

Towns of Forest Hills HOA Minutes

March 22, 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 7:01pm and established quorum.

Homeowner Open Forum:

- There was discussion regarding abuse of visitor spaces. Board reiterated that the association is limited in its ability to do anything about people finding loopholes. Board would like management to send notice to those properties that have been abusing the visitor parking putting them on notice.
- There was discussion regarding the landscapers blowing cut grass onto the common areas and cars. Management mentioned that there is a new landscaping company, but they haven't started cutting. Management will be monitoring it.

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

Financials: Management reviewed the February 2021 financial reports.

They reported the following:

- Balance across all accounts as of 2/28/21: \$119,135.23
- From the 2/22/21 board meeting, the Board requested to start making monthly reserve contributions as opposed to waiting until the end of the year and doing it in one lump sum. Management reported that the MM account's balance will decrease next month because of the Brother's Paving deposit, 50%, (\$34K), so the budgeted reserve contribution FY 2021 has been met.
- Per the P&L, all line items are in budget.
- 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. This will be an ongoing practice.
- Online payments: since 2/28/21, 4 online payments have been made - BOARD WOULD LIKE MANAGEMENT TO INCLUDE ONLINE PAYMENT INSTRUCTIONS WHENEVER THERE IS A MAILOUT. MAKE SURE TO INCLUDE WITH PAVING AND SEALCOATING NOTICES.

Old Business:

- There was discussion regarding the retaining wall. Management has received 1 revised proposal reflecting the PWC requirements, and is waiting on 2 more revised proposals. Discussion on whether the area in question is 100% association property came up. Waqar will provide a copy of the site survey he recently had done.
- Management provided an update on the lights by the mailboxes and that they are still waiting on NOVEC's proposal, which is expected to be very expensive. The Board still needs to look at the solar lights installed at Stockbridge Condominium.
- Grounds Contract + Doggy Bags: Board would like the dates for winter/off-season months to be included in the addendum. They would also like a vendor visit-log.
- Motion to terminate Sanborn Plumbing's grounds contract, effective April 30, 2021 was made by Richard, Timothy seconded the motion. Motion passed unanimously.
- Patriot Disposal Fuel Surcharge update: Within their contract, it is included - for every \$0.30 increase, their rate increases by 1.25%.
- Brothers Paving & Concrete Corp Paving & Striping and Sealcoat & Striping notices were discussed. The date for the paving and striping on Canary is okay. The Board would like management to check with Brothers on spacing the sealcoating and striping over a two week span, 2 courts per week. Board will also suspend towing for the 3 weeks while all work is being completed, with the exception of vehicles parked in the courts being worked on and in the way.

New Business:

- There was discussion regarding a community clean-up and providing dumpsters to the community. The board would like to revisit this idea in July. For now it's just a discussion.
- Board agreed to continue holding virtual board meetings. Board would like management to have Chadwick Washington draft a policy resolution for virtual meetings, to include board, annual, and certified hearings.
- Board would like to start compiling a list of emails for owners/residents.

The next board meetings are scheduled for:

- April 26, 2021 at 7pm via Zoom
- May 24, 2021 at 7pm via Zoom

Adjournment: Richard made a motion to adjourn the meeting, Timothy seconded the motion. Meeting adjourned at 8:55pm.