

## Cabin Branch Forest HOA Board Meeting Minutes

June 4, 2026

**Location:** Virtual meeting

**Time:** 6:30 p.m.

**Notice of Meeting:** Notice was posted on the website and sent by email to all Board members, the Treasurer, and all owners.

### Board Members Present

- Jason Yard – President
- German Rojas - VP
- Ann Lowden – Secretary
- Richard High - Member
- Jackie Guerra - Member

### Also Present

- Cliff Miller – Treasurer

A quorum was present, and Vice President German Rojas called the meeting to order at 6:30 p.m.

### Approval of Previous Minutes

- The Board approved the minutes of the March 27<sup>th</sup>, 2026, meeting.

### Board Business

1. **Regular Meeting Schedule:** The Board agreed to hold Board meetings on the last Thursday of each month from 6:30 to 8:00 p.m. Community notices will be sent on the third Thursday of each month through HOA Life. Meetings will be held virtually via Teams.
2. **ARC Matters:** The Board reviewed ARC violations and noted that the matters are being managed and that communication with owners is underway. TJ is leading ARC matters and will involve the Board as needed. One home modification remains under discussion, and several homes have requested approval for upgrades and maintenance changes.

3. **Bank Authorization Update:** Cliff reported that, because the Board selected a new President, bank records must be updated to replace Shauwn with Jason. **Action Item:** Jason and Cliff are working with PNC Bank to complete the authorized signature update. All Board members are expected to sign the required bank documents by June 10.
4. **Carryover Action Items from March 27**
  - a. Discussion of a charter/mission statement was deferred to a future meeting and will likely be scheduled for the second half of 2026.
  - b. Roles and responsibilities will be discussed at the next meeting in late June. The President is preparing a guidelines document that will remain consistent with the bylaws and will not require bylaw changes. The Board also discussed the Secretary's bylaw-based responsibilities related to property sales, owner documentation, and inclusion in HOA Life. Cliff noted that the Treasurer and Secretary roles had been combined for many years and were separated only within the last five years, and that he has continued to oversee the property ownership change process. **Action Item:** Jason will work with Cliff to understand the operational responsibilities and bylaw requirements associated with the Secretary role.
5. **Communication Planning**
  - a. Jason is developing a communication plan to define current and future communication methods, create consistency, and establish a standard operating procedure for the community. Ann and Richard will define the newsletter process, while TJ is responsible for HOA Life and new-neighbor information. The Board also discussed a recent property sale on Midday for which documentation about the new owners was not available. Although county record changes typically trigger communication through HOA Life, that did not occur in this case, and the HOA was not notified of the June 1 ownership change. **Action Item:** Cliff, TJ, and Jason will determine how property ownership changes should be tracked and communicated and who will be responsible for that process.
6. **Playground and Tot Lot**
  - a. German and Jackie reviewed the status of the playground. Although four options were presented at the Annual Meeting in March, fewer practical options remain. The Covenants and Bylaws require a playground and tot lot,

so elimination is not permitted without an amendment to the governing documents. Owners supported improvements at the Annual Meeting. The Board also discussed replacing only the climbing gym portion of the tot lot, but contractors contacted to date have responded negatively, primarily because of liability concerns and issues related to replacement parts.

- b. The Board discussed partial replacement of the tot lot and whether liability waivers would be needed. Cliff confirmed that the HOA currently maintains general liability insurance for the play area.
- c. **Funding Discussion**
  - i. The Board confirmed that reserve funding is not currently sufficient to cover the anticipated tot lot update or replacement costs.
  - ii. Cliff stated that reserves are not fully funded for replacement of the gym portion of the tot lot, although reserve funds from other items could potentially be used and later repaid.
  - iii. The Board noted that prior Board minutes do not appear to reflect discussion of insufficient tot lot replacement funding. It was also noted that past annual dues increases were largely attributable to the inclusion of trash collection as a community expense rather than an individual owner responsibility.
- d. Cliff reviewed budget funding for 2025 and 2026, which is documented in HOA Life. Although the 2026 budget includes line-item allocations for the gym portion of the tot lot, the funding gap cannot be determined until final repair or replacement costs are known. Jason noted that a special assessment was discussed at the Annual Meeting, with a preliminary estimate of approximately \$500 per home, assuming allocated reserve funds would also be available.
- e. The Board discussed the vote required to approve a special assessment and clarified that approval would require two-thirds of the quorum, or 31 homes, rather than two-thirds of all homes. The Board also reviewed its responsibility under the Bylaws and Covenants to maintain common areas, including the tot lot. A building loan was considered but would increase costs to owners because of interest and related expenses. The Board discussed risks associated with self-performing repairs, including liability, waivers, construction capability, and whether inspections would be required. An alternative would be to obtain full-replacement proposals from professional companies and compare the related costs and risks. To make an informed decision, the Board needs professional replacement cost estimates, the funding gap after reserve use, and the potential per-home special

assessment amount. **Action Item:** Obtain professional replacement cost estimates, determine the funding gap after applying reserves, and calculate the potential per-home special assessment amount.

7. **HOA Life:** Cliff asked all Board members to become familiar with HOA Life, including its structure, available documents, tools, and email capabilities. The Board has access to all information, and Board member permission levels have been established. **Action Item:** Board members should review HOA Life and learn how to email owners directly through the platform instead of using the CabinBranchForest Gmail account.
8. **Next Meeting.** The Board will meet on July 30<sup>th</sup> at 6.30-8pm, a notification will be sent to the community.