

**NOB HILL FOREST TOWNHOME ASSOCIATION  
BOARD OF DIRECTORS MEETING  
SEPTEMBER 24, 2020  
MEETING MINUTES**

**Call to Order/Declaration of a Quorum**

- President Catherine Kudrick declared a **meeting quorum** at 7:03 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
- Management: Jillian Cullinane, Dan Cullinane, Jim Uvena

**Homeowners Forum**

- There was no discussion during homeowners forum.

**Minutes**

- **MOTION #20-19** Catherine Kudrick made a motion to approve the August 20, 2020 meeting minutes. Kathleen Fish seconded the motion. Motion passed unanimously.

**Manager's & Treasurer's Report**

- Manager Jim Uvena presented the August 31, 2020 Balance Sheet, Profit & Loss, A/R Aging Summary, Customer Contact List, and Bank Statements with reconciliations.
- Management reported a cash balance of \$393,688.27 of which \$262,623.00 was identified as Replacement Reserves per the 12/31/18 Audit report.
- Management reported there are several accounts that are delinquent. **Board would like management to send letters to those accounts, reaching out regarding the delinquent balance. If the owner does not communicate back, proceed with suspension of parking/hearing.**
- **MOTION #20-20** Catherine Kudrick made a motion to accept the Treasurer's Report. Catherine Akins seconded the motion. Motion passed unanimously.
- 2021 proposed Budget was presented, and discussion regarding increasing the dues for 2021 by no more than 10% took place. An increase over 10% requires a vote of the membership (2/3 must vote to approve). An increase of 10% is \$58.00.
- **MOTION #20-21** Catherine Kudrick made a motion to increase the 2021 dues by 10% (\$58). Kathleen Fish seconded the motion. Motion passed unanimously.
- A plan for trash service was also discussed since MPOA has suggested that sub-associations obtain their own trash service contract. The Board is tabling this for now until there is a clearer idea of how this will work out with MPOA.

**OLD BUSINESS**

**Parking Rules and Regulations**

- Approved Policy Resolution#08-2020 was discussed.
- Board agreed on the parking hang tag passes with the trees.
- Policy Resolution#08-2020 are officially in effect on October 1, 2020, however, they will not be enforced until the parking passes/new regulations are distributed.
- Residents will be required to complete the parking registration forms in order to receive a parking pass.

**Retaining Wall update**

- The project is almost complete. The county should be coming out soon to give their final approval.

**Snow Plowing Proposals**

- Three proposals were presented: Brightview, Emery Snow Removal, and Virginia Lawn Service. The Board agreed to table this until they can review them and a decision will be made via email.

**NEW BUSINESS**

- J.L. Affordable proposal (install posts & signs)
  - **MOTION #20-22** Catherine Kudrick made a motion to approve J.L. Proposal, for \$695.00 to install 5 posts. Kathleen Fish seconded the motion. Motion passed unanimously.

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- **MOTION #20-23** Catherine Kudrick made a motion to approve the purchase of the parking signs, for \$118.64. Kathleen Fish seconded the motion. Motion passed unanimously.
- Per the Covenants Committee: Residents will be required to use trash bins starting October 1, 2020. Trash left in trash bags will not be picked up by American Disposal. With that being said, the board discussed options to conceal the trash bins from view. Different fencing options were looked at. Whatever the board decides, it needs to be communicated to MPOA to be added to the guidelines.
- **APPOINTMENT TO THE BOARD: MOTION #20-24** Catherine Akins made a motion to appoint Denise Hagerman to the open board position. Catherine Kudrick seconded the motion. Motion passed unanimously. Denise Hagerman accepted the appointment as a Member-at-Large, to fill the term of 2018-2021.

**TIME AND PLACE OF NEXT MEETING**

- November 5, 2020 at 6:30pm at MPOA for the Annual Meeting. Cavalier needs to confirm the date with MPOA. Board agrees to no food/beverages or raffle tickets.
- There will be a regular board meeting following the 11/5/20 annual.
- Set 2021 Board Meeting schedule - Cavalier to come up with dates on Thursdays at 6:30pm and circulate dates to the board via email.

**ADJOURNMENT**

- **MOTION #20-25** Catherine Kudrick made a motion to adjourn the meeting. Kathleen Fish seconded the motion. Motion passed unanimously, and meeting adjourned upon mutual consent at 8:13 p.m.

Respectfully submitted,

Jillian Cullinane, Manager  
*On behalf of Secretary*

**APPROVED UNANIMOUSLY BY THE  
BOARD OF DIRECTORS AT THE  
NOVEMBER 5, 2020 BOARD MEETING**