

Minutes of the Cabin Branch Forest HOA – March 27th 2026

Location: Virtual Meeting

Date and Time: Friday March 27th, 2026, 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:

- German Rojas - VP
- Ann Lowden – Secretary
- Jackie Guerra - Absent
- Jason Yard - Member
- Richard High - Member

attendance

- Cliff Miller – Treasurer
- Jeff Abravesh - Homeowner
- Catherine Collins - Homeowner

The meeting was called to order by German at 6.02pm as Quorum was met

Previous HOA minutes:

- Board had previously accepted the minutes of July 31st, 2025, BOD meeting

Board Business

1. The Board welcomed the new members, Jason Yard and Richard High, both in attendance
2. Jason Yard volunteered for position of President, a nomination was made By German and seconded by Richard. All members voted in favor of Jason's appointment.
3. Richard asked if the HOA had a mission statement? This was left for a later discussion
4. Cliff – Treasurer stated that as the Board has selected a new President the bank information will require changes updating the information from Shauwn to Jason. **ACTION** – Cliff will work with Jason and the bank.
5. German prepared a detailed PowerPoint agenda which is attached to this report.
6. German stated that decisions on roles and responsibilities assigned to each Board member needs to be decided and clear within the Board and to the Owners. The

first position of President, VP and Secretary currently have defined roles, but other positions need to be discussed and defined and the interaction with the Treasurer role – ACTION next meeting discussion as all Board members were not present

7. All Board members were asked to provide a short Bio of their reasons for joining the Board.
 - a. German – has been on the Board for a couple of years and is VP, sees his role to serve and see that things are delivered for the community
 - b. Jason – lived in CBF since 2016 and was a Board member previously in the years 2018-2021 and wants to deliver for the community and improve communication. His wife is the chair of the PTA for Sterling Elementary
 - c. Ann – Secretary. Has lived in CBF since 1987 and joined to help support the community and serve the Board.
 - d. Richard – recently moved into CBF in 2025 has significant experience in HOA management and is President of another HOA for a property they own
 - e. Cliff – Treasurer has been living in CBF for many years and has served on the Board as President and Treasurer. He stated that the Board is licensed and is a corporation.
8. Jason – President was asked to outline his items and priorities
 - a. Budget management
 - b. Financials – understanding delinquencies and processes to handling including litigation
 - c. Communication and announcements of dates for meetings and events.
9. Discussion on communication
 - a. What sites do we have and what methods do we use? Three sites are used and direct emailing using Gmail account as well as the Notice Board placed at the entrance.
 - i. Cabin Branch Forest Website
 - ii. HOA life
 - iii. Facebook Cabin-Branch-Forest

Discussion on who owns and maintains which site. Gary Marsh has the update responsibility for the website and the Facebook site is not owned as any member can submit a post.

- b. Do we have a Charter? **Action Item** for future meeting. **Item Owner – Jason Yard**
- c. For the Board specifically it was stated that we need to define roles and responsibilities and that this is a great opportunity to define the institutional knowledge and share across the board and possibly the community.

Action Item for Next Meeting to define roles and responsibilities. **Jason Yard** has responsibility to provide proposed guideline document.

- d. Communication Plan – the President expressed the need for a communication plan and would prepare a draft for the next meeting. The Board discussed the need for different communication methods as probably less than 50% of Owners attend and regularly participate in issues and management of CBF and that establishing the Trash collection initiative took paper and human door to door communication to reach all Owners. Often nearly 60% of Owners do not engage directly and therefore the Communication Plan needs to include communication alternatives to reach all Owners for necessary issues such as the Tot Lot and the need for additional dues to cover the cost of the needed updates. The communication plan is to cover virtual meetings, mail, meeting standards and other communication questions and issues such as door to door to ensure all Owners have a chance to comment and participate. Richard suggested a multi-pronged approach including mailers/flyers but consider costs. Cliff stated that HOALife does have a function to Poll. Questions on the email addresses and the Secretary explained there are two lists one in HOALife and associated to the Gmail account for CabinBranchForest and that Becky and Ann had doubled checked the lists with the handover last year and Ann – Secretary is now only using the HOALife list and is extracting via Excel to use as Bcc from the Gmail account **Action Item – President – Jason Yard**

10. Tot Lot

- a. German - VP stated that at the Annual Meeting the Owners were in favor of maintaining the Tot Lot and that to undertake updates a special assessment would be needed and they understood and realized that the entire community of Owners need to be engaged in this decision.
- b. Jason – President – said it was important that options available need to be informed to all and that communication and decision making is transparent, including what a special assessment is and is not. Opportunities to hear all perspectives and open and supportive discussions to all viewpoints. Decisions will require high participation and communication.
- c. Cliff – Treasurer stated it’s often difficult to achieve high turnout for meetings and that a door-to-door campaign may be required. Owners have been favorable to annual reserve fund increases and the need for annual reserves to be sufficient for nonoperational repairs and updates but for an item like the expense for the Tot Lot updates this will be greater than the Reserves

currently support. Treasurer made a request for the Board to approve the surplus for 2025 being assigned to reserves an amount of \$7473.58.

11. Other Business

- a. Cliff – Treasurer responded to the questions on the amount of money held in the checking account and whether some could be gaining interest in say CD’s, Cliff said that business accounts are generally not free and often offset the interest gained. No decision
- b. Jeff asked about the communication to the County regarding properties bordering Claude Moore Park, German – VP responded that the County is quite responsive to issues with fallen trees impacting properties bordering the park. Jeff’s property is bordering another tree area and Cliff – Treasurer said he had a contact for that owner and would provide to Jeff and the Board.
- c. A Owner had requested the Sales Package as they are moving and although the form to request is on the website/HOAlife the actual package is not and Cliff – Treasurer explained that it is still in his DropBox and is under his control at this point.
- d. Board agreed that the Communication Plan and the various communication methods and who owns which responsibility is a priority for the next meeting.

Signed _____

Date ____/____/____