

**NOB HILL FOREST TOWNHOME ASSOCIATION
BOARD OF DIRECTORS MEETING
NOVEMBER 16, 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.
- Board Member Kathleen Fish declared a ***meeting quorum with two out of three board members in attendance*** at 6:36 p.m. to start the meeting, which was hosted on Zoom.
- The following Board members were in attendance: Denise R. Hagerman and Kathleen Fish.
- Management in attendance: Dan Cullinane and Jill Cullinane.
- Homeowners in attendance: Sharon Thomas and Catherine Kudrick.

Board Positions and Election of Officers

- Kathleen Fish made a motion to appoint Sharon Thomas and Catherine Kudrick to the Board of Directors to fill the vacant positions each for three-year terms (2023-2026). Denise Hagerman seconded the motion. Motion passed unanimously.
- Kathleen Fish made a motion to approve the following Officer Positions for 2023-2024. Sharon Thomas seconded the motion. Motion passed unanimously.
 - President: Catherine Kudrick
 - Vice President: Sharon Thomas
 - Treasurer: Kathleen Fish
 - Secretary: Deshundra Jefferson
 - Member: Denise R. Hagerman

Homeowners Forum - There was discussion regarding illegal storage of junk/furniture in the rear yards.

Meeting Minutes

Kathleen Fish made a motion to approve the September 7, 2023 meeting minutes. Catherine Kudrick seconded the motion. Motion passed unanimously.

Manager's & Treasurer's Report

- Manager Jill Cullinane presented the October 2023 financials, including the balance sheet and profit and loss: Cash balance: \$478,432.15, Accounts receivable: \$19,165.91. The American Disposal rate increase was discussed.

OLD BUSINESS - None

NEW BUSINESS

- 2023 Holiday decorating contest notice was mailed out with Annual Meeting notice. Denise Hagerman and Kathleen Fish will work together to judge and report winners to management.

TIME AND PLACE OF NEXT MEETING

- Approval of the 2024 Board Meeting Schedule:
 - 1/18/24, 6:30PM ON ZOOM
 - 3/14/24, 6:30PM ON ZOOM
 - 5/16/24, 6:30PM ON ZOOM
 - 7/11/24, 6:30PM ON ZOOM
 - 9/12/24 - BUDGET REVIEW, 6:30PM ON ZOOM
 - 11/21/24 - ANNUAL & BOARD, 6:30PM ON ZOOM
- Catherine Kudrick made a motion to approve the 2024 Board Meeting Schedule. Sharon Thomas seconded the motion. Motion passed unanimously.

ADJOURNMENT

- Catherine Kudrick made a motion to adjourn the meeting. Sharon Thomas seconded the motion. Motion passed unanimously, and the meeting adjourned upon mutual consent at 7:03 p.m.

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

APPROVED UNANIMOUSLY BY THE BOARD OF DIRECTORS AT THE SEPTEMBER 12, 2024 BOARD MEETING.