

Cabin Branch Forest Board ANNUAL Meeting

Location: Cascades Library
Date and Time: Thursday 5 March 2026 @ 6:00 p.m.

Notice of Meeting:

- GMail Invite

Roll Call of Board Members:

- Shauwn Collins, President - present (resigning after this meeting)
- German Rojas, Vice President - present
- Ann Lowden, Secretary - present
- Jackie Guerra, member - present
- Kesva Naidoo, member - resigned

Quorum: 21 of 77 homeowners accounted for – quorum met.

	<u>Street</u>	<u>Homeowner(s)</u>		
1	21050 Branchwood Way	Tom DellaPenna		
2	21051 Branchwood Way	Cliff & Thera Miller		
3	21063 Branchwood Way	Eddie & Romona Jeffries		
4	21067 Branchwood Way	Jason & Julia Yard		
5	21070 Branchwood Way	Shauwn & Catherine Collins		
6	21071 Branchwood Way	John & Mary Ann Thomas		
7	21101 Midday Lane	Paul & Judy Helstrom		
8	21109 Midday Lane	Gina & Thomas Wolfe	Pro	
9	21116 Midday Lane	Richard High	xy	Yard
		Antonio and Jacqueline		
10	21120 Midday Lane	Guerra		
11	21129 Midday Lane	Harold Looney		
12	21142 Morning Way	Jennifer and James Clute		
13	21158 Morning Way	Thomas & Danielle Vestal		
14	45846 Cabin Branch Drive	Thomas & Ann Lowden		
15	45854 Cabin Branch Drive	German & Erin Rojas		
	45858 Cabin Branch Drive	Stephen and Rebecca		
16	45878 Cabin Branch Drive	Schaefer		
17	45878 Cabin Branch Drive	Dane & Consuelo Scott		

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18	45886 Cabin Branch Drive	Dwight & Octavia Frazier		
19	45887 Cabin Branch Drive	Dorothy Landry		
20	45842 Cabin Branch Drive	Adam & Cassie Rossmiller	Pro xy	Vest al
21	45809 Evening Way	Nancy Walker		

2025 In Review presented:

- Members of the HOA Board
 - HOA Board is understaffed
 - Open positions – opportunities for new members
 - Cliff Miller serves as Treasurer (non-voting volunteer)
- The Board met 4 times in 2025
 - Approved dues increase to pay for increasing costs
- Newsletter – Ann has started the community quarterly newsletter to inform us of CBF neighborhood news and events.
- Tot Lot:
 - German organized a 2025 Spring power wash and clean up event
 - Ann purchased and installed new trash bins
 - Cliff Miller has volunteered to lead the equipment review and updated needs
 - Board received alternative proposals and funding ideas (like all other things cost increased post COVID).
- Dues Increases
 - The Board approved 8.55% dues increase to keep pace with costs.
 - Reserves continue to be underfunded.
 - Cliff keeps apprised of Legislative initiatives to bring HOA as we attain fully funded status. A Reserve study is due to maintain compliance. (These studies need to be done every 5 years.)
 - Trash – The Board, on behalf of the HOA, has worked diligently with Republic Recycle to evaluate whether the development can get a reduced price for the current service, the outcome of this endeavor is a reduction in the cost per unit for the next three years. Previously, homeowners paid \$29.15 per month (\$349.80 annually), under the revised contract, **the new**

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rate will be **\$27.00 per month, totaling \$324.00 annually**, effective April 1, 2026, with no change to service and the current twice weekly trash collection schedule remains. Any surplus revenue will be assigned to the Reserve deficit for each property.

- Budget for 2026

○ Income from dues and interest	\$ 48,370.00
○ Operating Expenses	\$ 39,667.10
○ <u>Administrative Expenses</u>	<u>\$ 2,405.00</u>
○ Total Expenses	\$ 42,072.10
○ Net Income	\$ 6,297.90

- Operating Budget Allocations for 2026 – where the Dues are spent

○ Utilities (Primarily Trash)	65%
○ Ground Maintenance	21%
○ Administration	6%
○ Insurance	5%
○ Plants & Repairs	1%
○ Cookout and Other	2%

- Schedule of Common Elements & Reserve Analysis for 2026

	\$60,558.0	
○ Reserve Required	0	
○ Contingency for Exceptional Expense	\$3,000	
○ Total Reserves Required for 12/31/2026	\$63,558	
		\$54,976.7
○ 2026 EOY Reserves		3
		(\$8,581.2
○ 2026 Reserve Overage/(Shortfall)		7)
		(\$111,45)
○ Shortall per lot		

Planning for 2026

- Board Staffing – currently we have two positions open, without a fully operational Board difficult to manage the development needs but alternative will be to hire an HOA firm which will cost significantly more.
- Tot Lot – the Board does not have the authority to make decisions without the majority community engagement and agreement. Possible options include:
 - Complete replacement
 - Partial replacement

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Repair

Remove

A motion was passed to survey all HOA members asking if each lot owner(s) would approve up to \$500 as a one-time assessment for the Tot Lot. This motion was approved by 17 members in attendance. The Board will move forward with arranging a survey.

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Board and HOA Administration

- Self-managed HOA requires plenty of volunteers for Board positions and occasional events during the year. The Board is hopeful owners will be encouraged to help and volunteer when asked. This method is less expensive and creates a community.
- An HOA management company knows legal requirements, but it is more expensive requiring dues increases. We save money by being self-managed.
- Both methods still require community involvement. We urgently need volunteers to continue our self-managed HOA.

Architectural Review Committee (ARC)

- Please allow access for the ARC inspections. We will be getting our emails in April.
- Bylaws allow ARC access to our properties including the backyard.
- Remember ARC volunteers are your neighbors. Thanks to TJ Vestal, Adam Rossmiller, Jeff Cornwell, Brian Ewens and Michelle Ravichandran.
- German will follow up on the removal of the abandoned red pick-up on Cabin Branch Drive. COMPLETE van has been removed
- German will also follow up with the country regarding damaged curbs from the snow removal plows during this winter's snowfall.

Nomination of new Board and ARC members

- Shauwn Collins has completed his 3-year term as Board member and president. Thank you, Shauwn!
- Two new positions on the Board were filled. Jason Yard self-nominated and Richard High self-nominated to serve. Approved.
- Following meeting Board agreed that Jason would be President

Q and A

- None.

Adjournment

- Meeting adjourned at 7:15 p.m.