

**NOB HILL FOREST TOWNHOME ASSOCIATION
BOARD OF DIRECTORS MEETING
AUGUST 20, 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 RingCentral
- 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
- Homeowners: Denise R. Hagerman, Jacqueline Bettis, Muhammad Tala Ali Khan
- Management: Jillian Cullinane, Dan Cullinane, Jim Uvena

Homeowners Forum

- There was discussion regarding trash cans being stored on front porches and what can be done. The Board mentioned that this is an on-going issue and management is constantly sending letters.
- There was discussion regarding the parking rules and abuse of visitor parking spaces. The Board mentioned that they are actively working on it and will be discussing a new policy resolution later in the meeting.

Minutes

- **MOTION #20-15** Catherine Kudrick made a motion to approve the June 25, 2020 meeting minutes. Kathleen Fish seconded the motion. Motion passed unanimously.

Manager's & Treasurer's Report

- Manager Jim Uvena presented the July 31, 2020 Balance Sheet, Profit & Loss, A/R Aging Summary, Customer Contact List (as of August 12, 2020), and Bank Statements with reconciliations.
- Management reported a cash balance of \$433,261.51 of which \$262,623.00 was identified as Replacement Reserves per the 12/31/18 Audit report.
- **MOTION #20-16** Catherine Kudrick made a motion to accept the Treasurer's Report. Catherine Akins seconded the motion. Motion passed unanimously.

OLD BUSINESS

Parking Rules and Regulations

- Draft of Policy Resolution#08-2020 was reviewed and discussed.
- Changes include 24-hour limit in visitor spaces and 1 visitor pass per household.
- Visitor passes cannot be rented, loaned, sold, transferred to another household. 1st offense: 30 day parking suspension, 2nd offense: Offender must pay to receive their pass back.
- Replacement pass fee: \$25.00.
- These new rules will apply to all spaces throughout the community marked "visitor", however, Cliffview extension (from Jonathan to Windsong) does not require a pass, however, they are still restricted to 24-hour limit. **Need to post sign.
- **Post Snow Emergency sign on the Cliffview extension
- **Need to post sign: Down from Jonathan, on the right side of the road before turning into Jonathan, cars are parking there, but should not be. This is NOT NHF property.
- **Management to post signs throughout community before rules become effective: New visitor parking rules, effective date..., towing enforced, visitor pass required...

Dominion Paving Update

- Some areas were missed. Management will inspect and contact Dominion Paving.

Retaining Wall update

- The Board reviewed Triad Engineering, Inv. 037759 (\$4364.25) and Avon Corporation, Inv. 12376.(\$37486.00)
- **MOTION #20-17** Catherine Kudrick made a motion to approve payment for Triad Engineering, Inv. 037759 (\$4364.25) and Avon Corporation, Inv. 12376.(\$37486.00). Sharon Thomas seconded the motion. Motion passed unanimously.

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NEW BUSINESS

- The Board discussed snow plowing proposals from Brightview Landscaping and Virginia Lawn Service. The Board is interested in Brightview, but would like Management to request the proposal be changed from 1inch to 4inches, and would like to select the type of equipment.

TIME AND PLACE OF NEXT MEETING

- September 24, 2020 at 7pm, location: RingCentral (virtual)
- Annual Meeting: November 5, 2020, location: TBD

ADJOURNMENT

- **MOTION #20-18** Catherine Kudrick made a motion to adjourn the meeting. Kathleen Fish seconded the motion. Motion passed unanimously, and meeting adjourned upon mutual consent at 8:01 p.m.

Respectfully submitted,

Jillian Cullinane, Manager
On behalf of Secretary

**APPROVED UNANIMOUSLY BY THE
BOARD OF DIRECTORS AT THE
SEPTEMBER 24, 2020 BOARD MEETING**