

**NOB HILL FOREST TOWNHOME ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 16, 2020
MEETING MINUTES**

Call to Order/Declaration of a Quorum

- President Catherine Kudrick declared a *meeting quorum* at 7:04 p.m., at Southlake Recreation Center, 5070 Higgins Drive, Montclair, VA 22025.
- The following Board members were in attendance: Catherine Kudrick, Catherine Akins, Sharon Thomas, Kathleen Fish
- Homeowners: No homeowners present
- Management: Jim Uvena, Dan Cullinane

Homeowners Forum

- No homeowners present

Minutes

- **MOTION #20-01** Catherine Kudrick made a motion to approve the November 7, 2019 meeting minutes. Sharon Thomas seconded the motion. Motion passed unanimously.

Manager's & Treasurer's Report

- Manager Jim Uvena presented the November 30, 2019 Balance Sheet, Profit & Loss, A/R Aging Summary, Customer Contact List (as of January 8, 2020), and Bank Statements with reconciliations.
- Management has converted the accounting records to Quickbooks.
- Management reported a cash balance of \$474,676.31 of which \$262,623.00 was identified as Replacement Reserves per the 12/31/18 Audit report.
- The Board will review delinquent accounts at the next meeting to identify referrals for collections.
- **MOTION #20-02** Catherine Kudrick made a motion to accept the Treasurer's Report. Sharon Thomas seconded the motion. Motion passed unanimously.

OLD BUSINESS

- The Board briefly discussed the retaining wall project.
- Management is to solicit another proposal for the tree work at Cliffview Dr. and Windsong Lane. Funds of \$7800.00 are available from the 2019/2020 Budgeted Dupont Landscape Recovery line items.

NEW BUSINESS

- The Board decided to retain seven years of historical data and shred all other years.
- Management is in the process of obtaining Audit proposals FY 2019.
- Late fee waiver request, Lot E4A: The Board reviewed the request for waiver. Since the account is delinquent with dues, it does not qualify for late fee abatement consideration.
- Resolution #12-2019 "Parking Rules & Regulations" was reviewed by the Board.
MOTION #20-03 Catherine Kudrick made a motion to adopt Policy Resolution#12-2019. Sharon Thomas seconded the motion. Motion passed unanimously.
- The Board discussed the snow plowing procedures. Cathy Kudrick is to be a point of contact between Management and Emery Snow Removal. There is always a concern with the hilly streets and freezing.
- Lease Agreement Resolution#2020-0116 was reviewed by the Board.
MOTION #20-04 Catherine Kudrick made a motion to adopt Policy Resolution#2020-0116. Sharon Thomas seconded the motion. Motion passed unanimously.
- MPOA Services: The Board discussed their position that MPOA does not have legal authority to include the cost of trash services as part of the annual dues. The Board will have the attorneys notify MPOA of their position. The Board will elect to receive trash services from MPOA but it must be billed separately from annual dues to each member. This will be an election based upon the contracted terms presented to Nob Hill Forest THA.
- Restriping: Management is to solicit three bids for striping and numbering.
- Online payment structure: The Board discussed credit card and ACH payment options as provided through Quickbooks. There will be a monthly fee of \$20.00 for the Association to provide the service through Quickbooks; Homeowners electing to pay via credit card will be charged 3.3% of the charged amount plus a \$0.30 transaction fee; Homeowners electing to pay via ACH transfer will be charged a \$1.00 transaction fee; Homeowner charges will be deposited into the Association's account and then paid to Quickbooks.
MOTION #20-05 Catherine Kudrick made a motion to offer Quickbooks charge and ACH services. Sharon Thomas seconded the motion. Motion passed unanimously.

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TIME AND PLACE OF NEXT MEETING

- The next regularly-scheduled Board of Directors meeting is Thursday, **March 12, 2020 at 7:00 p.m. at** Southlake Recreation Center.
- As of 3/4/20, the location has been moved to Cavalier Management's office, 17739 Main Street, Suite 340, Dumfries, VA 22026 at 7pm on March 12, 2020.

ADJOURNMENT

- **MOTION #20-06** Catherine Kudrick made a motion to adjourn the meeting. Sharon Thomas seconded the motion. Motion passed unanimously, and meeting adjourned upon mutual consent at 7:53 p.m.

Respectfully submitted,

Jim Uvena, Manager
On behalf of Secretary

**APPROVED UNANIMOUSLY BY THE
BOARD OF DIRECTORS AT THE
MARCH 12, 2020 BOARD MEETING**