

Cabin Branch Forest Board Meeting (regular business for Board)

Location: Virtual Meeting

Date and Time: Thursday July 31st, 2025, at 6.00pm

Notice of Meeting: Email communication on website and was sent to all Board members and Treasurer via Gmail to all owners

Roll Call of Board Members:

- Shauwn Collins – President
- German Rojas - VP
- Ann Lowden – Secretary
- Kesva Naidoo – Absent
- Jackie Guerra - Absent

In attendance

- Jeff Schultz – Homeowner
- Jeff A - Homeowner

The meeting was called to order at 6.10pm as Quorum was met

Time set aside for community topics:

- Discuss building a firepit near the tot lot area

Previous HOA minutes:

- Board reviewed and accepted the minutes of the May 15th, 2025, BOD meeting

Board Business:

- Property owners' communication issue
 - The Board completed a review and comparison of the emails for all owners in both the HOA Life and the Gmail accounts and aligned. Thank you, Becky and Steve Schaeffer, for your assistance.
 - The BOD agreed that primary communication would be via HOA Life for all correspondence and that the CBF Gmail account would be the backup. The Newsletter will continue to be distributed via the Gmail account for the time being.
 - HOA Life is administered by TJ and contains all the ARC Inspections and status; neighbors are working diligently to maintain their homes and the standards of the development. Two neighbors are progressing with the completion of identified items for repair.
 - The Newsletter was updated and distributed. Future Newsletters will be distributed quarterly. Information on upcoming Yard Sale, Block Party and other activities will be included

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- Tot Lot projects
 - The swing area mulching has been completed. Thank you, Cliff Miller, for leading that initiative.
 - The tot lot climbing frame structure was power washed and cleaned, thank you German, Dane, Jeff and Michael for undertaking the work.
 - Ann purchased one new modern trash bin with lid for assessment which the BOD found satisfactory and a further one will be purchased in the future.
 - The next phase for the replacement of the parts of the playground that are constructed of wood versus a more extensive replacement project is still in the planning stages. Cliff Miller kindly volunteered to lead this assignment too, Shawn will reach out to ascertain the status. Open Item.
 - One wooden plank on the play area was replaced by neighborhood owners.
 - Thank you, Gina Carey, for your research and communication to the BOD on the tot lot. As you presented, the proposal for full replacement from Childforms is a significant financial investment of over \$20,000 and as you suggested, and the board members agreed a partial repair and replacement of the wooden sections appears the optimal solution. We have owners willing to assist and complete repairs once the equipment is purchased. Pending Cliff Miller status on assignment
- Fire Pit in the community area near the tot lot
 - Jeff Schultz presented a full proposal on building a firepit for use by the neighbors. The proposal included safety considerations regarding the use of a lockbox. The BOD thanked Jeff for his work updating the benches in the tot lot area and for the detailed proposal for the firepit, however the BOD felt that there were enough safety and fire risk concerns especially with the number of trees in that area and agreed to decline the proposal but thanked Jeff for all his work in the research for the presentation and his work in support of the neighborhood.