Glenlakes Unit One Property Owners Association
Board of Directors Meeting Minutes
December 9, 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 2:56 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) 11/30/2025 Treasury = $176,381
      i) Checking = $26,123
      ii) Savings = $5,065
      iii) Certificates of Deposit = $145,193
   e) 12/09/2025 Treasury = $176,289
      i) Checking = $26,008
      ii) Savings = $5,065
      iii) Certificates of Deposit = $145,216

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 11/30/2025 = $55,481.74
      i) Annual Dues = $35,357.07 (One lot prepaid $2 for 2025, Lennar Lot 2 = $169 as it closed on 07/03/2025
      ii) 208 Lots Paid vs 206 Budgeted
      iii) Prorated Lots = $18.63 (Lennar Lot 1)
      iv) Transfer Fees = $12,000 (24 Lots)
      v) 2026 Prepaid Dues = $340
      vi) 2025 Annual Dues Late Fees = $750
      vii) Compliance Fines = $1,963.60
      viii) Interest Income = $5,052.44
   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 11/30/2025 = $11,293.42
i) Website Administration Fees = $320.00 (Baccus)
ii) Accounting & Auditing Fees = $0 (Tax Filing)
iii) QuickBooks Online Monthly Subscription = $843.50
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 = $315.16
x) Maintenance & Repairs = $313.73
xi) Utilities = $399.00
xii) Postage Expenses = $140.92
xiii) Landscaping Expenses = $5,939.33
(1) Carnoustie Sign Mowing = $4,158.00
(2) Carnoustie Sign Shrubs, Tree Trimming = $1,410.00
(3) Carnoustie Sign Mulch, Fertilizer and Treatments = $93.03
(4) Pond Treatments = $278.30
xiv) Miscellaneous Expenses = $213.04 (Christmas Decorations for East Sign)
xv) Bank Charges = $43.03 (Check Reorder)
xvi) Income Tax = $1,432.00 (Tax on CD Interest Income)
xvii) QuickBooks Payment Fees = $781.58 (Fees for Annual Dues and Fines Paid Online – Absorbed by Interest Income Collected)

e) **Motion by Robin Walker:** Approve the 12/09/2025 Financial Report as presented. 2nd: Sara Filley, **Motion Passed Unanimously**

3) Certificate of Deposit Purchase
a) We have a Certificate of Deposit due to mature in the 1st quarter of 2026. Current rates range from 3.76% to 4.2%. Business rates researched today are commonly in the 3 – 4% range.
b) **Motion by Robin Walker:** Approve purchase or renewal of a Certificate of Deposit in the amount of $30,462 + December 2025 and January 1-17, 2026, 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, which will mature on January 17, 2026. 2nd: Randy Allison, **Motion Passed Unanimously**

ARC Report – Sara Filley, President

- See attached letter from the GLU1 POA Board emailed to All owners on 11/6/25
  - 1 Owner Fined $50 every week for Flag
  - 1 Owner Fined $500 for not submitting ARC Request to change roof shingle color
- ARC Request 1/1/2025 to 11/30/25 ARC Projects: 68 Request: 64 Approved, 4 Denied
- 2024 Year to Date ARC Projects: 56 Request: 55 Approved, 1 Denied
- ARC Compliance 1/1/2025 to 8/31/25: 59 Compliance, 55 Closed, 4 Open, 4 owners fined for noncompliance
- 2024 Year to Date: 69 Compliance, 69 Closed, 0 Open, 3 owners fined for noncompliance

City of Foley and Lennar Update: Sara Filley

- Lennar requested 16 building permits and started clearing the pads for construction on Albatross Drive the week of August 4, 2025.
- On August 19, 2025, the 1st cement truck arrived to start the foundations.
- See Special Board of Directors Meeting Minutes with Lennar Management dated
- August 26, 2025. Meeting with Lennar Division President to review open items and our ARC Construction Agreement dated 2018 that is still in effect.
- Week of October 14 Lennar started 4 new homes by Clark Ridge road owner's fence.
- Week of November 3 Lennar cleared 3-4 more lots.
- 1st Phase 4 home pending on 10/22/25, 30 days after posting.
- Lennar Phase 4 per the Landscape document with the City of Foley: will plant 1 tree in front yard and 1 tree in the back yard.

Extracted information from email with the City of Foley Dated Sun, Sep 14, 2025
As we have the Council meeting tomorrow, below is a status update on Glenlakes. (Awaiting City of Foley update. In red is Sara Filley's update).

