

# Towns of Forest Hills HOA Minutes

June 28, 2021

## Board Attendees:

RICHARD PIERCE  
YOLANDA MURPHY  
WAQAR KHAN

## Cavalier Management:

Jim Uvena  
Dan Cullinane  
Jillian Cullinane

## Homeowners:

No homeowners in attendance

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

## Hearings:

- There were four (4) accounts (Lots 084, 121, 131, 180) called to a hearing regarding past due balances: two (2) accounts (Lots 121 and 180) paid in full prior to the hearing.
- Motion to suspend parking for two (2) of the accounts (Lots 084 and 131): Richard, Seconded: Waqar, Motion passed unanimously.

## Homeowner Open Forum:

- There was no discussion.

**Minutes from May 24, 2021:** Waqar made a motion to accept the minutes as written. Yolanda seconded the motion. Motion passed unanimously.

## Financials/Management Report:

Management reviewed the May 2021 financial reports.

- Balance across all accounts as of 5/31/21: \$92,647.37
  - Suntrust CD: \$30K
  - Suntrust MM: \$34,510.86
  - Suntrust Operating: \$28,136.51
- Per the P&L, all line items are within budget
- Attorney Status Report, June 2, 2021 was presented
- Warning/Hearing Notices for past due balances, June 25, 2021: send one (1) warning notice and one (1) July hearing notice
- Home Closings FY 2021 so far: 11 homes
- Online payments: since 2/28/21, 41 online payments have been made and 8 auto payments have been set up
- Site Inspection Report, 6/17/21 was presented

- Property Inspections, 6/15/21, was presented. Management to provide a report showing follow-up inspections.
- Waqar requested a spreadsheet showing past vendor payments to accompany vendor payment approvals.

**Old Business:**

- House Bill 1816: DRAFT - Administrative Resolution, Guidelines for providing notice and conducting meetings electronically was reviewed. Motion to approve Administrative Resolution #21-6: Richard, Seconded: Yolanda, Motion passed unanimously.
- House Bill 1842: Smoking was presented and tabled.
- Brothers Paving recent crack sealing work was discussed. Sparrow Court, Swallow Court, and Blue Jay Court all show issues, with Sparrow Court being the worst. Management to put Brothers on official notice.
- Board is requesting that Virginia Lawn email an advanced schedule of work. They are currently emailing Richard and Dan when work is completed.

**New Business:**

- Virginia Lawn Service, Summer Tasks proposal, 6-18-21, \$1,425.00: MOTION TO APPROVE ITEMS #1 & #2: RICHARD, SECONDED: WAQAR, MOTION PASSED UNANIMOUSLY. Board would like management to check on watering/guarantee on planting the tree first.
- The tree located at the playground is looking like it's drying out - still no water bags. Management to put Blade Runners on official notice.
- Two proposals for 4507/4511 Sparrow Court sidewalk repairs were presented: MOTION TO APPROVE Dominion Paving & Sealing, June 15, 2021 proposal, \$4,000.00: RICHARD, Seconded: YOLANDA, Motion passed unanimously.
- There was discussion regarding the recent increase in parking enforcement on Redwing. There was also discussion on contacting the county about creating more parking on Redwing, inquiring about a sidewalk, and widening the street.

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

- July 26, 2021 at 7pm via Zoom

**Adjournment:** Richard made a motion to adjourn the meeting, Yolanda seconded the motion. Meeting adjourned at 8:28pm.