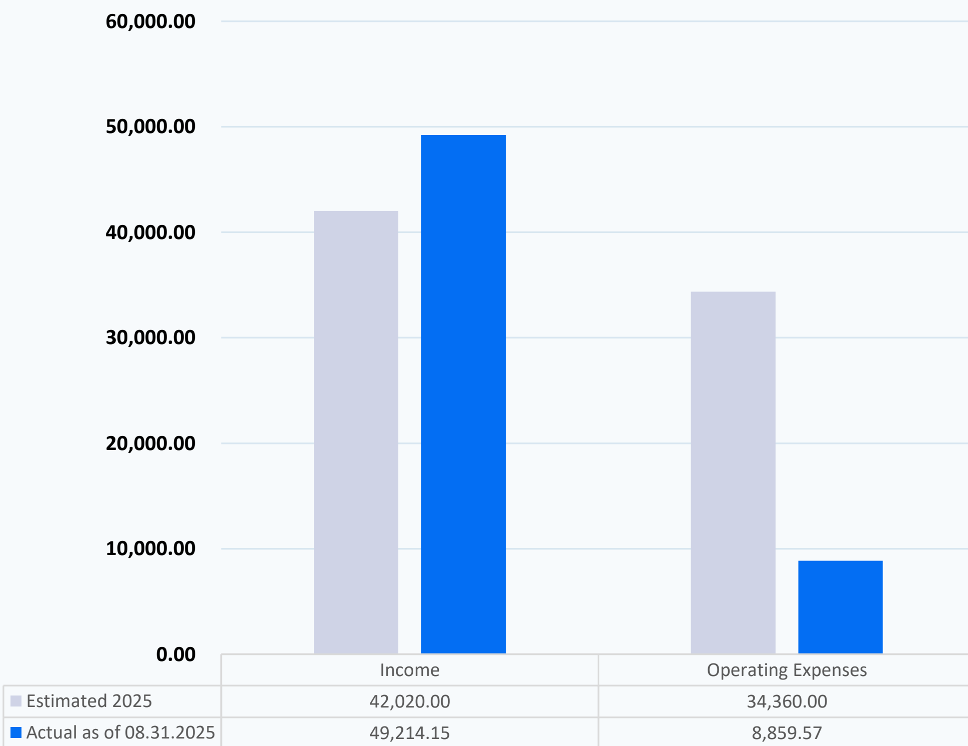
Budget Summary

Date: 01/01/2025 - 12/31/2025

Glenlakes Unit 1 POA

Budget Area	Estimated 2025	Actual as of 08.31.2025	Variance
Income	42,020.00	49,214.15	**7,194.15**
Operating Expenses	34,360.00	8,859.57	**25,500.43**
Balance (Income Minus Expenses)	**7,660.00**	**40,354.58**	**32,694.58**

Budget Overview



Profit and Loss
GLENLAKES UNIT ONE POA
January 1-August 31, 2025

Distribution account	Total
Income	
Other Income	3,554.85
Services	45,829.30
Unapplied Cash Payment Income	-170.00
Total for Income	**$49,214.15**
Cost of Goods Sold	
Gross Profit	**$49,214.15**
Expenses	
Computer Expense	594.00
Landscaping	4,805.33
Legal & Professional Fees	45.48
Meeting Expense	300.00
Office Expenses	206.65
Postage and Mailings	140.92
QuickBooks Payments Fees	779.58
Repair & Maintenance	260.61
Taxes Paid	1,432.00
Utilities	295.00
Total for Expenses	**$8,859.57**
Net Operating Income	**$40,354.58**
Other Income	
Other Expenses	
Net Other Income	**0.00**
Net Income	**$40,354.58**

Balance Sheet

GLENLAKES UNIT ONE POA

As of August 31, 2025

Distribution account	Total
Assets	
Current Assets	
Bank Accounts	
15178218226295 QuickBooks Checking Account	
302298189 FIRST INTERNET BANK OF INDIANA	33,046.11
302331757 First Internet Bank	27,172.37
302482899 FIB CD4	21,152.85
302684263 302684263 FIRST INTERNET BANK OF INDIANA CD	30,145.12
BUSINESS CHECKING (9538)	23,406.40
Business Market Rate Savings (0963) - 2	5,065.30
Certificate Of Deposit (4025)	32,179.44
Total for Bank Accounts	**$172,167.59**
Accounts Receivable	
Accounts Receivable (A/R)	
Total for Accounts Receivable	**0.00**
Other Current Assets	
Uncategorized Asset	
Undeposited Funds	
Total for Other Current Assets	**0.00**
Total for Current Assets	**$172,167.59**
Fixed Assets	
Other Assets	
Total for Assets	**$172,167.59**
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Credit Cards	
Other Current Liabilities	
Total for Current Liabilities	**0.00**
Long-term Liabilities	
Total for Liabilities	**0.00**
Equity	
Opening Balance Equity	25,035.66
Retained Earnings	106,777.35
Net Income	40,354.58
Total for Equity	**$172,167.59**
Total for Liabilities and Equity	**$172,167.59**

Glenlakes Unit One Property Owners Association
Annual Dues Reconciliation
8/31/2025

Lots Paid Online on 06/15/2025	36
Lots Paid Online on 06/15/2024	39

Total Lots Unpaid as of 07/02/2025	31
Total Lots Unpaid as of 07/02/2024	43

Total Lots Unpaid as of 07/16/2025	10
Total Lots Unpaid as of 07/16/2024	20

Total Lots Unpaid as of 08/01/2025	1
Total Lots Unpaid as of 08/01/2024	2

Late Fees Assessed in 2025	10
Late Fees Collected in 2025	10
Total Amount of Late Fees in 2025	$ 750
Late Fees Assessed in 2024	2
Late Fees Collected in 2024	2
Total Amount of Late Fees in 2024	$ 150