- Required drainage swale around Lots 113/114 (part of Phase 4): Lennar/Mullins have a design, and I asked today when it will be constructed. Making progress.
- 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. Dennis Drewyer provided a design with additional parking for vehicle and golf carts and landscaping, the City Approved. Lennar said they are not using it, not required. Waiting on response from the City of Foley.
- 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 area; however the soils do not provide the necessary infiltration, therefore Engineering recommends this area be filled with clean sand to eliminate any nuisance standing water. Elimination of the standing water was requested by the HOA. Lennar stated the City is not requiring any action. Awaiting update from the City of Foley.
- 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. Lennar stated would be complete by end of November. Not started.

- Pond Escrow for Phase 4 (this is a new city requirement): Per the City of Foley Requirements on Ponds: Prior to final plat submittal, the owner/developer shall establish an escrow account in the amount of twenty percent of the initial construction cost of the stormwater management system, which shall be used to maintain, operate, repair, inspect or reconstruct the stormwater management system. Escrow account details shall be provided in the subdivision covenants. The Engineering Department shall review and approve the amount projected for the escrow account. Documentation showing proof of the escrow account shall be submitted with the final plat package. Once the developer transfers the common areas and stormwater facilities to another entity(ie. home owner' s association) for management, the entity shall contribute annually to the Stormwater Facilities Maintenance Escrow Account in the amount of five percent of the initial construction cost of the stormwater management system until such time that the full amount is reached. A Maintenance Request shall be submitted to the Engineering Department for approval. This maintenance may be based on annual inspections by the entity or a city inspection. Withdrawals from the escrow account may occur for the purpose of maintenance, operation, repair, inspection or reconstruction of the stormwater management system. Once all work is completed, it will be inspected for compliance. If the maintenance cost is less than the requested funds, any excess funds shall be deposited back into the escrow account. Any funds drawn down from the escrow account shall be replaced in accordance with the initial funding of the account within two years of the maintenance work. Lennar/Mullins still working on this item. Reported on 11/11/25 the cost to construct 3 ponds in Phase 4 in the amount of $354,729.60. Again, this is a new City requirement; they are not required to provide costs for Phase 3.
- Landscaping plan for trees for Phases 3 & 4: Lennar/Mullins working on this item. Lennar has not provided details of location, type of trees, or date of installation. Awaiting response from the City on when this is required to be planted.
- 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 can complete the wall right now. Lennar stated would be complete by end of November. Not started.
- Install street sign on the corner of Carnoustie Drive and Links Road. City approved installation by Lennar, awaiting installation.
- Install 3-way stop sign at Albatross and Lakeview. City will recommend it after City Council accepts maintenance of Phase 3. This has been tabled until further notice due to Lennar slow movement on other items. Once accepted the City will have Public Works Dept install 3 way stop sign.

Old Business / Unfinished Business

Baldwin County Sewer System Lawsuit

- 12/5/25 email from David Vosloh: the BCSS lawsuit will be scheduled for the February or March 2026 docket of the Baldwin County Circuit Court.

2026 POA Board Election

- One open board seat. Date for volunteers to submit bio and picture for ballot and election of vacant offices due no later than 01/10/2026.
- Thank you to Scott Wiginton, he has again volunteered and submitted to run for the POA Board.

- Need to determine board terms to split 3/2 in the future. 2027 will have 4 out of 5 GLU1 POA Board Member terms completed.

New Business

Nominations Committee, Check-in, Counting

- Aberdeen: Marcee Moore
- Albatross: Sandy Dibeler
- Carnoustie: Christy Cockrell
- Dornock: Debbie and Joe Lesley
- Lakeview: Donna and Tom Krebes, Gina Ballard, Kim Brown

Common Area Mowing Team for Phase 3

- Randy Allison, Barry Brown, and Craig Filley started the process to get quotes for our 2026 budget. 6 companies contacted and 4 quotes received to date. Request letter of Intent to Hire LIG for a 3-to-5-year contract with 3% to 5% yearly escalation, as long as both parties are still satisfied, etc. We will be prepared when Lennar turns over Phase 3.
- 11/6/25 Board unanimously approved hiring L.I.G. to maintain Carnoustie Sign area and Phase 3 when it is turned over to GLU1 POA in the future.
- 11/18/15 Signed LIG / Landscape Workshop for Carnoustie Place Sign area starting 1/1/2026 and notified current provider on 11/22/25 of termination of that agreement.

Home Building Inspection Team for Phase 4

- Larry Ballard, Bob VanDeWege, and Scott Wiginton will utilize 1-page Checklist to ensure Lennar is building to 2018 Agreement.

Website

- Less than 25% responded to our Property Owners Survey that they are utilizing the website. Website fees paid in early September for 1- and 3-year terms.
- Property Owners: please email if you do not receive a response to your ARC Request after 48 hours. Website administrator is working to correct the issue. In November we did not receive an ARC Request that was submitted on our website.
    - Board decision on 12/09/25 to remove ARC Request Form from our website. Effective immediately, email all ARC requests to: glenlakespresident@gmail.com.

