

# Towns of Forest Hills HOA Minutes

April 26, 2021

## Board Attendees:

RICHARD PIERCE  
TIMOTHY PEOPLES  
YOLANDA MURPHY  
WAQAR KHAN  
MELANIE HANIFAN

## Cavalier Management:

Jim Uvena  
Dan Cullinane  
Jillian Cullinane

## Homeowners:

PETER KLUCEFSKI

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

## Homeowner Open Forum:

- There was discussion regarding abuse of visitor spaces. Management to leave notice on the vehicles in violation to put them on notice.

**Minutes from March 22, 2021:** Richard made a motion to accept the minutes as written. Timothy seconded the motion. Motion carried.

**Financials:** Management reviewed the March 2021 financial reports.

They reported the following:

- Balance across all accounts as of 3/31/21: \$121,234.94
- Per the P&L, all line items are in budget.
- Past due accounts - April 2021: 20 warning notices mailed with a May 10, 2021 deadline, 2 accounts are on payment plans and are complying.
  - Management will mail Warning notices to accounts that are 2 months past due. Once an account is 90 days past due, a hearing notice will be sent. If an account remains delinquent at the time of the hearing, the board agrees to accelerate accounts through the end of the year in addition to suspending their parking for up to 60 days. This will be an ongoing practice. Management to continue following these procedures.
  - Chadwick Washington payment plan request was reviewed by the board. Richard made a motion to accept the attorney's recommendation as stated in the letter dated April 19, 2021. Waqar seconded the motion. Motion carried.
- Attorney Status Report from March 30, 2021 was presented.

- Home Closings FY 2021 so far: 9 homes. Discussion regarding disclosure resale packets was discussed and the requirements set forth by the state of VA that Cavalier Management complies with.
- Online payments: since 2/28/21, 11 online payments have been made
- On-site report, March/April 2021: There was discussion regarding the board's concerns. Management acknowledged these concerns. Management will email the board on-site reports when they take place and will tighten up their on-site inspection procedures. More detailed reports and time need to be spent on architectural violations of individual properties. This will be an on-going practice (similar to the past due accounts collections procedure - notice, then hearing) and the Board agrees to no more annual spring inspections moving forward.

#### **Old Business:**

- Retaining Wall: J.L. Affordable proposal, 4-21-21, \$4,595.00
  - Board agrees that the retaining wall is located on common area per the survey that Waqar provided.
  - Board would like Management to resend the proposal with a copy of the vendor's business license and insurance, then they will vote by email.
- Grounds Contract/VA Lawn - Management to email to Board once received and the board will vote by email.
- Board would like management to always email proposals with a copy of the vendor's business license and insurance.

#### **New Business:**

- 2019 Audit: The board accepts the 2019 audit and Timothy will sign the representation letter.
- BOARD/OFFICER POSITIONS:
  - Tim resigns as Treasurer, effective upon adjournment of this meeting. Board accepts resignation. Tim is now an at-large member, effective upon adjournment of this meeting.
  - Waqar resigns as Secretary, effective upon adjournment of this meeting. Board accepts resignation. Richard made a motion to nominate Waqar to be Treasurer, effective upon adjournment of this meeting. Timothy seconded the motion. Motion carried. Waqar accepts nomination. Waqar is now Treasurer, effective upon adjournment of this meeting. Approval for vendor payments will now be emailed to Waqar.
  - Timothy made a motion to nominate Yolanda as Vice President, effective upon adjournment of this meeting. Waqar seconded the motion. Motion carried. Yolanda accepts nomination. Yolanda is now Vice President, effective upon adjournment of this meeting.
  - Timothy made a motion to nominate Melanie as Secretary, effective upon adjournment of this meeting. Yolanda seconded the motion. Motion carried. Melanie accepts nomination. Melanie is now Secretary, effective upon adjournment of this meeting.

#### **The next board meetings are scheduled for:**

- May 24, 2021 at 7pm via Zoom

**Adjournment:** Richard made a motion to adjourn the meeting, Timothy seconded the motion. Meeting adjourned at 9:00pm.