

## **January 8, 2026 CHPOA General Meeting Minutes – Meeting via Zoom (recorded by Al Soulier)**

*Board members in attendance:* Jeff Wright, Bill Evans, Erskine Alvis, George Higgins, Lane Webster, David Scanga, Catherine Perez

*Property manager present:* Al Soulier

*Board members absent:* none

*Residents in attendance:* none

The meeting was called to order at 7:01 pm

Member Erskine Alvis motioned to approve the agenda. Member Bill Evans seconded. Motion unanimously approved.

### **Residents Forum**

No members present

### **Review/Approval of Minutes**

To be completed and voted on by email.

### **Unfinished and New Business**

The board welcomed new member Catherine Perez. Offices were then discussed, with the board unanimously electing David Scanga as president, Bill Evans as vice president, George Higgins as treasurer, and Lane Webster as secretary.

### **Property Managers Report**

See addendum.

### **Committee Reports**

*Architecture* (Jeff Wright): See addendum.

*Documents Review* (George Higgins): Committee did not meet.

*Finance and Maintenance* (George Higgins/Bill Evans): Committee did not meet.

*Community Activities* (Tara Pressley): Committee did not meet.

*Communications* (George Higgins): See addendum.

*Nominations* (Jeff Wright): Committee did not meet.

The next meeting will be February 5, at 7:00 pm.

Bill Evans motioned to adjourn the regular session. Jeff Wright seconded. Motion passed. The regular session ended at 7:42 pm.

## **Addendum**

### **Property Manager's Report** November 30, 2025 - January 3, 2026

## **Architectural**

- Processed applications. No meeting this month.

## **Communications**

- Spoke with Jack Parker regarding the 'private side' of the proposed website revisions. Provided feedback.
- Wrote end of year letter for the community along with the assessment invoice with a notice requesting property owner data and contact information. Hosted an 'envelope stuffing party' on December 14th (George Higgins, Bill Evans, Marcia Evans, and Dave Scanga attended). Mailed assessment notice on December 20th.
- No meeting this month (next scheduled meeting: January 5th. - Community emails and announcements distributed (via PM email and listserv):
  - December 23rd: Notifying the community regarding paying the assessment, property manager office closed for the holidays, Book Group announcement.

## **Community Activities**

- No meeting this month.

## **Documents Review**

- No meeting this month.

## **Financial**

- No meeting this month.
- Assessment payments are coming in at a normal rate. Both checks and electronic payments.

Account balances (12/31/25)

Truist Checking: \$ 1,395.31  
Truist Money Market: 17,662.71  
Edward Jones CD (mat 3/25/26, 4.15%) 25,000.00  
Edward Jones CD (mat 6/26/26, 4.35%) 25,000.00  
Edward Jones CD (mat 9/30/26, 3.75%) 25,000.00  
Edward Jones Money Market 2,426.95  
Edward Jones Insured Bank 1.64  
Cheddar Up: 0.00  
Quickbooks Checking: 10.00

## **Maintenance**

- No committee meeting this month.
- SCM pond repairs completed during the first week of December (\$1,844.62)
- Contacted Heather Fisher (Stormwater Division, ToH) to report that work was completed. Heather reviewed and asked for new inspection. Notified the inspector (Tim Grady, G2 Designs) who completed the inspection and provided official approval of the ponds to us and the town. Hopefully this should complete our obligations to both the town and the Army Corp of Engineers. No other pond inspection will be needed in 2026.
- Contacted by property owner on Lafayette Drive to say they wanted to remove a large dead tree. They indicated that they would need to fell the tree across Lafayette Drive and were seeking permission to do so and to 'close off' Lafayette Drive for about 2 hours. I informed them they would need permission from the Town of Hillsborough (ToH) to do so and gave them contact information for the Public Works department. Contacted by a property owner on Twisted Court on December 29th regarding 3 large trees that the owner claims may be on CHPOA property. One fell over and others had the top portions blown off falling near her house. She is asking for the CHPOA to remove them and cut the broken ones down. Will follow up with Bill this week regarding this request.
- Contacted by an owner on Lafayette Drive concerning open holes (broken boxes) and a trench related to the fiber company/utility installations in Cornwallis Hills.  
Checked these out and they are a hazard (The owner who contacted me stated his dog stepped into one of the holes which are covered with leaves). It isn't clear which company 'owns' these utility boxes or have dug the trench; however, according to the resident, he has contacted Spectrum regarding one of them and his requests for repair have been unheeded. George Higgins also contacted Google Fiber several months ago

about one of the holes (broken boxes) and was told they would “get right on it” but to date, no repair has been completed. I took pictures of the areas of concern and wrote Eric Peterson (Town Manager) and Robb English (Hillsborough Commissioner) expressing the community's concern and asking for their assistance/advice.

Car accident at the Entranceway to Cornwallis Hills (December 16th). - I was contacted by both a resident and the Hillsborough Police that an accident occurred at our entranceway involving two vehicles. Damage had occurred to our entranceway sign and battlefield fence. I arrived to see one car being towed away and another which had impacted the south-side brick monument sign. One of the letters on the sign was knocked loose, a floodlight was run over and broken, paint damage was noted on the brick monument sign, several sections of the fence were knocked down and landscaping damage was noted. I spoke with the police and took photos at the scene.

