

**NOB HILL FOREST TOWNHOME ASSOCIATION  
BOARD OF DIRECTORS MEETING  
SEPTEMBER 9, 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 Webex.
- Notification of Virtual Board meeting posted on cavaliermanagementhoa.com.
- The following Board members were in attendance: Catherine Kudrick, Catherine Akins, Sharon Thomas, Denise Hagerman, Deshundra Jefferson, Kathleen Fish
- Homeowners: No homeowners in attendance
- Management: Jillian Cullinane, Dan Cullinane

**Homeowners Forum** - There was no discussion during homeowners forum.

**Minutes - MOTION #21-23:** Catherine Kudrick made a motion to approve the July 8, 2021 meeting minutes. Deshundra Jefferson seconded the motion. Motion passed unanimously.

**Executive Session** - To discuss matters involving violations of the rules and regulations

- Certified Hearing, #X4 took place. Owner was in attendance.

**Manager's & Treasurer's Report**

- Manager Jillian Cullinane presented the July 2021 Balance Sheet and Profit & Loss.
- Management reported a cash balance of \$379,159.42 of which \$262,623.00 was identified as Replacement Reserves per the 12/31/18 Audit report. All line items are within budget.
- **MOTION #21-24:** Catherine Kudrick made a motion to accept the Treasurer's Report. Catherine Akins seconded the motion. Motion passed unanimously.
- Proposed Budget FY 2022 was presented, showing no increase, a 3% increase, and 5% increase in dues. Trash service is not currently included in the proposed budget. Board to table for now until more information can be obtained from MPOA, if possible, and all trash proposals are received and reviewed.
- Board will vote on proposed budget via Action Without Meeting by email.

**OLD BUSINESS**

- Trash service: PWC New Yard Waste Collection Program will take effect October 1, 2021. So far Management has received trash proposals from American Disposal (\$~34,992/year) and Patriot Disposal (~\$44,012/year). Board to review and vote on trash contract via Action Without Meeting by email.

**NEW BUSINESS**

- Policy Resolution No. 09-09: Establishing procedures for electronic notices and virtual meetings
  - **MOTION #21-25:** Kathleen Fish made a motion to approve Policy Resolution No. 09-09: Establishing procedures for electronic notices and virtual meetings. Catherine Akins seconded the motion. Motion passed unanimously.
- Audit Engagement FY 2019/2020
  - **MOTION #21-26:** Catherine Kudrick made a motion to approve the 2019/2020 Audit Engagement with Paul Decher. Sharon Thomas seconded the motion. Motion passed unanimously.

**TIME AND PLACE OF NEXT MEETING**

- Annual Meeting: November 17, 2021 @ 6:30pm, Location: Webex
- Regular Board Meeting immediately following Annual Meeting

**ADJOURNMENT**

- **MOTION #21-27:** Catherine Kudrick made a motion to adjourn the meeting. Sharon Thomas seconded the motion. Motion passed unanimously, and meeting adjourned upon mutual consent at 7:15 p.m.

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

**APPROVED UNANIMOUSLY BY THE  
BOARD OF DIRECTORS AT THE  
NOVEMBER 17, 2021 BOARD MEETING**