

**NOB HILL FOREST TOWNHOME ASSOCIATION
BOARD OF DIRECTORS MEETING
MAY 20, 2021
MEETING MINUTES**

Call to Order/Declaration of a Quorum

- President Catherine Kudrick declared a **meeting quorum** at 6:32 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, Denise Hagerman, Deshundra Jefferson
- Homeowners: VICKY MURABITO, ROBYN GREKSOUK, KIMBERLY GAW, LEIGH SHOTWELL, STEPHANIE MILLER, JACKIE B, ETHAN MURPHY, KIERSTEN BALDWIN
- Management: Jillian Cullinane, Dan Cullinane

Homeowners Forum

- There was discussion regarding children playing in the street on Jonathan Court and illegal signage placed on common area. This has created some conflict between neighbors. Possible solutions were discussed: new signage (bright color), speed bumps, looking into options for "the hill". Residents agree to continue educating their children on safety and to be respectful of the community and others. Board reiterated that safety is most important and allowing children to play in the street will not be allowed. It comes down to safety and a liability issue for the association.

Minutes

- **MOTION #21-10** Catherine Kudrick made a motion to approve the March 18, 2021 meeting minutes. Deshundra Jefferson seconded the motion. Motion passed unanimously.

Manager's & Treasurer's Report

- Manager Jillian Cullinane presented the April 2021 Balance Sheet and Profit & Loss.
- Management reported a cash balance of \$385,451.64 of which \$262,623.00 was identified as Replacement Reserves per the 12/31/18 Audit report.
- Management reported Evergreen Cleaning Services rate FY 2021 has increased roughly 3.5%, or \$11.34, due to an increase in supplies.
- NOVEC, Inv. 166873, New street lights on Jonathan Ct. (2) and Whisperwood Ct. (1), \$13,518.71
 - **MOTION #21-11** Catherine Kudrick made a motion to approve NOVEC, Inv. 166873, \$13,518.71. Deshundra Jefferson seconded the motion. Motion passed unanimously.
- **MOTION #21-12** Catherine Kudrick made a motion to accept the Treasurer's Report. Catherine Akins seconded the motion. Motion passed unanimously.

OLD BUSINESS

No old business.

NEW BUSINESS

- Precision Tree, 5-13-21 Proposal, \$5,190.00
 - **MOTION #21-13** Catherine Kudrick made a motion to approve Precision Tree, 5-13-21 Proposal TO NOT EXCEED \$10,000.00 for tree work throughout the community. Sharon Thomas seconded the motion. Motion passed unanimously.
- Two proposals for speed bumps on Jonathan Ct. were presented and discussed.
 - Brothers Paving & Concrete Corporation, Proposal No. 21411-1, \$3,650.00
 - **MOTION #21-14** Catherine Kudrick made a motion to approve Brothers Paving & Concrete Corporation, Proposal No. 21411-1, \$3,650.00. Sharon Thomas seconded the motion. Motion passed unanimously.
- House Bill 1816 was presented and discussed. The Board would like management to have the attorney draft a resolution to encompass House Bill 1816. However, they agree that having an annual meeting with an option to meet in person and virtually is beneficial for the community.

EXECUTIVE SESSION - to discuss matters involving violations of the rules and regulations

- **MOTION #21-15** Catherine Kudrick made a motion to go into Executive Session at 7:37pm. Deshundra Jefferson seconded the motion. Motion passed unanimously.
- **MOTION #21-16** Catherine Kudrick made a motion to come out of Executive Session at 8:14pm. Sharon Thomas seconded the motion. Motion passed unanimously.

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- **MOTION #21-17** Catherine Kudrick made a motion to defer action on issue discussed during executive session for time being. No action will be taken at the current time, and the board will reconsider at a later date. Sharon Thomas seconded the motion. Motion passed unanimously.

TIME AND PLACE OF NEXT MEETING

- July 8, 2021 @ 6:30pm, Location: RingCentral

ADJOURNMENT

- **MOTION #21-18** Catherine Akins made a motion to adjourn the meeting. Catherine Kudrick seconded the motion. Motion passed unanimously, and meeting adjourned upon mutual consent at 8:15 p.m.

Respectfully submitted,

Jillian Cullinane, Manager
On behalf of Secretary

**APPROVED UNANIMOUSLY BY THE
BOARD OF DIRECTORS AT THE
JULY 8, 2021 BOARD MEETING**