

Cornwallis Hills Property Owners Association Board of Directors Meeting

General Session - August 03, 2026 at 7:00 p.m. via Zoom

Attendance

- Board of Directors Present: Dave Scanga, Bill Evans, Jeff Wright, Catherine Perez, George Higgins.
- Board of Directors Absent: Lane Webster, Carrie Mintz.
- 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 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: Update on search for new legal counsel.
 - Discussion: The continuing research on new legal representation for handling delinquent assessments, and lien claims was presented.
 - Action:
 - The discussion is tabled until more detailed information can be obtained from prospective legal counsel candidates and shared with the Board..
 - Recommendation to the Finance Committee to increase the "Legal Fees" budget line item given the increase in the number of members subject to the "Claim-of-Lien" process.
- Topic: Website private-section sign up incentive strategy.
 - Discussion: To incentivize the membership to sign up for the private section of the new website, ideas like offering low-cost items at events and waiving convenience fees for online annual assessment payments were presented.
 - Action: Collect more incentive ideas to present to the Board.

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- Topic: Neighborhood Watch program status.
 - Discussion: Current status of the program was shared.
 - Action:
 - Reach out to the former program coordinator for their perspective on its viability.
 - Consult with the Hillsborough PD for their guidance regarding the program's sustainability.

New Business

- Topic: Scheduling a Board Retreat.
 - Discussion: Ideas were presented on the timeframe for the retreat
 - Action: A Fall timeframe was selected but the exact date has not been determined.
- Topic: Policy - Application for Architectural Approval Process.
 - Discussion: Reviewed the policy.
 - Action: Mr. Higgins moved to approve the policy. The motion was seconded and approved unanimously. Vote [5-0]. Two [2] Directors were not present.
- Topic: Approval of the May and June minutes.
 - Discussion: The May minutes were reviewed. The June minutes have not been completed.
 - Action:
 - May minutes were corrected.
 - Mr. Higgins moved to approve the May general and executive session board meeting minutes. The motion was seconded and approved unanimously. Vote [5-0]. Two [2] Directors were not present.
- Topic: Compost Now - presentation promoting community composting services.
 - Discussion: Brief description of the service was introduced.
 - Action: Invite the representative of Compost Now to a future board meeting.

Reports

- Property Manager - Available upon request from the Property Manager.
- Architectural Committee - Available upon request from the Property Manager.
- Communications Committee - Board action needed.
 - Discussion: Board mission statement was reviewed.
 - Action: Mr. Evans moved to approve the mission statement. The motion was seconded and approved unanimously. Vote [5-0]. Two [2] Directors were not present.
- Community Activities Committee - Available upon request from the Property Manager.
- Documents Review Committee - Board action required.

Cornwallis Hills Property Owners Association Board of Directors Meeting
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- Discussion: Internal Policy - Assessments - Penalty & Fee Balances revisions
- Action: Mr. Higgins moved to approve the revised policy. The motion was seconded and approved unanimously. Vote [5-0]. Two [2] Directors were not present
- Finance Committee - Available upon request from the Property Manager.
- Maintenance Committee - Available upon request from the Property Manager.
- Nominations Committee - Available upon request from the Property Manager.

Adjournment - A motion was made by Mr. Wright to adjourn the meeting at 8:24 p.m. The motion passed unanimously. Vote [5-0]. Two [2] Directors were not present. The next meeting will be held on September 03, 2026 at 7:00 p.m. via Zoom.

Dave Scauga

Sep 29 2026

Dave Scauga, President, CHPOA

Date

Catherine Perez

Sep 29 2026

Catherine Perez, Interim Secretary, CHPOA

Date

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