City of Foley Public Works Department Tree Trimming

- Sara has received information that the City of Foley Public Works Department will be in our community in January to trim the trees in the Easement. Sara is trying to get more information on their schedule, and if it will include all streets in the Glenlakes Community.

General Discussion – All Board Members

Executive Session Business

- Entered Executive Session from 4:16 pm to 4:20 pm and again from 4:26 pm to 4:58 pm

Property Owner Appeal Meeting

- Property owner withdrew appeal. Governing documents upheld, from 4:20 pm to 4:26 pm

GLU 1 POA Board Quarterly Dates

- January 20, 2026

GLU 1 POA Annual Meeting

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

Adjourned – Sara Filley, at 4:58 pm

Signature: Barry Brown Date: 12/09/2025
Barry Brown, Secretary

Addendum to financial report by Robin Walker on 12/09/2025:

In light of the information provided by Sara today in our board meeting regarding the pond reserves that will be required by the city, I believe it is best to increase our transfer fees from $500 to $1,000, effective January 1, 2026.

Although we have built our treasury up over the past few years, it won't take long for it to dry up once Lennar turns over the common area maintenance to our POA. As Lennar completes the Phase 4 build out, we have an opportunity to build our reserves for future expenses that we know are coming. Lennar is projected to sell 114 homes in this final phase (2 have already sold with $500 due from each). This would generate $114,000 in transfer fees vs $57,000 with the current fee.

As a reminder, transfer fees are assessed as a buyer's expense for any property transfer within our POA, so all property transfers would incur the $1,000 fee, not just the phase 4 builds.

Motion by Robin Walker: Increase property transfer fees from $500 to $1,000, effective January 1, 2026. 2nd: Randy Allison, Motion Carried

1. Effective 01/01/2026, transfer fees to lots sold in Glenlakes Unit One POA will be $1000 per lot, per transfer. It is expected that as Phase 4 is built and sold, the POA will gain $114,000 in transfer fees ($1000 transfer fee * 114 lots) to offset required future common area maintenance expenses.

Balance Sheet
GLENLAKES UNIT ONE POA
As of November 30, 2025

Distribution account	Total
Assets	
Current Assets	
Bank Accounts	
95 QuickBooks Checking Account	0.00
89 FIRST INTERNET BANK OF INDIANA	33,383.94
57 First Internet Bank	27,466.08
99 FIB CD4	21,370.35
63 FIRST INTERNET BANK OF INDIANA CD	30,461.87
BUSINESS CHECKING (9538)	25,742.55
Business Market Rate Savings (0963) - 2	5,065.43
Certificate Of Deposit (4025)	32,511.11
Total for Bank Accounts	**$176,001.33**
Accounts Receivable	
Accounts Receivable (A/R)	0.00
Total for Accounts Receivable	**$0.00**
Other Current Assets	
Uncategorized Asset	0.00
Undeposited Funds	0.00
Total for Other Current Assets	**$0.00**
Total for Current Assets	**$176,001.33**
Total for Assets	**$176,001.33**
Liabilities and Equity	
Liabilities	
Total for Liabilities	
Equity	
Opening Balance Equity	25,035.66
Retained Earnings	106,777.35
Net Income	44,188.32
Total for Equity	**$176,001.33**
Total for Liabilities and Equity	**$176,001.33**

Profit and Loss
GLENLAKES UNIT ONE POA
January-November, 2025

Distribution account	Total
Income	
Other Income	5,052.44
Services	50,599.30
Unapplied Cash Payment Income	-170.00
Total for Income	**$55,481.74**
Gross Profit	**$55,481.74**
Expenses	
Bank Charges	43.03
Computer Expense	843.50
Landscaping	5,939.33
Legal & Professional Fees	45.48
Meeting Expense	300.00
Miscellaneous Expense	213.04
Office Expenses	206.65
Postage and Mailings	140.92
QuickBooks Payments Fees	781.58
Repair & Maintenance	313.73
Security	315.16
Taxes Paid	1,432.00
Utilities	399.00
Website Administration Fees	320.00
Total for Expenses	**$11,293.42**
Net Operating Income	**$44,188.32**
Net Other Income	
Net Income	**$44,188.32**

Date	Wells Fargo Checking	Wells Fargo Savings	Wells Fargo CD	TrustMark CD	First Internet Bank CD 89, 3.95%, 3.16.26	First Internet Bank CD 57, 3.76%, 12.9.26	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	$24,602	$5,065	$0	$0	$33,165	$27,269	$32,288	$21,224	$30,249	$173,862
10/31/2025	$25,520	$5,065	$0	$0	$33,276	$27,369	$32,401	$21,298	$30,357	$175,287
11/30/2025	$26,123	$5,065	$0	$0	$33,384	$27,466	$32,511	$21,370	$30,462	$176,381
12/31/2025			$0	$0						

