

**NOB HILL FOREST TOWNHOME ASSOCIATION
BOARD OF DIRECTORS MEETING
September 7, 2023
MEETING MINUTES**

Call to Order/Declaration of a Quorum

- 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.
- President Catherine Kudrick declared a **meeting quorum** at 6:32 p.m. to start the meeting, which was hosted on Zoom.
- The following Board members were in attendance: Catherine Kudrick, Sharon Thomas, Denise R. Hagerman.
- Management in attendance: Dan Cullinane

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

Meeting Minutes

November 17, 2022: Catherine Kudrick made a motion to approve the November 17, 2023 meeting minutes. Sharon Thomas seconded the motion. Motion passed unanimously.

May 18, 2023: Catherine Kudrick made a motion to approve the May 18, 2023 meeting minutes. Sharon Thomas seconded the motion. Motion passed unanimously.

Action Without Meeting- 1/22/23 was read into the minutes by management. Appointing Deshundra Jefferson and Denise Hagerman to the board of directors, each with terms of 2022-2025.

Manager's & Treasurer's Report

- Financials emailed to the board.
Manager Dan Cullinane presented the June/July financials, including the balance sheet and profit and loss: Cash balance: \$474,824.52, Accounts receivable:13,864.11, Net income:67,392.45- Board had no questions.
Board reviewed the customer contact list. Delinquent accounts A5 and L4A to be sent to collections
Kathy Kudrick made a motion to send account A5 and L4A to collections, second by Denise Hagerman, motion passed unanimously.

NEW BUSINESS

- Board discussed the 2024 budget. Motion to raise dues to \$755 annually made by Cathy Kudrick, seconded by Denise Hagerman, motion passed unanimously.
- Board voted to approve VA Lawns 2023-2024/2024-2025 Snow Contract, Cathy Kudrick made a motion to approve, Seconded by Denise, motion passed unanimously.
- Board voted to approve Audit Engagement letter from Paul R. Decher, C.P.A., LLC. Motion by Cathy Kudrick, seconded by Sharron Thomas, motion passed unanimously.
- Holiday decorating contest- Best Use of Lights to be changed to Best Use of Inflatables. Denise to take over should Kat not want to continue.

TIME AND PLACE OF NEXT MEETING

- Next **Board meeting November 16, 2023 meeting.**
 - Nov 16, 2023 @ 6:30pm, hosted on Zoom (Annual Meeting with regular board meeting immediately following)

ADJOURNMENT

- Catherine Kudrick made a motion to adjourn the meeting. Sharron Thomas seconded the motion. Motion passed unanimously, and the meeting adjourned upon mutual consent at 7:24 p.m.

Respectfully submitted by
Daniel Cullinane, Cavalier Management
On behalf of the Secretary

**APPROVED UNANIMOUSLY BY THE BOARD OF DIRECTORS AT THE NOVEMBER 16, 2023
BOARD MEETING.**