

**NOB HILL FOREST TOWNHOME ASSOCIATION
BOARD OF DIRECTORS MEETING
MARCH 15, 2018**

CALL TO ORDER

President Catherine Kudrick declared a *meeting quorum* at 7:00 p.m., at Southlake Recreation Center, 5070 Higgins Drive, Montclair, VA 22025. The following Board members were in attendance:

Catherine Kudrick	Sharon Thomas	Catherine Akins
Kathleen Fish	Alice Mellow	Lin R. Stauffer (Manager)

HOMEOWNERS FORUM

Board members reviewed written homeowner concerns and correspondence. Complaints centered around inoperable vehicles, vehicles parking over 24 hours in visitors spaces, residents' inoperable front yard pole lights, and uncontained trash in the community.

MINUTES

MOTION #18-01 Catherine Akins made a motion to approve the November 30, 2017 meeting minutes. Alice Mellow seconded the motion. Motion passed unanimously.

MANAGER'S AND TREASURER'S REPORT

Manager Lin Stauffer presented the Nob Hill Forest THA Budget Report, Income Statement, Disbursement Report and Reserves Balance Report. Manager reported, as of 2/28/18 a balance of \$377,956.18 in accounts, with a Capital Replacement Reserves Balance of \$257,115 (as of 12/31/16 Audit). It is anticipated that the Association can fund \$58,000 Reserves Contribution in 2017 (contingent on the Audit by the CPA.) **[Attachment A]**

Assessments Update

Manager presented Assessments Update. Assessment Income, as of 3/13/18 is \$28,203.17. Delinquency Report, as of 3/13/18, quarterly outstanding receivables total \$8,050.52, late fees total \$985.60, And legal fees total \$352.35. Board members reviewed the Compton & Duling L.C. Report reference 2/15/18 warrant in debt proceedings and 4/09/18 court dates. Manager advised that 34 homeowners are in arrears in their first quarter, 2018 assessment payments. Manager advised that past-due assessment invoices with late fee assessments were mailed March 8, 2018.

MOTION #18-02 Alice Mellow made a motion to accept the Treasurer's Report. Sharon Thomas seconded the motion. Motion passed unanimously. **[Attachment B]**

MOTION #18-03 Catherine Kudrick made a motion to approve proposal for 2017 Audit by James D. Uvena, CPA. Alice Mellow seconded the motion. Motion passed unanimously.

OLD BUSINESS

Common Area Improvements

The Board of Directors reviewed Town & Country Landscaping proposal for Spring renovation on Jonathan Court center island.

ACTION ITEM: Manager will negotiate with Town & Country Landscaping regarding the mulch pricing.

MPOA Snow Removal Agreement

MOTION #18-04 Catherine Kudrick made a motion to approve the MPOA Snow Removal Agreement. Catherine Akins seconded the motion. Motion passed unanimously.

Memorandum of Understanding between MPOA and Associations

The Board of Directors reviewed a memorandum regarding the Process for the review of Property Improvement Requests (PIRs) submitted to the MPOA for a lot within a subassociation.

ACTION ITEM: The Board tabled a decision pending clarification. Manager to contact the Covenants Administrator to discuss clarifications in the process..

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Election of Board Officers

MOTION #18-05 Catherine Kudrick made a motion to retain the current slate of officers for 2018. Alice Mellow seconded the motion. Motion passed unanimously.

NEW BUSINESS

Pavemarking & Concrete Sidewalk Repairs

ACTION ITEM: Manager was requested to obtain proposals for street pavemarking and concrete sidewalk repairs. Manager was requested to check on repairs to the damaged Cliffview Drive storm drain.

TIME AND PLACE OF NEXT MEETING

The next regularly-scheduled Board of Directors meeting is **May 17, 2018, Thursday, at 7:00 p.m.** at Southlake Recreation Center. Board of Directors meeting dates were included in a newsletter to all owners and residents; and in the monthly MPOA *Montclairion* calendar.

ADJOURNMENT

MOTION #18-06 President Kudrick made a motion to adjourn the meeting. Catherine Akins seconded the motion. Motion passed unanimously, and meeting adjourned upon mutual consent at 7:45 p.m.