Income

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

Glenlakes Unit 1 POA

Income	Estimated 2025	Actual as of 11.30.2025	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	12,000.00	**9,500.00**
Prepaid 2026 Dues	0.00	340.00	**340.00**
Annual Dues Late Fees	0.00	750.00	**750.00**
Compliance Fines	0.00	1,963.60	**1,963.60**
Interest Income (CD)	4,500.00	5,052.44	**552.44**
Total Income	**42,020.00**	**55,481.74**	**13,461.74**

Operating Expenses

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

Glenlakes Unit 1 POA

Expenses	Estimated 2025	Actual as of 11.30.2025	Variance	Notes
Website Administration Fees	3,000.00	320.00	**2,680.00**	POA Software
Accounting and Auditing Fees	500.00	0.00	**500.00**	Tax Filing/Reconciliation
Quickbooks Online Monthly Subscription	960.00	843.50	**116.50**	$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	315.16	**684.84**	
Maintenance and Repairs	1,000.00	313.73	**686.27**	Carnoustie Sign Waterline Repairs
Utilities	500.00	399.00	**101.00**	
Postage Expenses	500.00	140.92	**359.08**	
Landscaping	7,000.00	5,939.33	**1,060.67**	$1000 Carnoustie Sign Replacement Shrubs; $5000 Carnoustie Common Area; $1000 Carnoustie Sign Tree Trimming
Miscellaneous	300.00	213.04	**86.96**	
Bank Charges	100.00	43.03	**56.97**	
Income Tax	1,500.00	1,432.00	**68.00**	
Quickbooks Payments Fees	1,000.00	781.58	**218.42**	
Total Operating Expenses	**34,360.00**	**11,293.42**	**23,066.58**	

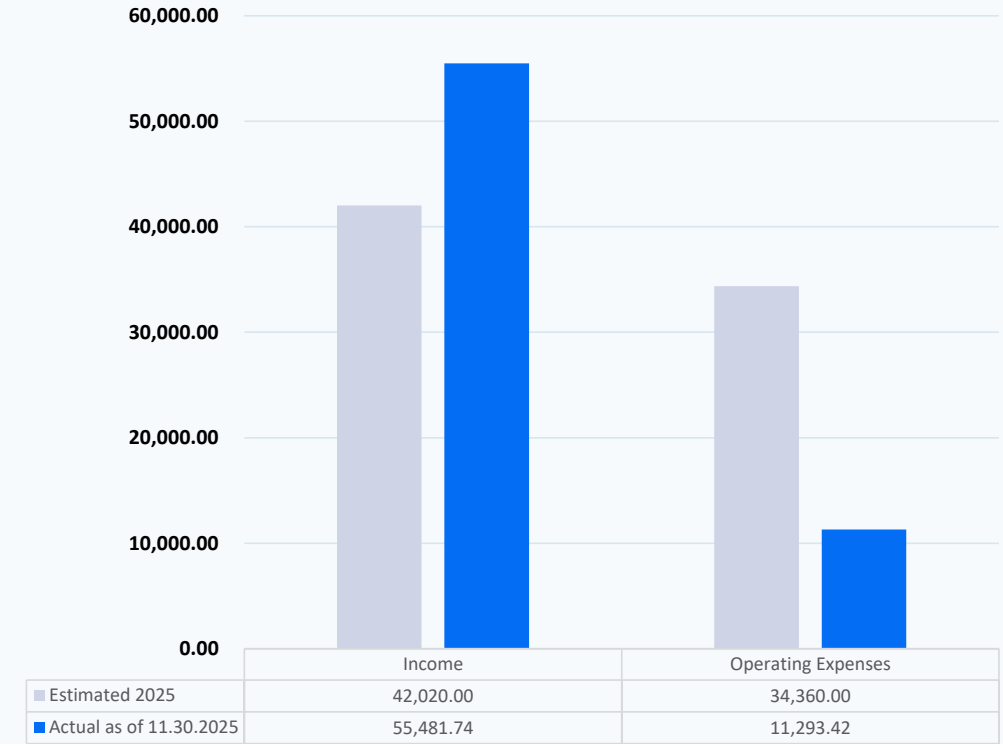
Reserves & Capital Expenditures:

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 11.30.2025	Variance
Income	42,020.00	55,481.74	**13,461.74**
Operating Expenses	34,360.00	11,293.42	**23,066.58**
Balance (Income Minus Expenses)	**7,660.00**	**44,188.32**	**36,528.32**

Budget Overview