

**THE SPRINGS AT GREENLEAF TRAILS BOARD SPECIAL MEETING MINUTES**  
**January 6, 2025 6:00PM**  
**Springs at Greenleaf Trails Clubhouse**

**Members:** President Rebecca Papajohn, Vice President Kelly Akins, Secretary Dean Coffman, Treasurer David White, Members at Large Jim Brickman, Susan Yockel, and Jeremy Goodrich.

**Purpose for Special Meeting:** It was discovered some lawncare bids were not given proper consideration during our last regular meeting where a vendor was selected. The intent of this meeting is to reconsider all bids fairly and to award the contract after all bids are considered.

**1. Call to Order**

At 6 pm by Rebecca Papajohn

**2. Roll Call and determination of quorum (minimum of 4 members)**

All members present.

**3. Prayer**

**4. Approval of Agenda**

Motion to approve by Jim, 2<sup>nd</sup> Jeremy, no discussion. All accepted.

**5. Business related to Special Meeting**

**a. Motion to Rescind all previously voted motions regarding the 2025 landscaping vendor in the December meeting.**

1<sup>st</sup> Jeremy 2<sup>nd</sup> Kelly, discussion to fine tune motion about what was discussed in December meeting and remove the number of bids from the original motion.

**b. If Motion to rescind carries, discuss all 5 landscaping bids for the 2025 bids and make a motion on who to award the 2025 lawn care contract.**

*Jim proposes to only evaluate plc with feature landscape 2<sup>nd</sup> by Kelly. No discussion. All passed.*

Discussion of 2 companies.

**Feature Landscapes of Oklahoma City**

- Received on time by president. Met criteria

- Kelly discussed references we received from Feature Landscape
- We think references need to be provided by all bids in the future.
- Dean mentioned that we need to have a template that they will fill out, so it is easier to evaluate apples to apples.
- Kelly asked about weed control in sidewalks with this contract.
- Rebecca re-emphasized oversight and making sure our expectations are understood and met.

## PLC

Bid was read through by Rebecca.

- No discussion.

### ***Motion to extend contract to Feature Landscapes of Oklahoma City by David, 2<sup>nd</sup> Kelly.***

- Rebecca feels we need to change to eliminate any past bias.
- Jim was concerned about lack of experience with commercial experience. But that was settled by Kelly's report on the references.
- Susan asked if they will adjust for services not rendered. Rebecca has discussed it with them and that is what will happen. Susan wants that put into writing for future statements of work just so it is clear.
- Discussion about recording meeting so suggestions are not lost. Dean has a recorder but has forgotten to bring it.
- David wants to make sure we are getting what we are paying for so things need to be checked when services are rendered.

### ***Vote: 6 yea 1 nay (Jeremy) Contract is awarded to Feature Landscapes of Oklahoma City***

Rebecca mentioned forming a Committee for feet on the ground, hands on Interaction and Supervision/Guidance for a most successful service intention between Vendor and Community.

### ***6. Motion to adjourn by Jeremy 2<sup>nd</sup> Jim - All***