

CHPOA Board Meeting 8.7.24 – Regular Session

Call to Order: 7:35p by President Dave Scanga

Minutes Recorded by Trevor Scott

Board Members Present Other than Above:

- **Bill Evans (Vice President)**
- **George Higgins (Treasurer)**
- **Marshall Gray**

Property Manager Al Soulier in attendance

Resident Forum:

- Sarah & John Timmel with Dan McLellan brought forth issues regarding plot of land currently for sale that would extend off Myrtle Ln between their houses and Interstate 40. Concerns were levied about the removal of the forest there bringing more noise and traffic issues to that section of the neighborhood. Discussion centered around the Board looking into options for possible purchase and reaching out to sellers to see if there are any options to keep it a green space.
- Tara Pressley also in attendance

Previous Minutes:

- April: Motion by Bill Evans to approve, Marshall Gray seconded, approved unanimously by Board
- May: Motion by Bill Evans to approve, Marshall Gray seconded, approved unanimously by Board
- June: Awaiting distribution by Secretary

Old Business:

- New Collection Policy
 - o George Higgins gave a recap of the new policy and put forth suggestions about when to roll out information to community in advance of year-end

New Business:

- Realtor's Choice Award
 - o Marshall gave comments to the success of the initiative and the satisfaction of the neighborhood in general, but especially the winners.

- Bill put on the record thanking Marshall for spearheading the Realtor & Resident's Choice Awards.
- Resident's Choice Award
 - Resident's choice competition upcoming that will allow residents to vote. Plan is to have the poll in September and announce winners in October at the Community Picnic.
 - Melissa Walter will be assuming responsibility for the Resident's Choice program as Marshall transitions away from the community
- Lot/Parcel for Sale behind Brick Hearth
 - Discussion centered around CHPOA's ability to afford the plot of land
 - For a mortgage payment under current rates, the membership would have to approve close to a doubling of annual dues for the ownership
 - Referred to Finance Committee for analysis and to bring formal report to next month's Board meeting
- 109 Twisted Ct Drainage Issue
 - Stormwater easement overflows into owner's yard/property. Property was listed as being in a flood plain by listing services
 - Owner unhappy about the addressing of the issues by the Town/CHPOA board
 - Owner has reached out to the Town (Terry Hackett especially), CHPOA Property Manager and CHPOA President several times. Feedback continues to be received but no actionable items are available for CHPOA to take
- Board Retreat Recap
 - By-laws review ad-hoc committee meetings scheduled to begin editing by-laws to bring them current with more modern times
 - Implementation of the shared meeting calendar
 - Discussion about creating a parliamentarian/sergeant at arms being more formal to enforce timeframes during Board meetings
 - Robert's rules are the de-factor parliamentary procedure for meetings by NC law when no explicit parliamentary procedure is stated in the By-Laws
 - "Buddy system" for new CHPOA owners/members to feel more welcome to the neighborhood
 - New CHPOA board orientation
 - Discussed implementing regulation to require Owners to report renters of property in Cornwallis Hills
- Marshall's Departure
 - Marshall Gray is resigning from the CHPOA board and committees with immediate effect due to the sale of his property within Cornwallis Hills and other commitments
 - Tara Pressley (in attendance) was probed on her willingness to fill the rest of Marshall's CHPOA board term (through December 2024). Tara agreed to the possibility.
 - Motion was made by Marshall Gray to have Tara Pressley assume the remainder of Marshall Gray's tenure on the CHPOA board (through December 2024).
 - Motion was seconded by Trevor Scott. Carried unanimously by Board

Committee Reports

- AC:
 - o Trevor Scott relayed that the AC Committee continues to improve the workflow of AC applications from Owner to Property Manager to AC Committee for approval. Focus is to reduce the amount of email/phone back and forth completed by Property Manager and encourage rapport creation with “Case Managers” that are AC Committee members.
 - o New worksheet for AC applications has also helped centralize information in real-time for updates by AC committee members.
 - o Future project is to develop a Google Form to allow AC applications to be submitted through the Cornwallis Hills website
- Communications:
 - o Report submitted for review by Board and Membership
 - o Melissa will be solo chairing Comms committee with Marshall’s resignation from the committee. Previously Melissa & Marshall had co-chaired.
 - o Marshall submitted an internal policy to hopefully formalize community notifications revolving around policy changes so more community input is gathered. Internal policy/memo referred to the Policy Review committee for review and presentation to the Board.
- Finance/Maintenance:
 - o Maintenance:
 - Asset valuations will occur in the next few weeks to prepare for budgeting process
 - o Finance:
 - Budget will be put together in September for October approval by Board and pushing out to Membership for review before November annual meeting
 - Check signing procedure update to allow for single signer of Property Manager with quarterly review/audit by Finance committee.
 - Comments/feedback were given by the Board. Topic was referred to 8/13 meeting to formalize audit/review process and will present to Board during September meeting
 - Approval for purchase of 2 mid-size soccer goals. Feedback was received from Board. Initial costs estimated to be \$900 total, with net replacements in the future more than likely \$100-\$200. Topic referred to 8/13 finance meeting to come up with specific net costs and will re-present to the Board at the September meeting.
- Documents Review:
 - o First meeting focused on prioritization of reviews
- Nominations Committee:
 - o Nominations are close to deadline for submission. Additional communication to committee calling for new candidates from the Membership
 - o Discussions with term-ending Board members needed
- Property Manager Report:
 - o Report submitted for review by Board and Membership
 - o Finished moving the bank accounts from First Horizon to Truist
 - o Opened two CDs through Edward Jones (6- & 12-month lengths)
 - o Passed annual pond inspection
 - o Butterfly garden is blossoming 🦋

- Dan McClellan offered to provide upkeep on the “little library” at the park
- Special Events:
 - Picnic date set as Saturday Oct 5th with rain date of Sat Oct 12th. Beginning to coordinate entertainment and food. Meeting of Special Events Committee & Volunteers set for Tues 8/27
 - Focusing on community interests by way of surveys
 - Pickleball interest and possible conversion of part of basketball court (or addition)
 - Al Soulier (Property Manager) put forward suggestion to amend name of “Special Events” committee to something different to reflect community involvement and rapport building by the committee

Date set for next Board meeting: 7p on Wed Sept 4th

Motion to adjourn regular session put forward by Bill Evans, seconded by Trevor Scott. Carried unanimously by Board.

Regular session adjourned at 9:26p