

**NOB HILL FOREST TOWNHOME ASSOCIATION
BOARD OF DIRECTORS MEETING
MAY 19, 2022
MEETING MINUTES**

Call to Order/Declaration of a Quorum

- President Catherine Kudrick declared a *meeting quorum* at 6:40 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
- Management: Dan Cullinane, Jim Uvena

Homeowners Forum - There was no discussion during homeowners forum.

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

MOTION #22-12: Catherine Kudrick made a motion to go into Executive Session. Sharon Thomas seconded the motion. Motion passed unanimously.

MOTION #22-13: Catherine Kudrick made a motion to adjourn Executive Session and return to Regular Session. Sharon Thomas seconded the motion. Motion passed unanimously.

#B3A - Covenants Non-Compliance Hearing: **MOTION #22-14:** Catherine Kudrick made a motion to fine \$50 per additional occurrence of violation. Sharon Thomas seconded the motion. Motion passed unanimously.

#G4A - Payment Plan Request: **MOTION #22-15:** Catherine Kudrick made a motion to counter with \$100/month, in addition to current quarterly dues, until delinquent balance is paid in full. Denise Hagerman seconded the motion. Motion passed unanimously.

#O8 - Payment Plan Request: **MOTION #22-16:** Catherine Kudrick made a motion to accept \$60.00/month, in addition to current quarterly dues, until delinquent balance is paid in full. Sharon Thomas seconded the motion. Motion passed unanimously.

#E4A - Payment Plan Request: **MOTION #22-17:** Catherine Kudrick made a motion to accept payment of \$200.00 this month and then \$50.00/week, in addition to current quarterly dues, until delinquent balance is paid in full. Denise Hagerman seconded the motion. Motion passed unanimously.

Minutes - **MOTION #22-18:** Catherine Kudrick made a motion to approve the March 17, 2022 meeting minutes. Denise Hagerman seconded the motion. Motion passed unanimously.

Manager's & Treasurer's Report

- Manager Jim Uvena presented the March 2022 financials, to include the Balance Sheet and Profit & Loss: Cash balance: \$392,580.61, Accounts Receivable: \$-4,534.85, Net Income: \$-2,927.84, Audit fee is over budget by \$2000.00 because 2 audits were paid for in 2022, tree work/cleanup from Jan snowstorm as of 2/28/22: \$12,500.00.
- Delinquent accounts:
 - 19 accounts over \$500 were sent a demand letter: pay balance in full or set up a payment plan, or parking will be suspended and account will be forwarded to attorney. Of those 19 accounts, 9 paid, 3 requested payments plans, and 7 remain unpaid.
 - 7 accounts that remain unpaid: Send 1 final demand letter that payment must be received by 6/15/22 or parking will be suspended and account will be forwarded to attorney.

OLD BUSINESS

- There was discussion regarding expired inspections/tags, Dominion Wrecker has been tagging vehicles with expired inspections/tags, with a deadline of 6/1/22 to come into compliance.

NEW BUSINESS

- Brightview, 130-Grind Stump and Move Crepe Proposal, \$2,036.44: Management to ask Brightview to add watering for tree at Jonathan and new plantings on Cliffview and Windsong once/week.
- Current landscaping contract is expiring at the end of 2022. Board would like management to get proposals from Brightview, Town & Country, Virginia Lawn Service, and Blade Runners.
- Overgrown woodline behind 4224 Jonathan: Board would like Management to get a proposal from Brightview to clear this woodline using heavy equipment. Management may need to do a walk-through first to identify problem areas.
- MPOA and the trash contract was discussed. MPOA would like Townhomes Associations to turn over their trash contracts to MPOA, which they have no plans of doing.

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TIME AND PLACE OF NEXT MEETING

- 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 #22-19:** Catherine Kudrick made a motion to adjourn the meeting. Sharon Thomas seconded the motion. Motion passed unanimously, and meeting adjourned upon mutual consent at 7:30 p.m.

**APPROVED UNANIMOUSLY BY THE
BOARD OF DIRECTORS AT THE
JULY 7, 2022 BOARD MEETING**

Respectfully submitted,
Dan Cullinane, Manager
On behalf of Secretary