

**NOB HILL FOREST TOWNHOME ASSOCIATION
BOARD OF DIRECTORS MEETING
NOVEMBER 17, 2021
MEETING MINUTES**

Call to Order/Declaration of a Quorum

- President Catherine Kudrick declared a *meeting quorum* at 6:35 p.m., meeting hosted on Webex.
- Notification of Virtual Board meeting posted on cavaliermanagementhoa.com and conducted per Policy Resolution No. 09-09: Establishing procedures for electronic notices and virtual meetings.
- The following Board members were in attendance: Catherine Kudrick, Sharon Thomas, Denise Hagerman, Deshundra Jefferson, Kathleen Fish
- Homeowners: Jackie Bettis
- Management: Jillian Cullinane, Dan Cullinane

Homeowners Forum - There was no discussion during homeowners forum.

Minutes - MOTION #21-28: Catherine Kudrick made a motion to approve the September 9, 2021 meeting minutes. Kathleen Fish seconded the motion. Motion passed unanimously.

Manager's & Treasurer's Report

- Manager Jillian Cullinane emailed the October 2021 financials to the Board prior to the meeting, to include the Balance Sheet and Profit & Loss: Cash balance of \$394,937.96 of which \$262,623.00 was identified as Replacement Reserves per the 12/31/18 Audit report. All line items are within budget.

NEW BUSINESS

- Holiday Decorating Contest will take place this year: 3 categories, 3 winners (\$50 VISA gift card per winner)
 - **MOTION #21-29:** Deshundra Jefferson made a motion to approve \$50 VISA gift cards per winner for three winners. Denise Hagerman seconded the motion. Motion passed unanimously.
- Brightview Landscape Services, SO#7667768: 130-Plant 4 Crape Myrtles proposal (3 trees), \$2172.96
 - **MOTION #21-30:** Catherine Kudrick made a motion to approve the Brightview Landscape Services, SO#7667768 proposal, up to \$3000.00 to include a 4th tree on Vals Way. Kathleen Fish seconded the motion. Motion passed unanimously.

APPOINTMENT OF BOARD MEMBERS/ELECTION OF OFFICERS

- Catherine Kudrick resigned from the board, effective immediately.
- **MOTION #21-31:** Kathleen Fish made a motion to appoint Catherine Kudrick to the vacant position with a term (2020-2023). Deshundra Jefferson seconded the motion. Motion passed unanimously.
- Denise Hagerman resigned from the board, effective immediately.
- **MOTION #21-32:** Catherine Kudrick made a motion to appoint Denise Hagerman to the vacant position with a term (2019-2022). Deshundra Jefferson seconded the motion. Motion passed unanimously.
- Sharon Thomas resigned from the board, effective immediately.
- **MOTION #21-33:** Catherine Kudrick made a motion to appoint Sharon Thomas to the vacant position with a term (2020-2023). Deshundra Jefferson seconded the motion. Motion passed unanimously.
- Kathleen Fish resigned from the board, effective immediately.
- **MOTION #21-34:** Deshundra Jefferson made a motion to appoint Kathleen Fish to the vacant position with a term (2021-2024). Catherine Kudrick seconded the motion. Motion passed unanimously.
- **MOTION #21-35:** Catherine Kudrick made a motion to elect the following officer positions until the next Annual Meeting. Deshundra Jefferson seconded the motion. Motion passed unanimously.
 - President, Catherine Kudrick
 - Vice President, Sharon Thomas
 - Treasurer, Kathleen Fish
 - Secretary, Deshundra Jefferson
 - Member, Denise Hagerman

TIME AND PLACE OF NEXT MEETING

- Board will approve the 2022 Board Meeting Schedule by Action Without Meeting via email.

ADJOURNMENT

- **MOTION #21-36:** Catherine Kudrick made a motion to adjourn the meeting. Sharon Thomas seconded the motion. Motion passed unanimously, and meeting adjourned upon mutual consent at 7:02 p.m.

**APPROVED UNANIMOUSLY BY THE
BOARD OF DIRECTORS AT THE
JANUARY 20, 2022 BOARD MEETING**

Respectfully submitted,
Jillian Cullinane, Manager
On behalf of Secretary