

**Cabin Branch Forest Board of Directors  
HOA Meeting Minutes**

**Location:** Virtual

**Date and Time:** Friday 22 November 2024

**Notice of Meeting:**

- CBF Website
- Email invite sent 16 November 2024

**Roll Call of Board Members:**

- Shauwn Collins, President Present
- German Rojas, Vice-President Present
- Becky Schaefer, Secretary Present
- Kesva Naidoo, Member Absent
- Dane Scott, Member Present
- Cliff Miller (non-voting volunteer) Present

**Quorum:**

4 of 5 Board Members present. Quorum met.

**Time set aside for community topics:**

No guests attended.

Shauwn brought the meeting to order.

Minutes from the previous meeting (14 November 2024) were approved. Shauwn motioned and German seconded. The Motion passed.

**Budget Meeting:**

Cliff presented the CBF HOA 2025 Budget including the Reserves amounts. Due to events of the past and inflation, dues will continue to be increased. The Board approved a 15% increase in assessments (dues) as the costs for operation continually increase. The 2025 dues amount is \$585 (or \$560 if HOA members pay the early discount). The purpose of the Reserves is to accrue funds towards future and/or emergency needs; the accrual rate in Reserves is too slow towards the goal of 100%. We might not catch up any time soon so a special assessment will be discussed at the Annual Meeting in March, 2025.

The Board has increased the HOA insurance limit to \$100,000 for the Master Policy. Cliff said that would cost about \$150/month. Shauwn motioned for approval. German seconded. The Motion passed.

Budget approved.

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The contract for Common Area grounds-keeping is expiring. Kesva will be providing information on the 3 contracts he has been researching for next year. The 2025 budget is expected to remain close to the same as the current 2024 budget.

The Board's 2025 plans include the replacement of the Tot Lot area. This is the largest expense the HOA is anticipating for next year. It is the responsibility of the CBF HOA to maintain the Common areas and structures (i.e, Tot Lot and Gazebos). German and Becky have been working on quotes for replacement. The Tot Lot in particular has been in disrepair. The current Tot Lot is a 326.8 square yards space with siding all around. There are two parts: one is the area with the 5-seated swing; and the 2<sup>nd</sup> area has the jungle gym. The two sections are connected with a short pathway between the two. The least expensive option for quote is \$29,000. The payment for such construction typically comes from the Reserves, however the Reserves are not accruing to 100% as quickly as it needed.

Adjournment: 7:00 p.m.