

Cabin Branch Forest Board meeting (regular business for Board)

Location: Sterling Cascades Library Meeting Room C

Date and Time: Thursday 30 November 2023 @ 7:00 p.m.

Notice of Meeting:

- Website
- Email sent to those who provided updated email addresses.

Roll Call of Board Members:

- German Rojas - absent due to family emergency
- Gina Carey - present
- Shauwn Collins - present
- Kesva Naidoo - present
- Becky Schaefer - present
- Cliff Miller, non-member as financial volunteer - present

Quorum: 4 of 5 Board Members were present. Quorum met.

Time set aside for homeowners to walk up to present issues:

- No homeowners present. No walk-up issues.

Previous HOA minutes:

- Board reviewed and accepted minutes from 26 September, 2023.

Board Business:

- In preparation for the 2024 budget, the Board reviewed the following financial reports as prepared by Cliff Miller:
 - Account balances - as of 11/12/2023
 - Budget for 2024
 - Schedule of Common Elements & Reserve Analysis
- The Board reviewed the Reserve Analysis report:
 - Cliff reported that the Reserves amount needs to increase to meet goal. It currently is at 77% towards specifically itemized purchases (i.e., landscaping, gazebos, fencing, Tot Lot, and bike paths).
- The Board reviewed trash removal service options:
 - The board motioned and approved to continue twice-a-week trash service with Republic. Shauwn will ask Germain to provide the new contract for signature.
- Gina presented her research on the plan to add to the Tot Lot equipment. She showed a visual of the plan on her computer and an itemized list of materials. Material costs are \$12,900. Installation (including demolition and build) estimates are yet to be provided because the Board is considering a way to decrease the total cost if volunteers help.
- The Board voted to approve the 2024 budget which will increase the dues to \$545 with an early/full pay discount to \$520.

- ARC Activities – 2 homes have remaining violations to remedy. Both are being addressed by Board members.

Next Meeting:

- HOA Annual Board Meeting – March 14, 2023. Notice will be provided for location/room and time.
 - A quorum of 21 households must be in attendance as this is the Annual Meeting.
 - Shauwn will present the state of the HOA.
 - A new HOA Board member will be elected to replace Gina who is completing her term.
Thank you, Gina!

Adjourned at 8:00 p.m.