

Meeting Minutes: Trailwoods Property Owners Association, Inc.

Board of Directors Meeting

Date: September 17, 2026 | Time: 6:08 PM | Location: 28th Ave NW, Norman, OK

1. Call to Order & Roll Call

- Call to Order: The meeting was called to order at 6:08 PM.
 - Board Members Present (Quorum Established – 5 of 6):
 - Evelyn Kwanza (Secretary)
 - Clay Foster
 - Casey Felty
 - Chris Griffin
 - Babs Harmon
 - Management Representatives Present:
 - Angela Garcia (C Solutions Management)
 - Board Members Absent:
 - Bobby Spencer
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2. Board Norms & Open Meeting Guidelines Review

- Meeting Norms: Board members reviewed expectations regarding professional decorum, constructive leadership, and maintaining digital conduct conducive to community standards.
 - Bylaws Open Meeting Requirements: The Board discussed Bylaws Article 3, Section 3.15 (*Notice to Owners; Open Meetings*), confirming that Association Board meetings are open to all Members with 48 hours posted notice. The Board noted space constraints at private residences and discussed plans to reserve public venues (such as the Norman Public Library or Armed Forces Reserve Center) or stream future meetings to facilitate broader owner attendance.
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3. Action Item 1: Review of Director Performance & Executive Session

- Review of Standards of Conduct: The Board evaluated recent events involving interactions between a member of the Board and other association Members, pursuant to Bylaws Article 3, Section 3.6 regarding standards of conduct and director duties.
- Key Areas Evaluated:
 1. *Public Communications & Resident Privacy*: Concerns regarding public social media postings displaying resident license plates and personal details.
 2. *Operational Focus*: Interpersonal friction and social media disputes diverting Board focus away from core HOA administration.

3. *Community Trust & Governance*: Deterioration of community trust, disruption to Board stability, and recent director resignations.

Executive Session Deliberation & Vote (Bylaws § 3.6)

- Motion to Enter Executive Session: Pursuant to Bylaws Section 3.15(b/d), upon a motion duly made and seconded, the Board voted unanimously to enter Executive Session to discuss a personnel/director issue.
- Removal Vote: Upon a motion duly made and seconded, the Board voted unanimously (5–0) to remove Bobby Spencer from his position as a Director and member of the Board of Directors pursuant to Bylaws Article 3, Section 3.6.
- Exit Executive Session: Upon a motion duly made and seconded, the Board voted unanimously to exit Executive Session and return to the regular order of business.

4. Action Item 2: Election of Officers & Vacancies

To fill vacant officer roles required by Association Bylaws, elections were conducted:

- President Election: Evelyn Kwanza nominated Clay Foster for President. Clay Foster accepted. Upon a motion duly made and seconded, Clay Foster was unanimously elected President.
- Vice President Election: Casey Felty accepted the nomination for Vice President, stepping down from his role on the Design Review Board to avoid dual officer positions. Upon a motion duly made and seconded, Casey Felty was unanimously elected Vice President.
- Secretary: Evelyn Kwanza continues in her role as Board Secretary.

5. Action Item 3: HOA Administration, Finances & Maintenance

- Finances & Dues: The Board clarified community inquiries regarding past dues adjustments, noting that funds were directed toward replacing hazardous playground equipment. The Board confirmed that no assessment increase is planned for the upcoming fiscal cycle.
 - HOA Email Oversight: Access credentials for trailwoods73069@gmail.com were shared among directors to ensure shared administrative transparency.
 - Covenant Enforcement: Angela Garcia reviewed the standard violation sequence (10-day notice → 5-day notice → certified letter). The Board reaffirmed that C Solutions manages routine notices, but any self-help enforcement on private property requires explicit written Board approval.
 - Infrastructure Projects: Clay Foster agreed to contact the City of Norman regarding uneven manholes/concrete. C Solutions was authorized to obtain repair bids from New Day Fence for damaged perimeter fencing near the pond.
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6. Action Item 4: Future Meeting & Venue Planning

- Next Meeting Date: Scheduled for Tuesday, December 1, 2026, at 6:00 PM.
- Public Venue Selection: To support open meeting objectives and accommodate homeowner attendance, Casey Felty will check into securing a public meeting space (evaluating Norman Public Library, The Well, or Armed Forces Reserve Center) prior to posting the 48-hour meeting notice.

7. Adjournment

- Upon a motion duly made and seconded, the meeting was officially adjourned following the completion of all agenda items.