

Cabin Branch Forest BOD Meeting Minutes

Location: Cascades Library

Date and Time: Wednesday 12 April 2023, 6:00 – 8:00 PM

Notice of Meeting:

- Sign at exit of neighborhood – German posted.
- Website – Gary Marsh posted.

Roll Call of Board Members:

- Gina Carey
- Becky Schaefer
- Kesva Naidoo
- German Rojas
- Shawn Collins

Quorum: All 5 Board Members were present. Quorum met.

Time set aside for homeowner walk up topics (half hour) – two visitors.

Review of previous HOA minutes –

- Reviewed and accepted.
- Becky will prepare minutes and send for Board review within 2 days. The Board can review and respond to the draft for 2 more days and then Becky will update for final copy and send to Gary Marsh for posting on the website. Barring unforeseen circumstances, the minutes will be posted within 7 days.

Board Business –

- Shawn welcomed the Board members and other attendees. Shawn expressed his vision to provide open meetings and encourage more involvement. More community involvement for smaller/shorter assignments will help with keeping costs down.
- Shawn shared copies of the Virginia Property Owners' Associate Act which is Virginia Code (Title 55.1, Chapt 18) identifying the roles and expectations of an HOA. This identifies notice, time, date and place. It also states the meetings to be open to all members of record including a designated time to allow members to comment. There are specified circumstances for an executive session. In addition, any community member can email the board (board@cabinbranchforest.com).
- HOA Life app – The Board motioned and approved the purchase of the app. This software provides a suite of services for self-managed HOAs. The ARC committee is already using the trial version. The cost will be \$95 per month which works out to just a little over \$15 each home per year.
- The ARC reviewers are working with the homeowners planning to build sheds. One application is in process and a new one just came in.
- German will discuss with Cliff the costs, renegotiations for renewal of the lawn care agreement. Current contractors are supposed to edge the bike path however it is not being done.
- German is researching the contractors for trash collection. The current contract expires this year.
- Resealers for the bike path are up for renegotiations: Dominion was \$1956, Academy was \$1380 and Collegiate was \$1125. The motion was made and the Board has agreed to go with Collegiate. Gina will contact Collegiate to see if they can correct wording in the estimate. Shawn will schedule the work after a conversation with Kesva regarding the edging to be done before resealing.

Treasures Report –

- Dues Status for 2023 – All home owners have paid dues for 2023.

- Zelle has proven to be a useable tool for dues payments.
- The Board discussed the upcoming higher costs for services provided. Dues remain flat but will need to increase by next year. To reduce costs the Board will:
 - Continue to meet at the libraries – cost is free.
 - Use best value analysis when contracting work and services.
 - Increase use of community volunteers.

ARC rules and covenants –

- Sheds –
 - Cliff to complete the ARC guidelines (in need of an approved formal statement). Upon completion, Cliff will send to Gary to provide on Website.
 - The Board discussed Loudoun County’s zoning requirement for a permit for a shed. CBF maximum size is 8x10 so it seems a permit may not be required. Kesva will confirm again with the county and the ARC committee will be apprised.
 - All homeowners are strongly advised to start their shed planning with the HOA ARC request.
 - ARC is developing a checklist for building sheds to help make the process sequential and smoother.

Common Area Maintenance and Upkeep –

- It is Springtime and there are several needs for the common areas:
 - Power wash the exterior fence and gazebos.
 - Stain the barrier fences at the end of the bike path.
 - Edge the sides of the bike path before the resealing happens.
 - Jim Clute has a couple of pieces to repair the border of the play area of the Tot Lot. German will take the lead and anticipates doing on Saturday 15 April.
- Gary will be asked to create a “Find Out More” button on the website asking for community volunteers.

Website, Emails & Facebook –

- GoDaddy changed email accounts. The Board email moved and is operational, but the ARC email address is not working. German will research and recommend upgrade/update of email addresses. German will review and recommend changes to HOA web page to clarify separate uses of the Board email and ARC email.
- Facebook is not a service directed by the HOA, but the Board sure appreciates it’s presence in the neighborhood.

Board activities –

- Volunteers
 - The ARC begins their annual home inspections on April 24. There are only two experienced reviewers, however the Board would like to have 3 more volunteers.
 - Need volunteers to help with the Springtime repairs and upkeep of the common areas.
 - ListServe is a great tool for setting up community efforts.
 - German and Kesva will request a community member list from Cliff.
 - Gina will discuss with Gary about a button for members to update their contact information on the website.

Open Forum – None.

Next Board Meeting –

- Next Board meeting is Thursday May 18, 2023 at Cascades Library.
- The first 1/2 hour of the evening (6:00 p.m.) is reserved for Community Members topics & questions. If more time is needed
 - then this session can continue after the Board meeting, or
 - arrangement of a special meeting be scheduled.
- At 6:30 p.m. the Board Meeting will begin.

Adjournment

- 8:50 p.m.