

**NOB HILL FOREST TOWNHOME ASSOCIATION
BOARD OF DIRECTORS MEETING
JUNE 25, 2020
MEETING MINUTES**

Call to Order/Declaration of a Quorum

- President Catherine Kudrick declared a **meeting quorum** at 7:04 p.m., meeting hosted on Webex
- Notification of Virtual Board meeting posted on cavaliermanagementhoa.com per guidelines set by Virginia's 4/22/20 Emergency Legislation allowing virtual board meetings.
- The following Board members were in attendance: Catherine Kudrick, Catherine Akins, Sharon Thomas, Kathleen Fish, Deshundra Jefferson
- Homeowners: No homeowners present
- Management: Jillian Cullinane and Dan Cullinane

Homeowners Forum

- No homeowners present

Minutes

- **MOTION #20-12** Catherine Kudrick made a motion to approve the March 12, 2020 meeting minutes. Deshundra Jefferson seconded the motion. Motion passed unanimously.

Manager's & Treasurer's Report

- Manager Jillian Cullinane presented the May 31, 2020 Balance Sheet, Profit & Loss, A/R Aging Summary, Customer Contact List (as of June 16, 2020), and Bank Statements with reconciliations.
- Management reported a cash balance of \$476,089.50 of which \$262,623.00 was identified as Replacement Reserves per the 12/31/18 Audit report.
- **MOTION #20-13** Catherine Kudrick made a motion to accept the Treasurer's Report. Catherine Akins seconded the motion. Motion passed unanimously.

OLD BUSINESS

Retaining Wall update

- Triad Engineering, Inc., Daily Field Report dated 6/16/20 and Daily Field Report dated 6/18/20 were presented.
- Operations Manager, Dan Cullinane, informed the board that he is doing weekly inspections and that the access road had to be relocated.
- The Board requested that management look into whether or not a railing is included, and if not to get a price from J.L. Affordable.

Projects put on hold due to Covid-19:

Tree Work at Cliffview Dr. & Windsong Ln.: Blade Runners, \$8155.10

- The board agreed to hold off on this work until September 2020.
- Numbering/Striping: Dominion Paving, \$17,874.00**
- The board agreed to move forward with this work.
 - The board wants cars towed to Cliffview and not charge.

Compton & Duling Status Report, 5/31/20

- The Board agreed to move forward with enforcement proceedings for L4A.

Parking Requests

- Lot O2: The board agreed that the proof the owner provided is acceptable. However, owner needs to provide updated registration once current registration expires.
- Lot Y3: The board agreed to have management reach out one more time to the owner to request a copy of PA registration, or the vehicle will be towed.
- Lot N9: The board agreed that the proof the owner provided is acceptable.

NEW BUSINESS

- The Board discussed the recent car break-in on Jonathan Court. There is not much for the association to do. Owners need to not leave valuables in cars.

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- The Board discussed the current parking rules and regulations as it pertains to visitor parking, and the possibility of issuing permits. The board ultimately agreed to have management amend the current parking resolution with regards to enforcing visitor violations. Management to send draft to board for review.
- The Board agreed that dead tags enforcement can begin on September 1, 2020.

TIME AND PLACE OF NEXT MEETING

- August 20, 2020 at 7pm, location TBD
- Jill Cullinane explained to the board that Cavalier Management's office building is still not open to the public. Cavalier Management will need to confirm with the building's management on when the building will be opened to hold board meetings. Cavalier Management will notify the board by email.

ADJOURNMENT

- **MOTION #20-14** Catherine Kudrick made a motion to adjourn the meeting. Kathleen Fish seconded the motion. Motion passed unanimously, and meeting adjourned upon mutual consent at 7:52 p.m.

Respectfully submitted,

Jillian Cullinane, Manager
On behalf of Secretary

**APPROVED UNANIMOUSLY BY THE
BOARD OF DIRECTORS AT THE
AUGUST 20, 2020 BOARD MEETING**