Respectfully submitted,

Lin R. Stauffer, Manager
On behalf of Secretary

Attachments

**NOB HILL FOREST TOWNHOME ASSOCIATION
BOARD OF DIRECTORS MEETING
MAY 17, 2018**

CALL TO ORDER

President Catherine Kudrick declared a *meeting quorum* at 7:00 p.m., at Southlake Recreation Center, 5070 Higgins Drive, Montclair, VA 22025. The following Board members were in attendance:

Catherine Kudrick	Sharon Thomas	Catherine Akins
Kathleen Fish	Alice Mellow	Lin R. Stauffer (Manager)

Homeowner:

Anna Martinez	4247 Vals Way	571-264-3799
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HOMEOWNERS FORUM

Board members reviewed written homeowner concerns and correspondence. Complaints centered around inoperable vehicles, stored vehicles, vehicles parking over 24 hours in visitors spaces, residents' inoperable front yard pole lights, loose dogs and uncontained trash in the community.

MINUTES

MOTION #18-07 Alice Mellow made a motion to approve the November 30, 2017 meeting minutes. Sharon Thomas seconded the motion. Motion passed unanimously.

MANAGER'S AND TREASURER'S REPORT

Manager Lin Stauffer presented the Nob Hill Forest THA Budget Report, Income Statement, Disbursement Report and Reserves Balance Report. Manager reported, as of 4/30/18 a balance of \$395,589.88 in accounts, with a Capital Replacement Reserves Balance of \$257,115 (as of 12/31/16 Audit). It is anticipated that the Association can fund \$58,000 Reserves Contribution in 2017 (contingent on the Audit by the CPA.) **[Attachment A]**

Assessments Update

Manager presented Assessments Update. Assessment Income, as of 5/17/18 is \$58,122.51. Delinquency Report, as of 5/17/18, quarterly outstanding receivables total \$9,596.18, late fees total \$1,243.14, And legal fees total \$352.35. Board members reviewed the Compton & Duling L.C. Report reference Acct #18-O3 Foreclosure sale, Interrogatory hearings for Acct #18-H1A scheduled for 6/04/18, and Acct. #18-R5 Capias proceedings. Manager advised that 16 homeowners are in arrears in their first quarter, 2018 and 13 in arrears of their second quarter assessment payments. Manager advised that assessment invoices with late fee assessments were mailed March & April, 2018.

MOTION #18-08 Catherine Kudrick made a motion to accept the Treasurer's Report. Catherine Akins seconded the motion. Motion passed unanimously. **[Attachment B]**

MOTION #18-09 Catherine Akins made a motion to transfer maturing 6/20/18 SunTrust Certificate of Deposit to the operating account; pending an increase to the Synchrony CD account maturing 7/25/18.

ACTION ITEM: Manager will provide updated Synchrony CD APY rates to the Board of Directors for decision at the July Board of Directors meeting.

OLD BUSINESS

Common Area Improvements

The Board of Directors reviewed Town & Country Landscaping proposal for Spring renovation on Jonathan Court center island.

MOTION #18-10 Catherine Akins made a motion to approve Town & Country Landscaping proposals 11-15993 and 11-16399 for renovation to the Jonathan Circle island common area; and rip rap installation to correct erosion behind Jonathan Court. Alice Mellow seconded the motion. Motion passed unanimously.

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ACTION ITEM: Manager was requested to have the two large Arbovitae removed from the sides of the Kenton Circle mailbox, as they pose a safety and insect hazard. Manager as requested to have the existing stump behind 4327 Jonathan Court, ground down to ground level, as it is in proximity to underground utility lines.

Memorandum of Understanding between MPOA and Associations

The Board of Directors reviewed a memorandum regarding the Process for the review of Property Improvement Requests (PIRs) submitted to the MPOA for a lot within a subassociation.

ACTION ITEM: The Board tabled a decision pending clarification. Manager to contact the Covenants Administrator to discuss clarifications in the process..

Pavemarking & Concrete Sidewalk Repairs

ACTION ITEM: Manager was requested to obtain further proposals for street pavemarking and concrete sidewalk repairs. Manager was requested to check on repairs to the damaged Cliffview Drive storm drain.

NEW BUSINESS

MPOA Architectural Guidelines for Repainting Doors & Shutters

The Board of Directors reviewed current Nob Hill Architectural Guidelines.

