

BP HOA Board Meeting

Date: January 20, 2026

Time: 7:00 PM

Agenda

I. Call to Order

II. Roll Call (All BOD members were in attendance)

Curtis McLawhorn **Bill Stovall** **Jennifer Howard**
Tammy Kuenzi **Devin Drake**

III. Presentation of Reports

- Financial Reports
  - December 2025 – Exhibit A
    - There are at least 2 more BP owned accounts at Union Bank, so Tammy is going to track down the December statements and send a copy to BOD members.
    - Jennifer is going to put those accounts in a spreadsheet and then add in other financial institutions rates so we can rate shop and determine what next steps are, especially for the CD that recently matured.
  - 2026 Budget – April will create and email to BOD for approval

    There is no approved budget for this client, the report 'Budget Comparison Report - 12 Months' cannot be run until an approved budget is selected.

    -
- Architectural Submissions
  - No open requests

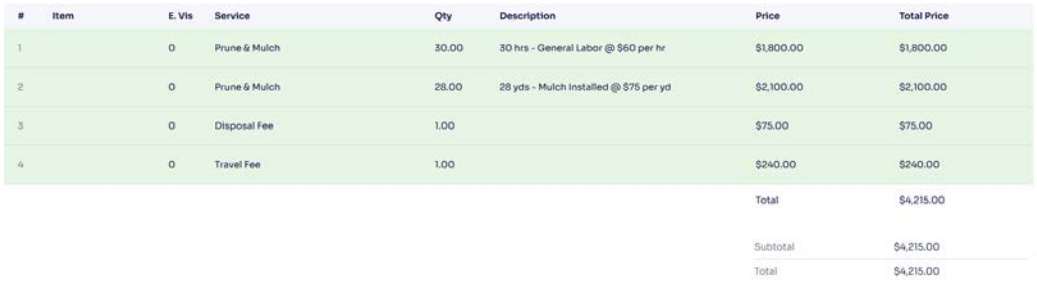
IV. Old/Unfinished Business

- Whichard Court Separation
  - De-Annexation of Whichard Court
  - Curtis emailed the owners notifying them that their separation request must be approved with a quorum so the upcoming Annual Meeting in March would be the time to request the vote.
  - He mentioned that in order to meet timeline for addition to annual meeting agenda they will have to submit all paperwork to board by mid-February.

- Curtis asked that owners respond to Jennifer and April by email to remove Curtis from the center of that process.

V. New Business

- Front Gate
  - Entryway & Street Signs Refurbishing
    - Entryway - Complete
    - Street Signs – January
      - BOD members stated that the front sign improvements looked good.
      - Jennifer spoke with Jason @ Jason Signs on 1/21/2026 and confirmed the street signs would be complete and hung back in neighborhood by the end of January.
  - Grounds Maintenance
    - Mulch Tree Lines & Trim Trees – Complete
      - Mulch and tree trimming was completed on 1/19/2026.



#	Item	E. Vis	Service	Qty	Description	Price	Total Price
1		0	Prune & Mulch	30.00	30 hrs - General Labor @ $60 per hr	$1,800.00	$1,800.00
2		0	Prune & Mulch	28.00	28 yds - Mulch Installed @ $75 per yd	$2,100.00	$2,100.00
3		0	Disposal Fee	1.00		$75.00	$75.00
4		0	Travel Fee	1.00		$240.00	$240.00
						Total	$4,215.00
						Subtotal	$4,215.00
						Total	$4,215.00

    - Rock front border – January
      - Border completed January 21, 2026
  - 2026 Proposal – New Contract
    - Curtis emailed April asking for updated maintenance proposals to include the separation of cost based on BP owned land versus homeowner land so the cost can be appropriated correctly.
  - Individual Lot Mowing
    - Process to add service
    - Cost
  - Security
    - Camera
      - Not currently working
        - Replacement Battery – Order?
      - Annual battery replacement – Schedule
        - Installation
    - Tree line Security & Gate Upgrade
    - We will need recommendations and proposals from **Russell Property Mgmt.** to correct the current issues at the front entrance to ensure the camera and gate are working properly. Assessment & Immediate Needs Repair to hold us over until we can determine next steps.

- We will need proposals from **Russell** on a replacement to the existing front gate system at the front gate to ensure most favorable security outcomes and ease of use by owners.
- We would also like to see proposals from **Russell** on adding security barriers (fence, shrubs, etc.) along the tree line at front gate. Something useful but also aesthetic.
    - Mr. Whichard owns the land where the tree line is so **Tammy Kuenzi** is going to discuss it with the Whichard family and see if they would be willing to provide us with an easement so we can make security improvements along that tree line.
- **Gate Code Management – Russell Prop. Mgt.**
    - RPM will manage an annual change of the gate code.
    - RPM will manage issues with gate. Owners will call into emergency line to Russell to notify about issues.
        - Need to add this # and process for notification to the annual meeting slides.
    - RPM will email all homeowners at least 2 weeks prior to the gate change notifying owners of the new gate code and date/time it will be implemented.
    - New gate code will be included in Annual Meeting materials and presented during the meeting.
        - Add a note in meeting slides that owners are responsible for updating delivery services (Amazon, etc.) with the new gate code.

- Mailboxes
    - All Boxes Assigned
    - Add New Cluster(s)
        - Location –
            - BOD agreed that for simplicity's sake we will plan to add another mail cluster box beside the existing 2 cluster boxes.
            - BOD agreed this is not a long-term solution because that area is already congested at the gate.
        - Order
            - Russell Management – Do you have any recommendations for purchase and install of a mailbox cluster?
        - Install
            - Jennifer is going to review data in google docs on prior purchases, email specs to Devin & Curtis so they can review to see if they can or know someone that can install.

VI. Open Forum

i. Based on all the recent expenses and possible future improvements Jennifer asked if it was time to increase HOA dues (proposed $600).

ii. **Russell Prop Mgt.** – Can you provide or assist me with creating a financial report that provides data to support an increase? Based on your data is an increase needed?

VII. Adjournment Meeting adjourned around 8:00pm

Exhibit A

Financial Reporting Package

Beaufort Pointe

12/1/2025 - 12/31/2025

Beaufort Pointe Owners Association, Inc.
Balance Sheet
12/31/2025

Assets		
Cash and cash equivalents		
1000 - Beaufort Pointe Operating 0291	$88,016.94	
Cash and cash equivalents Total	$88,016.94	
Assets Total		$88,016.94
Liabilities and Equity		
Retained earnings		
3000 - Retained earnings	$61,025.35	
Retained earnings Total	$61,025.35	
Retained Earnings	$0.00	
Net Income	$26,991.59	
Liabilities & Equity Total		$88,016.94

Beaufort Pointe Owners Association, Inc.
Income Statement
12/1/2025 - 12/31/2025

	12/1/2025 - 12/31/2025	Year To Date
Income		
Income Statement		
4000 - HOA Dues	$23,100.00	$28,550.00
Total Income Statement	$23,100.00	$28,550.00
Total Income	$23,100.00	$28,550.00
Expense		
Administrative Expense		
6040 - Management Contract	$725.00	$1,450.00
Total Administrative Expense	$725.00	$1,450.00
Operating Expense Utilities		
6305 - Entrance Lighting	$32.71	$65.42
6325 - Water & Sewer	$42.99	$42.99
Total Operating Expense Utilities	$75.70	$108.41
Total Expense	$800.70	$1,558.41
Operating Net Income	$22,299.30	$26,991.59
Net Income	$22,299.30	$26,991.59