

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

**Location:** Virtual

**Date and Time:** Thursday 14 November 2024

**Notice of Meeting:**

- CBF Website
- Email invite sent 7 November 2024

**Roll Call of Board Members:**

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

**Quorum: .**

3 of 5 Board Members present. Quorum met.

**Time set aside for community topics.**

No guests attended.

Discussion of developing and sending a survey to the CBF HOA members inquiring about assessments (dues), Tot Lot renovation, volunteer activity. Shauwn will develop survey.

Discussion of the benefits of a self-managed HOA. Lower dues also mean expectation of more volunteer activity. There will be an opening in March to serve on the Board. Other opportunities for short term assistance are always available.

Drainage discussion – no longer a priority.

BOIR (Beneficial Ownership Information Reports) – Cliff will complete this report required by all LLCs. The Board agreed to pay for possible \$50 fee.

Tot Lot – Becky and German have worked on possibilities for replacement of the Tot Lot. For liability purposes, the installation of the Jungle Gym structure must meet code so needs to be done by a contractor. Some money could be saved with volunteer support to lay ground cover (after the structure installation) for the swing area and the Jungle Gym.

Per CBF By Laws Article 3(c):

“Provide services to the Owners in accordance with the Association Documents, and provide for Upkeep of all of the Common Area and, to the extent provided in the Association Documents, of the Lots.”

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Kesva will be seeking 3 vendors for bids for landscaping services, including Happy Trails. The Board discussed whether it could save some money by not mowing the median of Cascades Parkway.

Loudoun County only mows it twice annually so the Board decided such mowing is still necessary:

- not only for a better presentation of entrance to the neighborhood
- removes some view obstruction for those of us turning onto the road.

The Board is interested in supporting next year's Block Party typically held 3<sup>rd</sup> weekend of September.

Next Meeting is Friday 22 November 2024 @ 6:00 p.m. It will be a virtual meeting and Shauwn will send out invites. The meeting will be a Budget Meeting necessary for planning for 2025.

Adjournment: 7:00 p.m.