

**NOB HILL FOREST TOWNHOME ASSOCIATION
BOARD OF DIRECTORS MEETING
SEPTEMBER 12, 2024
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 Catherine Kudrick declared a ***meeting quorum with all four board members in attendance*** at 6:30 p.m. to start the meeting, which was hosted on Zoom.
- The following Board members were in attendance: Denise R. Hagerman, Catherine Kudrick, Sharon Thomas, and Kathleen Fish.
- Management in attendance: Dan Cullinane
- Homeowners in attendance: Jacqueline Bettis and Chase Colby McGrorty-Hunter

Executive Session

Catherine Kudrick made a motion to go into Executive Session at 6:31 pm to discuss a PIR submitted by Lot FF4. Sharon Thomas seconded the motion. Motion passed unanimously.

Catherine Kudrick made a motion to come out of Executive Session at 7:02 pm. Denise R. Hagerman seconded the motion. Motion passed unanimously.

Homeowners Forum - None

Meeting Minutes

Catherine Kudrick made a motion to approve the November 11, 2023 meeting minutes. Sharon Thomas seconded the motion. Motion passed unanimously.

Manager's & Treasurer's Report

- Manager Dan Cullinane presented the August 2024 financials, including the balance sheet and profit and loss: Cash balance: \$506,908.85, Accounts receivable: \$19,76528.
- Catherine Kudrick made a motion to transfer \$50,000.00 from Truist Checking-3428 to Synchrony MM-3280. Kathleen Fish seconded the motion. Motion passed unanimously.
- Board agreed to send demand letters to accounts over \$500.00 with a 10/15/24 deadline or account will be forwarded to collections attorney.

OLD BUSINESS

- Lot G7A's request was denied by the Board.

NEW BUSINESS

- 2025 Proposed budget was reviewed. Kathleen Fish made a motion to approve the 2025 budget with NO change in the dues (\$188.75/quarter, \$755/year). Denise R. Hagerman seconded the motion. Motion passed unanimously.
- Tree Proposals were reviewed. Catherine Kudrick made a motion to approve Town & Country tree proposal, Estimate#11-21059 \$5,847.00. Kathleen Fish seconded the motion. Motion passed unanimously.
- Virginia Lawn Service, 2024-2026 Snow Plowing Contract was reviewed. Catherine Kudrick made a motion to approve Virginia Lawn Service, 2024-2026 Snow Plowing Contract. Kathleen Fish seconded the motion. Motion passed unanimously.
- There was discussion regarding artificial turf. Board agreed that artificial turf/grass will be allowed in the rear yards only and must be installed by a professional licensed and insured contractor.

TIME AND PLACE OF NEXT MEETING

- 11/21/24 - ANNUAL & BOARD, 6:30PM ON ZOOM

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 7:41 p.m.

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

APPROVED UNANIMOUSLY BY THE BOARD OF DIRECTORS AT THE NOVEMBER 21, 2024 BOARD MEETING.