MOTION#18-11 Catherine Kudrick made a motion to approve changes to "MPOA Guidelines 5.4.28 Painting. i. for Nob Hill Forest Townhomes: Exterior siding must not deviate from the original colors. When submitting a PIR for repainting doors and shutters in a different color, shutters may be repainted in the same color as the door. Paint colors must be chosen from the McCormick Exterior Colonial Color Collection (formerly McCormick Williamsburg Exterior Color Collection). Other brands are acceptable, but they must match the McCormick Colonial colors...." Alice Mellow seconded the motion. Motion passed unanimously.

DPOR & Insurance Certification

The Board of Directors reviewed updated Department of Professional and Occupational Registration ((DPOR) certification and updated insurance certificate.

TIME AND PLACE OF NEXT MEETING

The next regularly-scheduled Board of Directors meeting is **July 19, 2018, Thursday, at 7:00 p.m.** at Southlake Recreation Center.

ADJOURNMENT

MOTION #18-12 President Kudrick made a motion to adjourn the meeting. Catherine Akins seconded the motion. Motion passed unanimously, and meeting adjourned upon mutual consent at 8:50 p.m.

Respectfully submitted,

Lin R. Stauffer, Manager
On behalf of Secretary

Attachments

**NOB HILL FOREST TOWNHOME ASSOCIATION
BOARD OF DIRECTORS MEETING
SEPTEMBER 20, 2018**

CALL TO ORDER

President Catherine Kudrick declared a *meeting quorum* at 7:00 p.m., at Southlake Recreation Center, 5070 Higgins Drive, Montclair, VA 22025. The following Board members were in attendance:

Catherine Kudrick	Sharon Thomas	Catherine Akins
Kathleen Fish	Alice Mellow	Lin R. Stauffer (Manager)

HOMEOWNERS FORUM

Board members reviewed written homeowner concerns and correspondence.

MINUTES

MOTION #18-20 Catherine Akins made a motion to approve the July 19, 2018 meeting minutes. Kathleen Fish seconded the motion. Motion passed unanimously.

MANAGER'S AND TREASURER'S REPORT

Manager Lin Stauffer presented the Nob Hill Forest THA Budget Report, Income Statement, Disbursement Report and Reserves Balance Report. Manager reported, as of 8/31/18 a balance of \$413,495.20 in accounts, with a Capital Replacement Reserves Balance of \$236,636 (as of 12/31/17 Audit). It is anticipated that the Association can fund \$58,000 Reserves Contribution in 2017 (contingent on the Audit by the CPA.) **[Attachment A]**

Assessments Update

Manager presented Assessments Update. Assessment Income, as of 8/31/18 is \$92,737.87. Delinquency Report, as of 8/26/18, quarterly outstanding receivables total \$6,472.36, late fees total \$789.53, And legal fees total \$352.35. Board members reviewed the Compton & Duling L.C. Report. Manager advised that 23 homeowners are in arrears in their third quarter, 2018 assessment payments. Manager advised that past-due assessment invoices with late fee assessments were mailed August 1, 2018.

MOTION #18-21 Kathleen Fish made a motion to accept the Treasurer's Report. Catherine Akins seconded the motion. Motion passed unanimously. **[Attachment B]**

OLD BUSINESS

2018 Landscaping Improvements

Manager advised that the contracted landscaping improvements have been completed on Jonathan Court.

2018 Pavemarking & Concrete Sidewalk Replacement

Manager advised that all concrete sidewalk replacement was completed on August 13-15; and remarking of visitors parking spaces completed on August 22, 2018.

NEW BUSINESS

Updated 2018 Reserve Study

The Board of Directors reviewed the Mason & Mason Capital Reserve Analysts, Inc. **2018 "Condition Assessment and Reserve Fund Plan Update"**.

MOTION #18-22 Kathleen Fish made a motion to accept the 2018 Reserve Fund Plan Update. Alice Mellow seconded the motion. Motion passed unanimously.

2018/2019 Snow Plowing Agreement

MOTION #18-23 Catherine Kudrick made a motion to approve the Snow Plowing contract with Emery Snow Removal. Sharon Thomas seconded the motion. Motion passed unanimously.

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2019 Landscaping Agreement

ACTION ITEM: Manager noted that the Town & Country Landscaping Contract is currently through year end, 2019.

2019 Management Agreement

MOTION #18-24 Catherine Kudrick made a motion to approve the 2019 Management Agreement with Lin R. Stauffer, DBA Stauffer Management, at \$6.63 per lot per month. Catherine Akins seconded the motion. Motion passed unanimously.

