

**NOB HILL FOREST TOWNHOME ASSOCIATION
BOARD OF DIRECTORS MEETING
MARCH 12, 2020
MEETING MINUTES**

Call to Order/Declaration of a Quorum

- President Catherine Kudrick declared a **meeting quorum** at 7:00 p.m., at the office of Cavalier Management, 17739 Main Street, Suite 340, Dumfries, VA 22026.
- The following Board members were in attendance: Catherine Kudrick, Catherine Akins, Sharon Thomas, Kathleen Fish
- Homeowners: No homeowners present
- Management: Jim Uvena

Homeowners Forum

- No homeowners present

Minutes

- **MOTION #20-07** Catherine Kudrick made a motion to approve the January 16, 2020 meeting minutes. Sharon Thomas seconded the motion. Motion passed unanimously.

Manager's & Treasurer's Report

- Manager Jim Uvena presented the January 31, 2020 Balance Sheet, Profit & Loss, A/R Aging Summary, Customer Contact List (as of March 5, 2020), and Bank Statements with reconciliations.
- Management reported a cash balance of \$497,986.22 of which \$262,623.00 was identified as Replacement Reserves per the 12/31/18 Audit report.
- **MOTION #20-08** Catherine Kudrick made a motion to accept the Treasurer's Report. Sharon Thomas seconded the motion. Motion passed unanimously.

OLD BUSINESS

Retaining Wall update

- Mark Avon distributed an email on 2/28/20 reporting the permit is in the final stage of approval.

Lot H8A Declaration of Restrictive Covenant

- Declaration of Restrictive Covenant was reviewed. There is no indication that construction has started.

Tree Work at Cliffview Dr. & Windsong Ln. proposal

- Blade Runners, Inc. February 5, 2020 "X.TreeWork.2-20" proposal was reviewed. **MOTION #20-09** Catherine Kudrick made a motion to approve "X.TreeWork.2-20" proposal, items 1, 1a, 2, and 2a, totalling \$8155.10, and to not accept item 2b. Sharon Thomas seconded the motion. Motion passed unanimously.

Restriping/Renumbering Parking Lots proposals

- A proposal from ATS Service LLC and Dominion Paving & Sealing were reviewed. Catherine Kudrick would like some of the oil stained parking spaces power washed. **MOTION #20-10** Catherine Kudrick made a motion to approve Dominion Paving & Sealing's 2/7/20 "Nob Hill Forest Townhomes Restripe" proposal, to include pressure washing for an additional \$2750.00, for a total of \$17,874.00. Sharon Thomas seconded the motion. Motion passed unanimously.

"MPOA Services to the Townhomes" status update

- The Board reviewed "Complaint of Montclair Section 4B Townhouse Homeowners Association, Inc. T/A Nob Hill Forest Townhome Association, and Catherine Kudrick, Plaintiffs, v. Montclair Property Owners Association, Inc." regarding "trash service" as part of dues assessment. The suit will be filed after the MPOA Annual budget vote scheduled for March 14, 2020 if the budget passes.
- The Board asked if the Association had been billed for legal services and it has not been billed to date.

NEW BUSINESS

- The Board reviewed the 2/29/20 collections status report from Compton & Duling.
- Lot O2 requested a parking exception. Management is to have resident provide a copy of PA registration. Table request until copy of PA registration is provided.

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- Lot Y3 requested the Board to review out of state plates. Management is to have resident provide a copy of PA registration. Table request until copy of PA registration is provided.
- Lot N9 requested parking privileges with out-of-state plates. Management is to have resident provide proof of registration. Table request until proof of registration is provided.

TIME AND PLACE OF NEXT MEETING

- The next regularly-scheduled Board of Directors meeting is Thursday, **May 14, 2020 at 7:00 p.m. at** Cavalier Management's office, 17739 Main Street, Suite 340, Dumfries, VA 22026.
- All regular meetings for the remainder of 2020, except for the Annual, will be held at Cavalier Management's office.
- The Annual Meeting location will be explored.

ADJOURNMENT

- **MOTION #20-11** Catherine Kudrick made a motion to adjourn the meeting. Sharon Thomas seconded the motion. Motion passed unanimously, and meeting adjourned upon mutual consent at 7:41 p.m.

Respectfully submitted,

Jim Uvena, Manager
On behalf of Secretary

**APPROVED UNANIMOUSLY BY THE
BOARD OF DIRECTORS AT THE
JUNE 25, 2020 BOARD MEETING**