

# Cornwallis Hills Property Owners Association Board of Directors Meeting General Session - December 4, 2025, at 7:00 p.m. via Zoom

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## Attendance

- Board of Directors Present: Jeff Wright, Lane Webster, George Higgins, Bill Evans, Tara Pressley, Erskine Alvis
- Board of Directors Absent/Late: Dave Scenga joined the meeting at 7:20 p.m.
- Quorum Status: Reached as 6 of 7 Board of Directors are in attendance.
- Also Present: Al Soulier, CHPOA Property Manager.

Call to Order - President Wright called the meeting to order at 7:03 p.m.

Members Forum - No members present for discussion and decision.

## Agenda Amendments/Approval

- Amendments
  - Discussion: Changing the January Board meeting date as the first Thursday of the month is the 1st [New Years Day].
  - Decision: Amend the agenda to reflect the new date of the January Board meeting to January 8, 2026 at 7:00 p.m.
- Approval
  - Discussion: Mr. Alvis moved to approve the agenda as amended. No further discussion regarding the motion was requested.
  - Decision: The motion was adopted unanimously. Vote 6-0.

## Consent Agenda

- Item: Email approval of the July 2025, and October 2025 meeting minutes.
  - Discussion: Mr Alvis moved to approve the Consent agenda item. No further discussion regarding the motion was requested.
  - Decision: The motion was adopted unanimously. Vote 6-0.

## New Business

- Item: January Board Retreat
  - Discussion: The date, time, location, topics; Board member and Property Manager assignments were presented.
  - Decision: The Board agreed to the following:
    - Holding the Retreat on January 17, 2026 from 8:00 a.m. to 12:00 p.m. [Noon] at the Hillisborough United Church of Christ.
    - The topics and assignments discussed were accepted by the associated Board members and the Property Manager.
- Item: Committee Reports goal
  - Discussion:
    - Making the committee reports available when the meeting minutes are posted.
    - Establishing a guideline for report submission to the Board.
    - Developing a report format.

# Cornwallis Hills Property Owners Association Board of Directors Meeting General Session - December 4, 2025, at 7:00 p.m. via Zoom

---

- Decision:
  - The Board agreed to make the reports available when the Board meeting minutes are posted with a plan to post them on the website starting in January. For this month, the committee reports can be found in the “Reports” section below.
  - The Board agreed the committee reports should be shared with each Board member five [5] days before each Board meeting.
  - A report format was proposed and is going to be tested.
- Board Meeting Minutes goal
  - Discussion: Review of the Board meeting minutes process to enhance efficiency.
  - Decision: The Board agreed to adopt a new minutes format and guidelines to help the current Secretary and future Secretaries enhance minutes efficiency.
- Nomination for the open Board position
  - Discussion:
    - Filling the upcoming open Board position as Ms. Pressley is resigning before the end of her term which expires on December 31, 2026.
    - Mr. Wright stated Mr. Scenga expressed interest in serving for one more year as his current term will expire on December 31, 2025.
  - Decision:
    - Mr. Wright moved to nominate Mr Scenga. No other nominee was recommended by the Board and no further discussion regarding the motion was requested.
    - The motion was adopted unanimously with a vote of 5-0 with Mr. Scenga not being eligible to vote.
- Election of Board Executive Officers for 2026
  - Discussion: The Board discussed Executive Officer nominations and election; as well as, appointment of a Sergeant-at-Arms and a Parliamentarian.
  - Decision: The Board decided to table the discussion until the January meeting to allow new Board member participation.

Unfinished Business - There were no items to be addressed.

Reports - Can be found in the addendum at the end of the document.

Adjournment - General session adjourned at 7:53 p.m. by a motion by Mr. Evans. The motion passed unanimously. Vote 7-0. The next meeting will be held on January 8, 2026 at 7:00 p.m.