*Total Lots in 2025	208	$	35,360
Dues Prepaid in 2024		$	2
Deduction for Prorated Dues on Lennar New Build Lot		$	1
*Total Dues to Collect in 2025		$	35,357
Lots Paid as of 08/31/2025	208	$	35,357
Lots Paid by Check as of 08/31/2025	74	$	12,577
Lots Paid Online as of 08/31/2025	133	$	22,610
Lots Paid by Cash as of 08/31/2025	1	$	170
Total Lots Unpaid as of 08/31/2025	0	$	-
% of Lots Paid as of 08/31/2025	100.0%		
% of Lots Paid by Check and Cash as of 08/31/2025	36.1%		
% of Lots Paid Online as of 08/31/2025	63.9%		
% of Lots Unpaid as of 08/31/2025	0.0%		

*Budgeted 206 - Lennar sold remaining 2 lots in 2025

Date	Wells Fargo Checking	Wells Fargo Savings	Wells Fargo CD	TrustMark CD	First Internet Bank CD 89, 4.72%, 9.17.25	First Internet Bank CD 57, 4.32%, 12.8.25	First Internet Bank CD 25, 4.12%, 3.18.26	First Internet Bank CD 99, 4.11%, 7.20.26	First Internet Bank CD 63, 4.2%, 1.17.26	Total
12/31/2022	$32,614	$25,036	$0	$0	$0	$0	$0	$0	$0	$57,650
1/31/2023	$31,978	$25,036	$0	$0	$0	$0	$0	$0	$0	$57,014
2/28/2023	$28,721	$25,036	$0	$0	$0	$0	$0	$0	$0	$53,757
3/31/2023	$32,417	$25,045	$0	$0	$0	$0	$0	$0	$0	$57,462
4/30/2023	$34,756	$25,045	$0	$0	$0	$0	$0	$0	$0	$59,801
5/31/2023	$37,891	$25,048	$0	$0	$0	$0	$0	$0	$0	$62,939
6/30/2023	$29,678	$25,054	$20,000	$0	$0	$0	$0	$0	$0	$74,732
7/31/2023	$29,585	$25,054	$20,072	$25,000	$0	$0	$0	$0	$0	$99,711
8/31/2023	$32,718	$25,057	$20,148	$25,104	$0	$0	$0	$0	$0	$103,027
9/30/2023	$23,016	$5,062	$20,223	$25,208	$30,000	$0	$0	$0	$0	$103,509
10/31/2023	$23,426	$5,062	$20,372	$25,309	$30,176	$0	$0	$0	$0	$104,345
11/30/2023	$23,621	$5,062	$20,372	$25,414	$30,306	$0	$0	$0	$0	$104,774
12/31/2023	$14,598	$5,064	$0	$25,517	$30,440	$25,078	$0	$0	$0	$100,696
1/31/2024	$14,483	$5,064	$0	$25,622	$30,575	$25,186	$0	$0	$0	$100,931
2/29/2024	$41,255	$5,064	$0	$0	$30,702	$25,291	$0	$0	$0	$102,312
3/31/2024	$11,482	$5,065	$0	$0	$30,838	$25,403	$30,051	$0	$0	$102,839
4/30/2024	$9,926	$5,065	$0	$0	$30,970	$25,512	$30,179	$0	$0	$101,652
5/31/2024	$8,207	$5,065	$0	$0	$31,107	$25,625	$30,311	$0	$0	$100,315
6/30/2024	$27,301	$5,065	$0	$0	$31,241	$25,735	$30,440	$0	$0	$119,782
7/31/2024	$19,824	$5,065	$0	$0	$31,379	$25,849	$30,574	$20,036	$0	$132,727
8/31/2024	$21,154	$5,065	$0	$0	$31,518	$25,964	$30,708	$20,124	$0	$134,533
9/30/2024	$21,346	$5,065	$0	$0	$31,648	$26,075	$30,838	$20,208	$0	$135,180
10/31/2024	$19,556	$5,065	$0	$0	$31,775	$26,191	$30,974	$20,296	$0	$133,857
11/30/2024	$19,069	$5,065	$0	$0	$31,898	$26,303	$31,105	$20,382	$0	$133,822
12/31/2024	$16,984	$5,065	$0	$0	$32,026	$26,403	$31,242	$20,470	$0	$132,190
1/31/2025	$18,158	$5,065	$0	$0	$32,154	$26,500	$31,379	$20,559	$0	$133,815
2/28/2025	$19,486	$5,065	$0	$0	$32,271	$26,588	$31,504	$20,640	$0	$135,554
3/31/2025	$18,456	$5,065	$0	$0	$32,400	$26,686	$31,629	$20,730	$0	$134,966
4/30/2025	$19,844	$5,065	$0	$0	$32,526	$26,780	$31,737	$20,817	$0	$136,769
5/31/2025	$20,259	$5,065	$0	$0	$32,656	$26,879	$31,848	$20,907	$0	$137,614
6/30/2025	$42,649	$5,065	$0	$0	$32,783	$26,974	$31,955	$20,995	$0	$160,421
7/31/2025	$22,670	$5,065	$0	$0	$32,914	$27,073	$32,067	$21,079	$30,038	$170,906
8/31/2025	$23,784	$5,065	$0	$0	$33,046	$27,172	$32,179	$21,153	$30,145	$172,544
9/30/2025			$0	$0						
10/31/2025			$0	$0						
11/30/2025			$0	$0						
12/31/2025			$0	$0						