

Towns of Forest Hills HOA Minutes

October 25, 2021

<b>Board Attendees:</b> Richard Pierce Yolanda Murphy Waqar Khan Olufela "Fela" Christopher Odusegun	<b>Cavalier Management:</b> Jim Uvena Dan Cullinane Jillian Cullinane	<b>Homeowners:</b> Joanne Ferrell Dana Wilson Jishan I. Alam
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Meeting was held virtually via Zoom online meeting platform. Richard called the meeting to order at 7:00pm and established a quorum.

Virtual Meeting held in accordance with ADMIN RES NO. 21-6, GUIDELINES FOR PROVIDING NOTICE AND CONDUCTING MEETINGS ELECTRONICALLY, Effective June 28, 2021. Notification of Virtual Board meeting posted on cavaliermanagementhoa.com.

Hearings:

- There were five (5) accounts (Lots 024, 062, 063, 082, 093) called to a hearing regarding architectural violations: two (2) accounts (Lots 024 and 082) corrected violations prior to the hearing
- Lot 062, Not in attendance: Motion to fine \$10/day up to ninety (90) days or until the violation is corrected, effective November 1, 2021: Richard, Seconded: Waqar, Motion passed unanimously
- Lot 063, Owner in attendance: Motion to fine \$10/day up to ninety (90) days or until the violation is corrected, effective November 8, 2021, IF vines, holiday decorations, other miscellaneous items in front yard are not removed by owner by November 8, 2021: Richard, Seconded: Waqar, Motion passed unanimously
- Lot 093: Owners in attendance: Motion to grant a ninety (90) days extension to correct the outstanding violations, Owners to notify Management immediately if timeline changes: Richard, Seconded: Waqar, Motion passed unanimously

**Homeowner Open Forum:**

- There was no discussion

**Minutes from August 30, 2021:** Richard made a motion to accept the minutes as written, Yolanda seconded the motion, Motion passed unanimously

**Board Terms and Election of Officer Positions**

- Melanie Hanifan submitted her written resignation to Richard, therefore, effective immediately Melanie is no longer a board member and the position is now vacant (term: 2019-2022)
- Motion to elect/approve the following officer positions and Board terms: Richard, Seconded: Fela, Motion passed unanimously:
  - PRESIDENT: RICHARD, BOARD TERM: 2021-2024
  - VP: YOLANDA, BOARD TERM: 2020-2023
  - SECRETARY/TREASURER: WAQAR, , BOARD TERM: 2021-2024
  - MEMBER AT LARGE: FELA, , BOARD TERM: 2019-2022
  - VACANT (WAS MELANIE'S POSITION), TERM: 2019-2022

## **Financials:**

Waqar presented the September 2021 financial reports

- Balance across all accounts as of 9/30/21: \$89,623.10
  - Suntrust CD: \$30K
  - Suntrust MM: \$34,512.03
  - Suntrust Operating: \$25,111.07
- Per the P&L, trash and landscaping were paid twice in September for Sept and Oct 2021 services
- Moving forward, the P&L will show 2 lines items: 1) Monthly reserve contribution, and 2) 2nd reserve account reflecting additional major disbursements made out of the operating account and classified as reserve expenditures

## **Management Report:**

- Attorney Status Report, September 29, 2021 was presented
- Warning/Hearing Notices for past due balances, October 24, 2021: send four (4) November hearing notices to Lots 022, 117, 168, 180
  - Lot 183: Motion to suspend parking for delinquent balance: Richard, Seconded: Fela, Motion passed unanimously
- Home Closings FY 2021 so far: 17 homes
- Online payments: since 4/26/21, 105 online payments have been made and 12 auto payments have been set up
- On-Site Inspection Report, September/October 2021 was presented - majority of violations are trash can violations

## **2022 Proposed Budget:**

- The 2022 Proposed budget was presented showing a 5% increase in dues (based on the 2021 consumer price index, which was 5.4%)
- Any cost savings will be contributed to the reserve contribution, which is increasing to \$40,000 from \$31,900
- 2022 will be the last year for coupon books - notice will be provided to homeowners with the 2022 coupon books with a reminder on how to pay online
- Motion to approve the 2022 proposed budget with a 5% increase in dues: Waqar, 2nd: Fela, Motion passed unanimously

## **Old Business:**

- Grounds Cleaning: Keep schedule at 7-10 days during the winter months and have VA Lawn send an email notice whenever they're coming on site
- 2019 Final Audit has been issued and provided to the Board for review
- 12/31/2020 Tax Return has been issued to the Board - must be signed and submitted by 11/15/21, Treasurer to sign
- Snow Plowing 2021-2022: Management informed the board that they solicited six companies for proposals, however, due to a shortage in drivers and/or companies unwilling to bid on the "Hand Shoveling addendum", only ATS Service submitted a proposal. Motion to approve ATS Service 2021-2022 Snow Plowing Proposal, with Richard being the #1 Contact and Waqar will be #2: Richard, Seconded: Fela, Motion passed unanimously

**New Business:**

- Environmental Pest Control Proposal, one-time wasp nest service at 4438 Starling Ct. - After research, the Board agreed that no service is necessary since the bees/wasps do not return
- J.L. Affordable, 10-1-21 Starling Ct. proposal, Clean out and patch pothole, \$195.00, Motion to approve: Richard, Seconded: Waqar, Motion passed unanimously
- Tree Work Proposals: 3 proposals were reviewed:
  - American Tree and Landscaping LLC, 1 DAY JOB, \$2800.00
  - Blade Runners, Inc., \$4875.68
  - Virginia Lawn Service, \$2695.00
  - Motion to approve Virginia Lawn Service proposal, to include stump grind on Starling Ct. island (additional \$150.00): Richard, Seconded: Yolanda, Motion passed unanimously
- Landscaping contract: Request proposals for 2022, to include grounds cleaning
- Tree that was hit 3-5 months ago has a dying limb - request proposal, will the removal of the limb off-set the balance of the tree?

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

- November 22, 2021 at 7pm via Zoom

**Adjournment:** Richard made a motion to adjourn the meeting, Yolanda seconded the motion. Meeting adjourned at 9:02pm.