

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

## **General Session - June 4, 2026 at 7:00 p.m. via Zoom**

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### Attendance

- Board of Directors Present: Bill Evans, Jeff Wright, Catherine Perez, George Higgins, Carrie Mintz
- Board of Directors Absent: David Scanga, Lane Webster [arrived later]
- Quorum Status: Reached as 5 of 7 Board of Directors are in attendance.
- Also Present: Al Soulier, CHPOA Property Manager.

Call to Order - Meeting called to order at 7:03 p.m.

### Agenda Review & Approval

- Discussion: The Board acknowledged their individual review of the agenda.
- Actions:
  - Mr. Wright requested the following amendments.
    - Item 7 - Reports
      - H - Nominations Committee - "...open board seat". All Board positions have been filled.
      - F & G - Finance and Maintenance Committees - Move to the consent agenda
    - Item 6 - New Business
      - A - Move the Hambrick letter discussion to the Executive session.
      - D - Move the fence discussion to the Executive session
    - Mr. Wright moved to approve the agenda as amended. The motion was seconded and approved unanimously. Vote [5-0]. Two [2] Directors were not present.

### Members Forum

- Discussion: No members were present to be heard.
- Actions: None taken.

### Consent Agenda

- Accept/Reject/Modify:
  - Modify - All reports in item 4 of the agenda have been moved to item 7 - Reports for discussion.

### Unfinished Business

- Topic: Approval of the May 2026 minutes.
  - Discussion: Minutes have not been fully completed.
  - Action: The Secretary will complete the minutes and forward to the Documents Review committee for evaluation.

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### New Business

- Topic: ADU application - Architectural Committee.
  - Discussion: An update was provided on an ADU application, explaining that it was denied due to architectural guidelines and uncertainty about our governing documents allowances for ADUs. There a pending House bill (H1212) that could impact the board's ability to regulate solar panels, gardens, and ADUs,
  - Action: Ask the Association attorney to review the governing documents to confirm the status of ADU's.:
- Topic: Creation of a standard policy format.
  - Discussion: The standard policy format was reviewed. The following was recommended.
    - The addition of a "legislative intent" section to inform the membership and future Board and committee members the reason for the policy.
    - A revision abstract to show the changes made to aid in the approval process.
  - Actions:
    - A "legislative intent"/policy purpose section will be added to all future policies
    - A revision abstract will be added to all future policies.
    - Mr. Wright moved to approve the standard policy format. The motion was seconded and approved unanimously. Vote [6-0]. One [1] Director was not present.
- Topic: Assessment Collection Policy changes and approval.
  - Discussion: Date changes were recommended to items 6.2 to 6.4, and reviewed. The dates were extended one month to improve work production and allow the membership additional time to pay their assessment before the Board takes legal action.
  - Action: Ms. Perez moved to approve the revised Assessment Collection Policy. The motion was seconded and approved unanimously. Vote [6-0]. One [1] Director was not present.

Property Manager & Committee Reports - Available upon request from the Property Manager.

Adjournment - A motion was made by Mr. Wright to adjourn the meeting at 8:05 p.m. The motion passed unanimously. Vote [6-0]. One [1] Director was not present. The next meeting will be held on July 2, 2026

*Dave Scanga*

Sep 29 2026

David Scanga, President, CHPOA

Date

*Catherine Perez*

Sep 29 2026

Catherine Perez, Interim Secretary, CHPOA

Date