

**NOB HILL FOREST TOWNHOME ASSOCIATION
BOARD OF DIRECTORS MEETING
NOVEMBER 17, 2022
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
- Management: Dan Cullinane

Homeowners Forum - There was no discussion during homeowners forum.

Election of Officer Positions - **MOTION #22-27:** Catherine Kudrick made a motion to elect the following officer positions for 2022-2023. Sharon Thomas seconded the motion. Motion passed unanimously.

Catherine Kudrick, President
Sharon Thomas, Vice President
Kathleen Fish, Treasurer

Minutes - **MOTION #22-28:** Catherine Kudrick made a motion to approve the September 8, 2022 meeting minutes. Sharon Thomas seconded the motion. Motion passed unanimously.

Manager's & Treasurer's Report

- Manager Dan Cullinane presented the October 2022 financials, to include the Balance Sheet and Profit & Loss: Cash balance: \$418,356.31, Accounts Receivable: \$19,763.99, Net Income: \$45,088.51.
- Delinquent accounts: Board would like management to send hearing notices to those accounts over \$300.00 and are not already at the attorney.

OLD BUSINESS

- 2021 Draft Audit has been completed - Board to sign.

NEW BUSINESS

- Landscaping Proposals, starting Jan 2023, were reviewed. Four proposals were presented: Blade Runners, BrightView, Town & Country, Virginia Lawn. **MOTION #22-29:** Catherine Kudrick made a motion to approve the Town & Country landscaping proposal at \$17,900/year from 1/1/23 to 12/31/25. Sharon Thomas seconded the motion. Motion passed unanimously.

TIME AND PLACE OF NEXT MEETING

- **MOTION #22-30:** Catherine Kudrick made a motion to approve the 2023 Board Meeting Schedule. Sharon Thomas seconded the motion. Motion passed unanimously.
 - Jan 19, 2023 @ 6:30pm, hosted on Webex
 - Mar 16, 2023 @ 6:30pm, hosted on Webex
 - May 18, 2023 @ 6:30pm, hosted on Webex
 - Jul 6, 2023 @ 6:30pm, hosted on Webex
 - Sept 7, 2023 @ 6:30pm, hosted on Webex
 - Nov 16, 2023 @ 6:30pm, hosted on Webex (Annual Meeting with regular board meeting immediately following)

ADJOURNMENT

- **MOTION #22-31:** 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
SEPTEMBER 7, 2023 BOARD MEETING**

Respectfully submitted,
Jill Cullinane, Manager
On behalf of Secretary