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## ADDENDUM

### Reports

- Property Manager:
  - Discussion:
    - Architectural - Met with a resident regarding an architectural issue.
    - Communications - Annual Meeting material was mailed. Association events and announcements were distributed via email [PM and listserv lists].
    - Community Activities - Nothing additional to report.
    - Documents Review - The revised By-Laws was distributed, voted on and was not ratified as it failed to gain the majority of votes.
    - Financial - Reporting included in the committee report.
    - Maintenance - The sprinkler system at the front entrance was winterized. A leak was discovered in the system and will be repaired in the Spring. Fall flowers were planted at the front entrance by volunteers. The Landscaper performed Fall lawncare in the common areas. Additional reporting included in the committee report.
    - Nominations - Reporting included in the committee report.
  - Decision: The Board referred the By-Laws back to the Documents Review committee.
- Architectural Committee:
  - Discussion: New applications were reviewed and assigned case managers. The status of all applications was updated. Currently there are nine [9] open, approved applications.
  - Decision: No Board action was requested.
- Communications Committee:
  - Discussion:
    - Website Redesign update.
      - The video presentation of the new website will be shared with the Board.
      - Recommend that the Board meeting minutes and committee reports should only be available in the private section of the new website design.
      - Recommend that the Board discuss and decide on the website location of the remaining Association documents.
      - Estimated release date for the new website is January 1, 2026. After the release date the committee will seek membership input about website content and appearance.
    - General Update.
      - The “Welcome Wagon” process requires more discussion.
      - Some technical aspects of the listserv need to be investigated to improve functionality.
      - More research needs to be done on the Directory features and content and its functionality.

# Cornwallis Hills Property Owners Association Board of Directors Meeting

## General Session - December 4, 2025, at 7:00 p.m. via Zoom

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- Work on improving electronic communications with the membership by:
  - Including “CHPOA” in the ‘Subject’ line of emails to improve read rates [ currently 50%] and “Search” or “Filter” settings.
  - Encourage listserv sign-up in the “Assessment”notice mailing.
- The Mutual Respect Agreement [Board Meeting Agenda] - recommend that the Documents Review committee review the agreement to improve clarity.
- Decision:
  - Website Redesign Update
    - Asked the Board to review the video presentation and share any thoughts by December 10, 2025.
    - The Board agreed that the Board meeting minutes and committee reports should only be available in the private section of the new website.
    - The Board decided to leave the remaining Association documents in the public section of the new website.
  - General Update - No Board action was requested.
  - The Mutual Respect Agreement [Board Meeting Agenda] - No Board action was requested.
- Community Activities Committee:
  - Discussion:
    - Recent Events - Trunk or Treat debrief was conducted. Monthly Book Group met.
    - Future Events include:
      - Book Group - to be held on December 28, 2025, at 10:00 a.m. at the Weaver Street Market.
      - Pop Up Caroling Events - December TBD. Volunteers needed.
      - Astronomical Event [CHAOS]- January TBD.
      - Board of Directors/Community Meet & Greet Event - February.
      - Game Day at the Park - March TBD.
      - Community Yard Sale - April TBD
      - Spring Potluck - May TBD.
    - Communicating Events - purchased yard signs with a QR code to link members to the website for more detailed event information.
  - Decision: No Board action was requested.
- Documents Review Committee:
  - Discussion: Nothing to report as no meeting was scheduled.
  - Decision: No Board action was requested.

## **Cornwallis Hills Property Owners Association Board of Directors Meeting General Session - December 4, 2025, at 7:00 p.m. via Zoom**

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- Finance Committee:
  - Discussion: Fund reserve study and report was completed. The Third-Quarter budget and financial report was reviewed. The Property Manager will report on the Claim-of-Lien status in closed session.
  - Decision: No Board action was requested.
  
- Maintenance Committee:
  - Discussion: Repair work on the SCM ponds has been scheduled. Hollies along Brick Hearth Drive have been removed. Limbing in common areas was completed. The dying Arbovitae tree at the front entrance was replaced. Diseased tree in the common area was evaluated and does not appear to threaten private property.
  - Decision: No Board action was requested.
  
- Nominations Committee:
  - Discussion:
    - Election results and process was reviewed.
    - Looked at current committees and board membership to identify their needs.
    - Reviewed 2026 Board positions. Four [4] positions will be up for election.
    - 2026 road map - the calendar was reviewed and important dates were notated.
  - Decision: No Board action was requested.

----- End of the Addendum -----