Cornwallis Hills Property Owners Association Board of Directors Meeting
General Session - May 14, 2026 at 7:00 p.m. via Zoom

Attendance
- Board of Directors Present: David, Scanga, Bill Evans, Lane Webster, Jeff Wright, Catherine Perez.
- Board of Directors Absent: George Higgins
- Quorum Status: Reached as 5 of the 6 Board of Directors are in attendance.
- Also Present: Al Soulier, CHPOA Property Manager; Mr. Duncan, CHPOA member; Mrs. Mintz, CHPOA member; Ms. Hambrick, CHPOA member.

Call to Order - Meeting called to order at 7:06 p.m.

Members Forum
- Discussion:
  - Mr. Duncan appeared to request a fence variance.
  - Mrs. Mintz appeared to volunteer to fill the open Board position.
  - Ms. Hambrick appeared to request the Board send a letter to the Town of Hillsborough regarding her backyard flooding issue.
- Actions:
  - Mr. Duncan - His request will be discussed in the Executive Session meeting.
  - Mrs. Mintz - Her request will be discussed during the Nominations Committee reporting.
  - Ms. Hambrick - Her request will be discussed in the Executive Session meeting.

Agenda Review & Approval
- Discussion: The Board acknowledged their individual review of the agenda.
- Actions: Mr. Evans made a moved to approve the agenda as presented. The motion was seconded and approved unanimously. Vote [5-0]. One [1] Director was not present.

Consent Agenda
- No items were present.

Unfinished Business
- Topic: Approval of the previous meeting minutes.
  - Discussion: Previous minutes were reviewed with Mr. Soulier addressing the quorum discrepancy in the Annual Meeting minutes. While a quorum was reached, the minutes do not accurately reflect the count and quorum requirements for the Annual meeting.
  - Actions:
    - Annual Meeting - The quorum count was changed to accurately reflect the count and requirements.

- Motion - Mr. Wright moved to approve the Annual Meeting [November] minutes as amended. The motion was seconded and approved unanimously. Vote [5-0]. One [1] Director was not present.

- Motions were made regarding the March and April general session minutes.
  - March - Mr. Wright moved to approve the minutes. The motion was seconded and approved unanimously. Vote [5-0]. One [1] Director was not present.
  - April - Mr. Wright moved to approve the minutes. The motion was seconded and approved unanimously. Vote [5-0]. One [1] Director was not present.
- Motions were made regarding the December [2025], January, March and April Closed/Executive General Session minutes.
  - December [2025] - Mr. Wright moved to approve the minutes. The motion was seconded and approved unanimously. Vote [5-0]. One [1] Director was not present.
  - January - Mr. Wright moved to approve the minutes. The motion was seconded and approved unanimously. Vote [5-0]. One [1] Director was not present.
  - March - Mr. Wright moved to approve the minutes. The motion was seconded and approved unanimously. Vote [5-0]. One [1] Director was not present.
  - April - Mr. Wright moved to approve the minutes. The motion was seconded and approved unanimously. Vote [5-0]. One [1] Director was not present.

<u>New Business</u>

- Topic: Architectural Committee - Using a postcard to remind members they must submit an AC application for all exterior construction or improvements.
  - Discussion: The postcard content and process was presented and reviewed.
  - Actions:
    - Recommendations were made regarding the process and postcard content.
    - Motion - Mr. Evans moved that the postcard process and its amended content be approved by the Board. The motion was seconded and approved unanimously. Vote [5-0]. One [1] Director was not present.

- Topic: Nominations Committee - Mrs. Mintz and the open Board position.
    - Discussion: Mrs. Mintz made a presentation to the Board discussing her experience as a current Architectural Committee member and former Board member.
    - Actions: Motion - Mr. Wright moved to accept the nomination of Mrs. Mintz for the current open Board position. The motion was seconded and approved unanimously. Vote [5-0]. One [1] Director was not present.

- Property Manager & Committee Reports - Available upon request from the Property Manager.
    - Discussion: The Board asked clarifying questions about member access and the statement "Available upon request from the Property Manager", given the understanding that the committee reports would be attached as addendums to the meeting minutes.
    - Actions: The Board will defer to the Documents Review Committee to provide clarification

Adjournment:

- Mr Evans moved to adjourn the meeting at 8:27 p.m. The motion was seconded and approved unanimously. Vote [5-0]. One [1] Director was not present.
- The next meeting will be held on June 4, 2026, at 7:00 p.m. via Zoom.

David Scanga, President, CHPOA

Lane Webster, Secretary, CHPOA