



HOA Meeting Minutes

Friday, October 23, 2026

MEETING DETAILS

Date	Friday, October 23, 2026
Time	3:00 PM – 4:00 PM CST
Location	Hughes Properties Office
Purpose	Transition of HOA management from Hughes Properties to the resident-elected board

ATTENDEES

Name	Affiliation
Nicole Rochelle	Green Cove HOA Board (new)
Camille Himschoot	Green Cove HOA Board (new)
Tony Cienfuegos	Green Cove HOA Board (new)
Kristen Wickham	Hughes Properties
Courtney	Hughes Properties

DISCUSSION

1. **Management transition.** Hughes Properties and the new board discussed the transfer of HOA management from Hughes Properties to the resident-elected HOA board.
2. **Transfer of records.** The new board members signed documents acknowledging the transfer of management and receipt of a thumb drive and a file box containing all previous HOA paperwork.

NEXT STEPS FOR THE NEW BOARD

#	Action Item
1	Set up board email address
2	Set up PO Box
3	Email Kristen at Hughes Properties the new PO Box and email address
4	Set up bank account
5	File Registered Agent
6	Update address and email on insurance paperwork
7	Establish board member titles, roles and responsibilities
8	Notify residents of the board's new contact information

APPROVAL

Minutes recorded by: Nicole Rochelle

Date: 10/23/26