

Towns of Forest Hill

Minutes

26 Oct 20

Venue: Virtual via Zoom

**Board**

Richard Pierce

David Wilson

Tim Peoples

Waqar Khan

Yolanda Murphy

**Cavalier Management**

Jim Uvena

Dan Cullinane

Jillian Cullinane

Called to order: Mr. Pierce at 1900, quorum established

**Homeowners Open Forum:**

Renee Latimer (Swallow Ct.) asked about the mailbox situation (key swapping). Notice went out to use own mailboxes.

Caryn Brady (Sparrow Ct.) had a concern about when the playground will open. Teenager access to hand sanitizer and potential for hazard. Association must comply with regulatory requirements as issued by the Governor of Virginia. Ms. Brady also mentioned that other playgrounds in the area are open, and the fencing is trampled down anyway. Ms. Brady also confirmed reception of mail.

**Minutes from 28 Sep 20 Meeting:** Property Manager changes (28 Sep from 29 Sep; Tree) Motion to approve as amended by Mr. Pierce and seconded by Mr. Peoples. Motion passed and approved.

**2021 Proposed Budget:** Approval due 31 Oct; dues increase (last time was nearly 10 years ago); Ms. Cullinane stated that increasing association dues beyond CPI (2.5% in DC at 2020) would require approval by 2/3 of the homeowners. Mr. Pierce inquired about special assessments. Mr. Uvena stated that it would require approval by 2/3 of the homeowners. Mr. Peoples motioned to increase 2.5 (seconded by Mr. Khan). Motion passed and approved. Mr. Peoples recommends attempting to get a quorum to approve a larger increase to cover cost of upgrades. Mr. Uvena recommended distributing a fact sheet about the current situation (and proxy) to the homeowner population.

**Wexford:** Wexford responded that they didn't know what we're referring to and would like to meet with TNFH board and prop mgr. Property manager will coordinate a meet-up. Mr. Khan suggested bringing up also the tree situation. Mr. Pierce stated that we need to review county map to determine which area the trees belong to.

**Retaining wall on Canary (Concrete over wood):** Bids in progress, Blade Runners do not work with concrete. Third bid is open.

**Tree expenditures the past five years:** Property manager will provide documented breakdown to the board members.

**Loan:** Property manager is preparing the application packet for board review. No preliminary terms provided at this time (depends on amount to borrow). It will not be ready prior to approving the budget.

**Snow removal proposal:** The property manager presented the proposals. Mr. Pierce motioned to keep ATS, seconded by Mr. Peoples. Motion passed and approved. Mr. Pierce asked about the stairs in the common areas (Starling and Canary). Legal “ownership” (and responsibility) is unknown at this time. Legal opinion requested.

**Landscaping proposal:** The property manager presented the proposals. Mr. Pierce inquired about Virginia Lawn’s line item of “front and side yard” service. Mr. Pierce also requested a second fall/winter leaf pickup added to the proposal. Updated proposal will be presented for Action without Meeting.

**Tree proposals:** Received two proposals for removal of dead pine trees. Board approves to award contract to Precision Tree. Received two proposals for trimming of trees at Blue Jay. Mr. Peoples motions to award to World Cleaning & Restoration, seconded by Mr. Pierce. Motion passed and approved. Ms. Murphy requested the property manager reach out to additional service providers to ensure we get at least three bids.

**Playground:** It’s being used anyway. Blade Runners will clean out area once fence is down. Mr. Pierce motions to re-open the playground, seconded by Mr. Wilson. Motion passed and approved 4-1 (Mr. Peoples dissenting)

**New business:** Replace signage with common signs at each court (Stop, children at play, Speed Limit 5, Towing, No Solicitation). Drainage (this will be expensive)—Plan for the future.

**Delinquent homeowners:** Property manager will send warning letter establishing authority to suspend parking.

**Dog incident:** Multiple residents attacked by same dog in Canary. Letter sent to homeowner of offending resident on 13 Oct. Association has no authority and victims should notify PWC Police or Animal Control for recourse.

**Change of Owner:** If HOA disclosure informed new owner of no open violations, association may still enforce rules and regulations; but should consider cost to correct and other extenuating circumstances.

**Next meeting:** 7 December 2020, 1900 on Zoom

Mr. Pierce motioned to adjourn, seconded by Mr. Peoples. Meeting adjourned at 2037.

**Submitted:** Wilson

**Approved:**