ANNUAL MEETING

ACTION ITEM: Catherine Kudrick set the Annual Meeting date for November 8, 2018, Registration at 7:00 p.m. and Annual Meeting at 7:30 p.m.

MOTION #18-25 Catherine Akins made a motion to appoint Kathleen Fish as Budget Chair, and Catherine Akins as Nominations Chair to serve through the next Annual Meeting. Sharon Thomas seconded the motion. Motion passed unanimously.

Proposed 2019 BUDGET

MOTION #18-26 Kathleen Fish made a motion to approve the Proposed 2019 Budget. Sharon Thomas seconded the motion. Motion passed unanimously.

TIME AND PLACE OF NEXT MEETING

The next regularly-scheduled Board of Directors meeting is **November 8, 2018, Thursday, at Southlake Recreation Center, following the Annual Meeting.**

ADJOURNMENT

MOTION #18-27 President Kudrick made a motion to adjourn the meeting. Alice Mellow seconded the motion. Motion passed unanimously, and meeting adjourned upon mutual consent at 7:50 p.m.

Respectfully submitted,

Lin R. Stauffer, Manager
On behalf of Secretary

Attachments

**NOB HILL FOREST TOWNHOME ASSOCIATION
BOARD OF DIRECTORS MEETING
NOVEMBER 8, 2018**

CALL TO ORDER

President Catherine Kudrick declared a *meeting quorum* at 8:15 p.m., at Southlake Recreation Center, 5070 Higgins Drive, Montclair, VA 22025. The following Board members were in attendance:

Catherine Kudrick	Sharon Thomas	Catherine Akins
Debra Collins	Alice Mellow	Lin R. Stauffer (Manager)

HOMEOWNERS FORUM

Board members reviewed written homeowner concerns and correspondence.

MINUTES

MOTION #18-28 Debra Collins made a motion to approve the September 20, 2018 meeting minutes. Catherine Akins seconded the motion. Motion passed unanimously.

MANAGER'S AND TREASURER'S REPORT

Manager Lin Stauffer presented the Nob Hill Forest THA Budget Report, Income Statement, Disbursement Report and Reserves Balance Report. Manager reported, as of 10/31/18 a balance of \$408,903.82 in accounts, with a Capital Replacement Reserves Balance of \$236,636 (as of 12/31/17 Audit). It is anticipated that the Association can fund \$58,000 Reserves Contribution in 2018 (contingent on the 2018 Audit by the CPA.) **[Attachment A]**

Assessments Update

Manager presented Assessments Update. Assessment Income, as of 11/06/18 is \$117,669.32. Delinquency Report, as of 11/06/18, quarterly outstanding receivables total \$8,460.65, late fees total \$1,054.88, and legal fees total \$352.35. Board members reviewed the Compton & Duling L.C. Report. Manager advised that 9 homeowners are in arrears in their third quarter payments; and 26 homeowners are in arrears in their fourth quarter, 2018 assessment payments. Manager advised that past-due assessment invoices with late fee assessments were mailed August 1, 2018 through November 1, 2018.

MOTION #18-29 Catherine Akins made a motion to accept the Treasurer's Report. Alice Mellow seconded the motion. Motion passed unanimously. **[Attachment B]**

NEW BUSINESS

2018/2019 MPOA Snow Plowing Agreement

MOTION #18-30 Catherine Kudrick made a motion to approve the Snow Plowing agreement with Montclair Property Owners Association. Sharon Thomas seconded the motion. Motion passed unanimously.

Appointment to Fill Unexpired Board Term

MOTION #18-31 Catherine Kudrick made a motion to appoint Deshundra Jefferson to fill unexpired Board term. Catherine Akins seconded the motion. Motion passed unanimously.

TIME AND PLACE OF NEXT MEETING

ACTION ITEM: The Board of Directors approved a 2019 Board Meeting Schedule. Manager will forward for inclusion in the *Montclairion* calendar. The next regularly-scheduled Board of Directors meeting is **January 17, 2018, Thursday, at 7:00 p.m. at Southlake Recreation Center.**

ADJOURNMENT

MOTION #18-32 President Kudrick made a motion to adjourn the meeting. Alice Mellow seconded the motion. Motion passed unanimously, and meeting adjourned upon mutual consent at 9:00 p.m.

Respectfully submitted,

Lin R. Stauffer, Manager
On behalf of Secretary

Attachments