

**NOB HILL FOREST TOWNHOME ASSOCIATION
BOARD OF DIRECTORS MEETING
MARCH 18, 2021
MEETING MINUTES**

Call to Order/Declaration of a Quorum

- President Catherine Kudrick declared a *meeting quorum* at 6:34 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, Denise Hagerman, Deshundra Jefferson
- Homeowners: No homeowners in attendance
- Management: Jillian Cullinane, Dan Cullinane, Jim Uvena

Homeowners Forum

- No comments were made.

Minutes

- **MOTION #21-05** Catherine Kudrick made a motion to approve the January 21, 2021 meeting minutes. Catherine Akins seconded the motion. Motion passed unanimously.

Manager's & Treasurer's Report

- Manager Jim Uvena presented the February 2021 Balance Sheet and Profit & Loss.
- Management reported a cash balance of \$372,769.54 of which \$262,623.00 was identified as Replacement Reserves per the 12/31/18 Audit report.
- **MOTION #21-06** Catherine Kudrick made a motion to accept the Treasurer's Report. Sharon Thomas seconded the motion. Motion passed unanimously.

OLD BUSINESS

- J.L. Affordable Proposal, 3-5-21: Trash Clean up, \$895.00 **MOTION #21-07** Catherine Kudrick made a motion to approve J.L. Affordable Proposal, 3-5-21: Trash Clean up, \$895.00. Kathleen Fish seconded the motion. Motion passed unanimously.
- NOVEC lighting proposal update
 - Proposal was received after board packets were put together, but was emailed to the board. NOVEC's proposal for 3 lights (2 on Jonathan and 1 on Whisperwood) is \$13,800.00.
 - **MOTION #21-08** Catherine Kudrick made a motion to approve NOVEC's Proposal to install 3 new lights: Jonathan Ct. (2) and Whisperwood by mailboxes (1), for \$13,800.00. Catherine Akins seconded the motion. Motion passed unanimously. Funds will come from the Suntrust MM or Synchrony MM account, both of which the board has check writing privileges.

NEW BUSINESS

- Attorney Opinion Re: PIRs/Architectural: **The board ultimately decided that the best course of action moving forward is for management to conduct an inventory of the community, making note of the houses that are non-compliant with regards to roofs/roof shingles.** Then management can provide that list to MPOA to see if any historical information is on file. Those homes not in compliance will need to come back into compliance when they sell the property and/or replace the roof.
- There was discussion regarding illegal dumping on common grounds. Board agreed that next time it happens to notify management so they can contact the owner.

TIME AND PLACE OF NEXT MEETING

- May 20, 2021 @ 6:30pm, Location: RingCentral

ADJOURNMENT

- **MOTION #21-09** Catherine Kudrick made a motion to adjourn the meeting. Kathleen Fish seconded the motion. Motion passed unanimously, and meeting adjourned upon mutual consent at 7:12 p.m.

Respectfully submitted,
Jillian Cullinane, Manager
On behalf of Secretary

**APPROVED UNANIMOUSLY BY THE
BOARD OF DIRECTORS AT THE
MAY 20, 2021 BOARD MEETING**