

# **AGENDA**

## **Cornwallis Hills Property Owners Association Board of Directors Meeting**

**Date:** May 14, 2026

**Time:** 7:00 pm

**Location:** Zoom meeting

Mutual Respect Agreement: The Cornwallis Hills Property Owners Association Board of Directors pledges to conduct itself in a respectful, courteous manner among the Board Members, as well as toward all CHPOA members, residents, and guests. The Board also asks those in attendance to pledge the same. If at any time during the meeting, a participant does not conduct him or herself in such a manner, the President and/or Sergeant-at-Arms will restore order.

- 1. Call to order**
- 2. Members forum (one guest)**
- 3. Agenda approval**
- 4. Consent Agenda**
- 5. Old Business**
  - A. Approve minutes from previous meetings.
- 6. New Business**
  - A. Architectural committee**
    - Vote on postcard for reminder to be in compliance with architectural rules. (Jeff)**
    - B. Minutes to be reviewed by documents review committee. (George)**
- 7. Reports**
  - A. Property Manager - Al Soulier
  - B. Architecture – Jeff Wright
  - C. Communications – George Higgins
  - D. Community Activities – Tara Pressley
  - E. Documents Review - George Higgins
  - F. Finance – George Higgins (consent agenda item?)
  - G. Maintenance – Bill Evans (consent agenda item?)
  - H. Nominations – Jeff Wright (still an open board seat)
- 8. Next meeting - We will discuss this as there are schedule conflicts. (TBD).**
- 9. Regular session adjournment**
- 10. Closed session**

- A. Call to order
- B. Discussion items
- C. Closed session adjournment

## Notes:

### 1. Consent Agenda

#### How it works

- Routine items are grouped together under one agenda section called “**Consent Agenda**”.
- The group votes **once** to approve everything in that section.
- **Any member can request** that an item be removed (“pulled”) for separate discussion and a normal vote. This item would be moved to the appropriate ‘new or old business’ section.

#### Typical items on a consent agenda

- Approval of previous meeting minutes
- Routine contracts or renewals
- Standard financial reports
- Committee recommendations with unanimous support
- Minor policy updates or procedural matters

### 2. General Agenda Requirements

The meeting notice must include:

- the time of the meeting
- the place of the meeting
- the items on the agenda

including the general nature of any of the following if they are to be considered:

- proposed amendments to the declaration or bylaws,
- proposed budget changes,
- any proposal to remove a director or officer.

That means the board can’t give vague notice like “other business”; it must state what will be considered if it’s one of these significant matters.