

Towns of Forest Hills HOA Minutes

February 22, 2021

Board Attendees:

RICHARD PIERCE
TIMOTHY PEOPLES
YOLANDA MURPHY
WAQAR KHAN

Cavalier Management:

Jim Uvena
Dan Cullinane
Jillian Cullinane

Homeowners:

Melanie Hanifan

Meeting was held virtually via Zoom online meeting platform. Richard called the meeting to order at 7:00pm and established quorum.

Homeowner Open Forum: No comments were made.

Minutes from January 25, 2021: Richard made a motion to accept the minutes as written. Timothy seconded the motion. Motion carried.

Old Business:

- There was discussion/update provided regarding the retaining wall and PWC requirements. Since the requirements differ from the proposals that have already been submitted, Management will need to go back to those vendors and request that they resubmit proposals based on the PWC requirements checklist. Waqar offered use of a site survey if needed. Board agreed to only move forward with concrete.
- Management provided an update on the lamp post lights inspection, which took place on 1/28/21 between 5-6pm. Management notified 89 homes to make necessary repairs, and heard back from 5-6 people that they do actually function or they're in the process of getting it repaired.
- Management provided an update on the lights by the mailboxes and that they are waiting on NOVEC's proposal. Discussion regarding problems with NOVEC lights was brought up - this was looked into several years ago and it was determined that the power source is so far that hardwiring the lights would be very expensive.
- Management informed the board that they also have proposals for solar lighting - 9 solar lights, install/equipment: \$8000.00 total, 12ft pole, 10ft above ground, color: white. Board would like them to be green to match the mailboxes, possibly metal poling. Management to email proposal to board and location of existing example in another community Cavalier manages.

Financials: Management reviewed the January 2021 financial reports. They reported the following:

- A lot of pre-payments for the entire year were received from several homeowners.
- Management has forwarded three accounts that have not made contact and/or payment to the collections attorney per the 1/25/21 board meeting.
- The MM account's balance will decrease next month because of the Brother's Paving deposit (\$34K).
- The grounds contract was discussed - board would like management to verify certain services.
- Online payment Options is set up - Management to post notice on websites and mailboxes: \$20/month billed to association directly from Quickbooks Payments, Transaction Fees: ACH: \$3.00, Credit/Debit: 3.1% + \$0.25 (subject to change).
- Board would like to start making monthly reserve contributions as opposed to waiting until the end of the year and doing it in one lump sum. **MANAGEMENT TO START DOING THIS.**

New Signs: The Board agreed that the new signs look good and seem to be working and getting noticed. Sign on Sparrow (8 ft) needs to still be removed.

New Business:

- Vacant Board position: Motion to appoint Melanie Hanifan to fill the vacant board seat until the next Annual meeting was made by Richard, seconded by Timothy, motion passed unanimously. Melanie Hanifan accepted the appointment.

The next board meeting is scheduled for March 22, 2021 at 7pm via Zoom.

Adjournment: Richard made a motion to adjourn the meeting, Timothy seconded the motion. Meeting adjourned at 8:12pm.