

**NOB HILL FOREST TOWNHOME ASSOCIATION
BOARD OF DIRECTORS MEETING
JULY 8, 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, Denise Hagerman, Deshundra Jefferson
- Homeowners: No homeowners in attendance
- Management: Jillian Cullinane, Dan Cullinane

Homeowners Forum - There was no discussion during homeowners forum.

Minutes - **MOTION #21-19:** Catherine Kudrick made a motion to approve the May 20, 2021 meeting minutes. Deshundra Jefferson seconded the motion. Motion passed unanimously.

Manager's & Treasurer's Report

- Manager Jillian Cullinane presented the May 2021 Balance Sheet and Profit & Loss.
- Management reported a cash balance of \$367,892.29 of which \$262,623.00 was identified as Replacement Reserves per the 12/31/18 Audit report.
- Management reported Synchrony CD-3414 will be maturing on July 29, 2021. Board would like Management to shop around for best rate.
- **MOTION #21-20:** Catherine Kudrick made a motion to accept the Treasurer's Report. Catherine Akins seconded the motion. Motion passed unanimously.

OLD BUSINESS

- Trash service: Cathy reported that she has attempted to contact MPOA for details on a new trash contract for MPOA, but no details have been provided. Cathy will continue to reach out to MPOA, so Nob Hill can determine their course of action and a start date should Nob Hill contract with a trash company for the subdivision.
- Architectural guidelines - roof shingles: More PIRs are coming in requesting to replace the roof with architectural shingles from tab shingles. The current guidelines do not allow for architectural shingles, however, the board is going to review the guidelines and consider updating them.

NEW BUSINESS

- J.L. Affordable, 7-6-21 proposal: Jonathan: Cleaning up island of loose branches, rocks, stones, and removing 7 signs that are currently posted: \$895.00 (includes cleanup and removal of sign posts)
 - **MOTION #21-21:** Catherine Kudrick made a motion to approve J.L. Affordable, 7-6-21 proposal: Jonathan: Cleaning up island of loose branches, rocks, stones, and removing 7 signs that are currently posted: \$895.00 (includes cleanup and removal of sign posts). Denise Hagerman seconded the motion. Motion passed unanimously.
- New speed bumps: Can management check with Brothers Paving to see if they can shave down the speed bump (exit) on Jonathan?
- There are community facebook pages, however, there is no official Nob Hill Forest THA facebook page.
- Pine tree at corner of Windsong and Whisperwood - they did not grind down stump. Management to have them come back to grind stump.
- Cathy has contacted VDOT to report certain intersections that are in need of setback signs.

TIME AND PLACE OF NEXT MEETING - September 9, 2021 @ 6:30pm, Location: Webex

- Management to cancel RingCentral subscription

ADJOURNMENT

- **MOTION #21-22:** Catherine Kudrick made a motion to adjourn the meeting. Sharon Thomas seconded the motion. Motion passed unanimously, and meeting adjourned upon mutual consent at 7:16 p.m.

Respectfully submitted,
Jillian Cullinane, Manager, *On behalf of Secretary*

**APPROVED UNANIMOUSLY BY THE
BOARD OF DIRECTORS AT THE
SEPTEMBER 9, 2021 BOARD MEETING**