

**NOB HILL FOREST TOWNHOME ASSOCIATION  
BOARD OF DIRECTORS MEETING  
MARCH 17, 2022  
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 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, Deshundra Jefferson
- Homeowners: Yvette Aidoo
- Management: Jillian Cullinane

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

**Executive Session** - To Discuss Covenants Non-Compliance and Account Balances

**MOTION #22-05:** Catherine Kudrick made a motion to go into Executive Session. Deshundra Jefferson seconded the motion. Motion passed unanimously.

**MOTION #22-06:** Catherine Kudrick made a motion to adjourn Executive Session and return to Regular Session. Deshundra Jefferson seconded the motion. Motion passed unanimously.

**MOTION #22-07:** Catherine Kudrick made a motion to suspend parking for covenants non-compliance for one account. Deshundra Jefferson seconded the motion. Motion passed unanimously.  
A payment plan will be offered to one homeowner for 2021 dues.

**Minutes** - **MOTION #22-08:** Catherine Kudrick made a motion to approve the January 20, 2022 meeting minutes. Deshundra Jefferson seconded the motion. Motion passed unanimously.

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

- Manager Jill Cullinane presented the February 2022 financials, to include the Balance Sheet and Profit & Loss: Cash balance: \$389,058.78, Accounts Receivable: \$12,299.69, Net Income: \$9,055.56, Snow plowing (Jan-Feb): \$3963.75, tree work/cleanup from Jan snowstorm as of 2/28/22: \$12,500.00.
- Delinquent accounts:
  - 19 accounts over \$500 will be sent a demand letter first: pay balance in full or set up a payment plan, or parking will be suspended and account will be forwarded to attorney
  - 23 accounts with balances between \$200-\$499 will be sent the normal demand sequence correspondence. If their account remains unpaid and reaching \$500, they will be sent a parking suspension notice
- IRS Revenue Ruling 70-604 FY 2021: **MOTION #22-09:** Catherine Kudrick made a motion to approve IRS Revenue Ruling 70-604 Resolution FY 2021. Deshundra Jefferson seconded the motion. Motion passed unanimously.

**OLD BUSINESS**

- The 2021 Audit Engagement was presented and discussed. **MOTION #22-10:** Catherine Kudrick made a motion to approve the 2021 Audit Engagement with Paul Decher for \$2000.00. Sharon Thomas seconded the motion. Motion passed unanimously.
- 2023 Reserve Study Update Proposal was tabled until March 2023.

**NEW BUSINESS**

- Pricing for trash cans and signage was discussed. Management will email pricing to Board once received from J.L. Affordable.
- Trash pickup was discussed - no issues.

**TIME AND PLACE OF NEXT MEETING**

- 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 #22-11:** Catherine Kudrick made a motion to adjourn the meeting. Sharon Thomas seconded the motion. Motion passed unanimously, and meeting adjourned upon mutual consent at 7:12 p.m.

**APPROVED UNANIMOUSLY BY THE  
BOARD OF DIRECTORS AT THE  
MAY 19, 2022 BOARD MEETING**

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