- The next day I contacted HPD and obtained an accident report which stated that one car did not stop at the stop sign leaving Cates Creek Pky while attempting to cross Old 86 and was hit by a second car traveling south on Old 86. I contacted our insurance agent and set up a meeting with her for 12/22/25 to discuss next steps.
- George and I met with Dawn Stewart (State Farm agent) and decided to file a claim through State Farm asking them to attempt to collect for damages from the at-fault driver’s insurance policy following a subrogation procedure. Estimates for repairs have been obtained from Hillsborough Landscaping and Dynamic Electric. A repair estimate will also be obtained from Pacific Lawn Sprinklers for damage likely done to the irrigation system. Bill replaced the pieces of the battlefield fence. I taped the broken floodlight so it would not shine down the road and distract/blind drivers traveling at night on Old 86. I will ask Dynamic Electric to repair the floodlight this week.

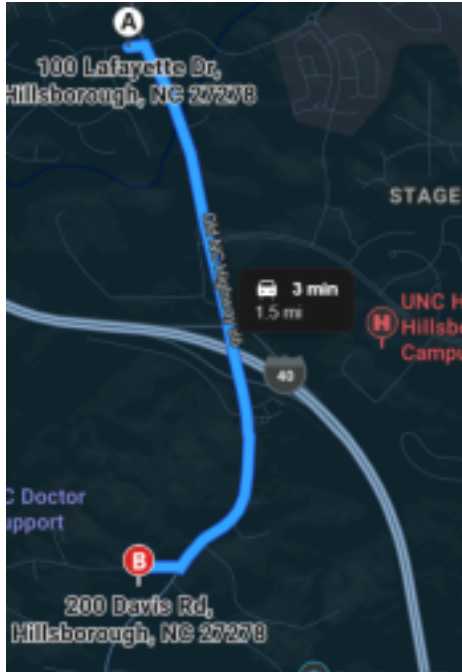
### **Nominations**

- No meeting this month

### **Miscellaneous**

- Provided George with my updated contract for property management services.
- Retreat scheduled for January 17th at the Hillsborough United Church of Christ (200 Davis Road) worship space for the board retreat from 8AM to noon.

Directions: Turn right on to Old 86 when leaving Cornwallis Hills. Go under I-40, look for Hillsborough UCC sign on right (corner of Davis Road, painted doors). Turn right on Davis Road. Take the first driveway on the left. Enter the church by the main front doors.



### **On Going Activities**

- The Property Manager attends all meetings of the CHPOA Board and its committees. If the meeting is held on Zoom, he provides hosting services. If he is unable to attend a meeting, he will provide adequate notice to the President or committee chair in order for alternative arrangements to be made. The Property Manager is an ex-officio (voting) member of all CHPOA committees.
- The Property Manager is the CHPOA contact for the landscaper and other contractors.
- The Property Manager investigates and responds to owner comments/complaints/violation reports.

*Submitted by Al Soulier, Property Manager, CHPOA, January 4, 2025*

## **Architecture committee report**

### 1. Applications:

- 407 Patriot Place (roof and gutter replacement) approved.
- 2605 Sweet Gum Dr (roof and gutter replacement) approved.

### 2. Extensions:

- 2611 Sweet Gum Dr (sunroom/deck) extension approved.

### 3. Post Construction reviews:

- 106 Lafayette Dr (wall and gravel path) approved.
- 413 County Seat Dr (roof and gutters) approved.

## Communications Committee Report - January 2026 Board Meeting

|                     |            |  |  |                 |              |
|---------------------|------------|--|--|-----------------|--------------|
| <b>Meeting Date</b> | 01/06/2026 |  |  | <b>Location</b> | Zoom Meeting |
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| <b>Chairperson</b> | George Higgins | <b>Property Manager</b> | Al Soulier |
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| <b>Committee Members</b> | Jack Parker |  |  |  |  |
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| <b>Agenda Item</b> | Mission Statement   |
| <b>Discussion</b>  | <ul style="list-style-type: none"> <li>● Review mission statement and provide feedback</li> </ul>   |
| <b>Decisions</b>   | <ul style="list-style-type: none"> <li>● The following Mission statement will be submitted to the Property Manager to present to the Board for review and approval.</li> </ul> <p><b><u>Communications Committee Mission Statement</u></b><br/>           To provide the Board with recommendations that ensure the membership receives accurate, helpful and timely information; create accessible ways for members to interact with the Board and provide feedback; and promote transparency in the Association’s decision-making process on key membership issues.</p> |

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|--------------------|---|
| <b>Agenda Item</b> | Website Redesign Update   |
| <b>Discussion</b>  | <ul style="list-style-type: none"> <li>● General Q &amp; A about the website redesign,</li> <li>● Private section of the website</li> </ul>   |
| <b>Decisions</b>   | <ul style="list-style-type: none"> <li>● Redesign is nearly completed. “Private Section” components being finalized [see below].</li> <li>● Membership will be notified of the redesign and private section via postcard with instructions on enrolling in the private section.</li> <li>● Private section of the website               <ul style="list-style-type: none"> <li>○ User accounts for each property/lot will be created.</li> <li>○ A registration/login page will be created with “required” fields to be completed as a condition enrollment.</li> </ul> </li> </ul> |

**Next meeting - February 2, 2026 at 7pm via Zoom**