

Cabin Branch Forest BOD meeting

Location: Sterling Library

Date and Time: Wednesday 23 March 2023, 6:00 – 8:00 PM

Notice of Meeting:

- Sign at exit of neighborhood
- Website

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 send minutes to Gary Marsh to post on website.

Board Business –

- Election of President – Shawn Collins nominated & accepted new President position.
- Gina will serve as Vice President.
- Becky Schaefer will serve as Secretary.
- Cliff Miller serves as an officer in Treasurer's role. This is not a Board Member role, but a volunteer role.
- Richard Young manages Facebook, although this is not directed by the HOA Board.
- Gary Marsh is the Website curator.
- Review and appointment of new ARC members:
 - Cliff Miller is resigning from the ARC but will be available for consultation. Dawn Jewell is leaving the neighborhood.
 - Jason Yard and TJ Vestal have mentioned they want to be on the ARC. The Board agreed and Shawn will follow up with Jason and TJ so as to get started. Property inspections are soon to start.
 - The Board would like at least 5 ARC volunteers.
- The Board would like to have more opportunities for other volunteers for occasional activities.
- ListServe was mentioned as a great tool to appeal to volunteers. Gina agreed to set this up so we can start using soon.

Treasures Report –

- Dues Status for 2023 – Per Cliff's email 5 (out of 77) yet to pay dues.
- Shawn will follow up with Cliff Miller regarding reconciliation/review of use of Zelle for online dues submission.
- Discussion of upcoming higher costs of services provided. Dues remain flat but will need to increase by next year. This possibility needs to be shared with the homeowners.
- Changeover is required of authorized persons with PNC since change in Board Members.
 - Gina Carey presented motion to remove James Clute from bank account and add Shauwn Collins as new authorized person. Shauwn Collins 2nd the motion and all voted in favor.

ARC rules and covenants –

- Sheds –
 - Shawn will get with Cliff regarding completion of the ARC guidelines (in need of an approved formal statement). Upon completion, Cliff will send to Gary to provide on Website.
 - Homeowners submission of an ARC request is the first step in the process of building a shed. Everyone needs to know that it is important the first step is for the ARC to inspect location of proposed shed prior to County permits.
 - Since this is a new process for the HOA, an itemized checklist will help make the process smoother in building a shed. Shawn will task ARC to develop this.

Common Area Maintenance and Upkeep –

- Status of Tot Lot, common areas, fences and trees, etc. Such items have been attended to by previous board.
- Gazebos need cleaning. German, Shawn and Kesva will do a power wash.
- Monthly pest treatments to begin in March.

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.
- ListServe – Gina will set up this service.
- Facebook is not a service directed by the HOA, but the Board sure appreciates it's presence in the neighborhood.

Board activities –

- Shawn said he would like to see more community involvement using other volunteers for smaller/shorter assignments. (i.e., helping w/ small repairs in the Tot Lot, common area clean up, etc.)

Open Forum – None.

Next Board Meeting –

- The Board agreed to meet monthly during the property inspection period.
- Next Board meeting is Wednesday April 12 @ Cascades Library.
- The first 1/2 hour of the evening (7:00 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 7:30 p.m. the Board Meeting will begin.

Adjournment

- 8:15 p.m.