

Cabin Branch Forest Board Meeting (regular business for Board)

-Location: Virtual Meeting

Date and Time: Thursday May 15, 2025, at 6.00pm

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

Roll Call of Board Members:

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

In attendance

- Cliff Miller – Treasurer
- Harold Looney - homeowner

The meeting was called to order at 6.17pm as Quorum was met

Time set aside for community topics:

- No items raised

Previous HOA minutes:

- Board reviewed and accepted the minutes of the Annual Meeting

Board Business:

- Property owners' communication issue
 - The HOA requires all owners to provide a valid email address for communication on HOA matters; with one exception this objective has been met. Communication to the one owner will be forthcoming explaining the requirement and that a new email can be created by the owner for this purpose alone if desired.
 - Board agreed to add the email requirement to the Owners Package and make available on the CBF website: cabinbranchforest.com
 - Shauwn agreed to draft the requirement wording

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- Tot Lot/Play area – near Morning Way
 - Summary of the discussion at the homeowners meeting in April
 - Overwhelming majority of Owners wanted to ensure the tot lot area is kept and suitable for children's use even for households without young children. Owners feel it is a benefit for the development and therefore positive for property values.
 - The Covenant requires the area to be maintained for residents' use.
 - Items of issue
 - The swing area needs new mulch.
 - The climbing frame area needs the wood portion replaced or alternatively consider a full replacement of the entire unit.
 - Need to ensure the unit is safe and meets professional standards
 - Cost of replacement estimated in the \$30,000 range which would be approximately \$450 per home
 - Short term the climbing frame area could be improved with power washing.
 - The trash bins are open and are not critter proof plus they have rusted and now leak.
 - Discussion and agreement
 - The Board plans to address the climbing-frame area and the wood portion and has considered methods for raising funds through a special assessment, which is an appropriate means for such costs.
 - The Board believes that with a separate fund for the tot lot area there should be no need for dues to increase next year.
 - An assessment of the specific requirements will be the first step.
 - A power-wash of the climbing frame by volunteers will be investigated.
 - An investigation of the cost for replacement of trash bins will be undertaken.
 - Actions since the meeting
 - Cliff Miller (Treasurer) has volunteered to investigate contractor options and prices for updating the wood on the climbing frame so that we can compare to the full replacement cost of the unit and make the best decision for owner funds and playground safety. This will meet the requirement of understanding the specific requirements.
 - Cliff has been asked to assess the mulching of the area beneath the swing sets with the landscapers.
 - German Rojas volunteered to lead a team to power wash and clean up the tot lot area. This was completed May 17, 2025
 - Ann has been looking at trash receptacle prices.
- Other Business
 - Ann suggested we restart the Newsletter which has not been updated since 2021, the Board agreed and offered to help.