

**NOB HILL FOREST TOWNHOME ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 20, 2022
MEETING MINUTES**

Call to Order/Declaration of a Quorum

- President Catherine Kudrick declared a **meeting quorum** at 6:33 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, Kathleen Fish
- Homeowners: None
- Management: Jillian Cullinane, Dan Cullinane, Jim Uvena

Homeowners Forum - There was no discussion during homeowners forum.

Minutes - MOTION #22-01: Catherine Kudrick made a motion to approve the November 17, 2021 meeting minutes. Kathleen Fish seconded the motion. Motion passed unanimously.

Manager's & Treasurer's Report

- Manager Jim Uvena presented the November 2021 financials, to include the Balance Sheet and Profit & Loss: Cash balance: \$392,613.31, Accounts Receivable: \$10,235.71, Net Income: \$52,308.47, will be able to fund the Reserves, however, due to snow plowing, the numbers may change depending on weather in Jan-Mar 2022. A/R Aging Summary: Feb 1 will be late fee date, late notices will be sent out. The December 2021 bank statements had not been delivered.

OLD BUSINESS

- 2019 Draft Audit and 2019/2020 Draft Audit were presented and discussed. Financials are secure, association is in good shape considering the retaining wall work that cost over \$150K, still leaving over \$300K in assets on the books. **MOTION #22-02:** Catherine Kudrick made a motion to accept the 2019 Draft Audit and 2019/2020 Draft Audit. Kathleen Fish seconded the motion. Motion passed unanimously.
- Holiday Decorating Contest FY 2022: 3 or 4 categories, up to 4 winners (\$50 VISA gift card per winner) **MOTION #22-03:** Kathleen Fish made a motion to approve 3 or 4 categories and up to 4 winners (\$50 VISA gift card per winner) for the 2022 Holiday Decorating Contest. Denise Hagerman seconded the motion. Motion passed unanimously.

NEW BUSINESS

- Snow plowing was discussed and the Jan 3-4 snowstorm. The Board and Management do not have control over the driver. Everything is dependent on their schedule. If drivers experience rude residents or backlash, they may be inclined to just leave. They are also under a lot of pressure. NHF's former snow plowing company did not bid on the community this year, so the Board had to hustle and find a new company, VA Lawn. Anxiety was high during the snowstorm, and losing power added extra stress. Two of the drivers for VA Lawn were also stuck on the I-95 shutdown, so the owner filled in and ended up hospitalized from exhaustion.
- Tree work/cleanup from the Jan snowstorm has started and is ongoing. Once the snow melted, it exposed a lot of damage/debris that still needs to be cleaned up.
- Trash Service with American Disposal will start on 2/1/22, with cans being delivered on 1/31/22.
- There was discussion regarding constant trash violations at a specific property - management will send notice.

TIME AND PLACE OF NEXT MEETING

- March 17, 2022 @ 6:30PM, hosted on WebEx
- May 19, 2022 @ 6:30pm, hosted on WebEx
- July 7, 2022 @ 6:30pm, hosted on WebEx
- September 8, 2022 @ 6:30pm, hosted on WebEx
- November 17, 2022 @ 6:30pm (Annual with Regular Board meeting to follow), hosted on WebEx

ADJOURNMENT

- **MOTION #22-04:** Catherine Kudrick made a motion to adjourn the meeting. Kathleen Fish seconded the motion. Motion passed unanimously, and meeting adjourned upon mutual consent at 7:13 p.m.

**APPROVED UNANIMOUSLY BY THE
BOARD OF DIRECTORS AT THE
MARCH 17, 2022 BOARD MEETING**

Respectfully submitted,
Jillian Cullinane, Manager
On behalf of Secretary