

**NOB HILL FOREST TOWNHOME ASSOCIATION  
BOARD OF DIRECTORS MEETING  
NOVEMBER 5, 2020  
MEETING MINUTES**

The 2020 Annual Meeting has been cancelled due to inability to meet quorum. Therefore, the 11/5/20 board meeting took place at 6:30pm hosted on RingCentral. Cathy explained this to the members present.

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

- President Catherine Kudrick declared a **meeting quorum** at 6:38 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, Deshundra Jefferson, Denise Hagerman
- Homeowners: Denise R. Hagerman
- Management: Jillian Cullinane, Dan Cullinane, Jim Uvena

**Homeowners Forum**

- There was discussion regarding the new parking rules and disruptive visitors.

**Minutes**

- **MOTION #20-26** Catherine Akins made a motion to approve the September 24, 2020 meeting minutes. Kathleen Fish seconded the motion. Motion passed unanimously.

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

- Manager Jim Uvena presented the September 30, 2020 Balance Sheet and Profit & Loss.
- Management reported a cash balance of \$382,100.47 of which \$262,623.00 was identified as Replacement Reserves per the 12/31/18 Audit report.
- **MOTION #20-27** Catherine Kudrick made a motion to accept the Treasurer's Report. Kathleen Fish seconded the motion. Motion passed unanimously.

**OLD BUSINESS**

**Retaining Wall update**

- The project is complete except for the installation of the railing. Avon Corp's final invoice is due for payment, however, Avon has stated that they will not be honoring the \$13K reduction that was originally agreed upon.
- **MOTION #20-28** Catherine Kudrick made a motion to forward this to the attorney and ask how to proceed. Kathleen Fish seconded the motion. Motion passed unanimously.

**Railing Proposals**

- Two proposals were presented: A&A Fence and J.L. Affordable.
- A&A Fence, \$4850.00
- J.L. Affordable, \$12,000.00 (\$9,950 if accepted within 30 days from 11/4/20)
- **MOTION #20-29** Catherine Kudrick made a motion to approve A&A Fence's proposal, in the amount of \$4850.00. Sharon Thomas seconded the motion. Motion passed unanimously.

**Triad Engineering, Inc., Inv. 038785, \$2590.25**

- **MOTION #20-30** Catherine Kudrick made a motion to approve Triad Engineering, Inc., Inv. 038785, in the amount of \$2590.25, for payment. Kathleen Fish seconded the motion. Motion passed unanimously.

**NEW BUSINESS**

- The Board asked about the arch enforcement proposal from Cavalier. Cavalier to email it to the board.
- NHF will most likely need to do trash. To keep in mind for 2021 to budget for.
- Setting 2021 Board Meeting schedule
  - 1/21
  - 3/18
  - 5/20

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7/8

9/9

11/10 (annual)

**TIME AND PLACE OF NEXT MEETING**

- January 21, 2021 @ 7pm, Location: TBD

**ADJOURNMENT**

- **MOTION #20-31** Catherine Kudrick made a motion to adjourn the meeting. Kathleen Fish seconded the motion. Motion passed unanimously, and meeting adjourned upon mutual consent at 7:16 p.m.

Respectfully submitted,

Jillian Cullinane, Manager  
*On behalf of Secretary*

**APPROVED UNANIMOUSLY BY THE  
BOARD OF DIRECTORS AT THE  
JANUARY 21, 2021 BOARD MEETING**