

**Cornwallis Hills Property Owners Association Board of Directors Meeting  
General Session Minutes**

**Date:** September 1, 2026

**Time:** 7:00 PM

**Location:** Zoom Link

1. **Attendance, Call to Order, & Establishment of Quorum:** The meeting was called to order at 7:05 PM by David Scanga, President. Pursuant to the Association Bylaws and N.C.G.S. § 47F-3-109, quorum was established with six out of six Board Members present.
  - A. **Board Members Present:** David Scanga President; Bill Evans, Vice President; George Higgins, Treasurer; Catherine Perez, (Interim) Secretary; Carrie Mintz; & Jeff Wright.
  - B. **Board Members Absent:** None
  - C. **Others Present:** Al Soulier, Property Manager & Carrie Donley, Carolina Community Compost (vendor)
2. **Member's Forum**
  - A. **Carolina Community Compost (CompostNow)**
    - i. **Discussion Summary:** Carrie Donley, a representative from Carolina Community Compost, which is a local nonprofit connecting neighborhoods to CompostNow services, is present today to present a proposal to the Board. She shared a PowerPoint presentation regarding the use of CompostNow bins throughout the community. This would initially be a free service funded through a grant, but the cost would raise to \$1560 annually if the grant is not renewed.
    - ii. **Action/Outcome:** Vendor has been invited to bring a stand to the picnic and solicit the neighborhood. She suggests we get a neighborhood ambassador to sign on.
3. **Agenda Approval:** Jeff Wright Motioned to change "Removal of Neighborhood Watch" to "Revisiting the Neighborhood Watch". Motion to approve Agenda (Evans); Seconded. **Vote:** Motion passed unanimously.
4. **Consent Agenda:** Motion to approve Agenda (Higgins); Seconded. **Vote:** Motion passed unanimously.
5. **Old Business**
  - A. **New Legal Counsel** (George Higgins).
    - i. **Discussion Summary:** Communication with prior counsel is nonexistent. Move to new legal counsel suggested – Raleigh Attorney Tina Frazier Pace with law firm Hatch, Little, & Bunn. Prices are comparable to prior counsel, with an additional \$125 fee for the issuance of a demand letter.
    - ii. **Motion:** Motion to retain the law firm of Hatch, Little & Bunn to commence collections for outstanding costs (Wright); Seconded. **Vote:** Motion passed unanimously.
  - B. **Incentives for usage of private section of website.**
    - i. **Discussion Summary:** Work in progress

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- ii. **Action Item:** George and Catherine to recommend a community picnic incentive idea by the next meeting.

**C. Revisiting the neighborhood watch program.**

- i. **Discussion Summary:** Work in progress
- ii. **Action Item:** Wright and Higgins to provide an update by the next meeting.

**6. New Business**

**A. Approval of Minutes from Previous Meeting:** The minutes from the prior meeting held on June 4, July 2, & August 3, 2026 were not submitted and were not reviewed for approval.

- i. **Discussion Summary:** Minutes to be submitted via Google Docs. Notice to the Board will initiate a 3-day review period followed by a 3-day voting period.
- ii. **Action Item:** Higgins to submit all past-due minutes before our next general meeting.

**B. State Farm Insurance Coverage**

- i. **Discussion Summary:** We want to look at an alternative policy/company other than State Farm. Concerns with State Farm include delayed/ generic responses to a request for a new policy that will include out irrigation system (not currently covered).
- ii. **Action Item:** Higgins, Evans, and Soulier to complete a Zoom call with Lance Harden representing Erie Insurance on September 2, 2026.

**7. Officer & Committee Reports**

**A. Property Manager's Report (Al Soulier)**

- i. **Discussion Summary:** PM report submitted as written. No questions from the board.

**B. Communications Committee (George Higgins):**

- i. **Discussion Summary:** Reported ongoing issue with spam being generated due to emails being publicly available. Deadlines discussed for communicating the new website to the neighborhood and potential timeline for the website to go live. Dave's Media will handle more serious updates, with routine maintenance to be managed by Soulier. Tara has requested a volunteer page. Target release date is October 1, 2026.

**C. Document's Review (George Higgins):**

- i. **Discussion Summary:** Hardship policy needs to be re-reviewed by our new attorney. Consent agenda guidelines discussed: must be submitted no less than 3 days prior-to the meeting.

**D. Finance Committee (George Higgins):**

- i. **Discussion Summary:** Concerns were raised regarding insurance coverage for volunteers. Considering the use of liability waivers. 2/5 claims of lien have requested payment plans and are on track to be collected. Budget to begin next year, so send in a request ASAP. Questions raised on impact of dues if we have homeowner interest in the compost program.

**E. Architectural Committee (Jeff Wright):**

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- i. **Discussion Summary:** One pending application moving into construction phase. Pending ongoing issue with the fence application for the ongoing fence that was not approved. Investigating communication issues that keep arising and driveway widening concerns.
  - F. **Nominations Committee (Jeff Wright):**
    - i. **Discussion Summary:** Deadlines reviewed. Some interest has been shown by three neighbors interested in joining the board. Presented the proposed letter to be distributed to those three individuals who have shown interest.
8. **Adjournment & Next Meeting**
- A. **Next Scheduled Meeting:** October 1, 2026 at 7:00 PM remotely on Zoom.
  - B. **Adjournment:** A motion to adjourn was made by David Scanga, seconded by Carrie Mintz, and passed unanimously. The meeting adjourned at 8:40 PM.

## Minutes Submission & Approval

**Submitted by:** Catherine N Perez, Interim POA Secretary

**Date:** September 22, 2026

**Approved:** October 1, 2026

Dave Scauga

Oct 08 2026

Catherine Perez

Oct 12 2026

Dave Scanga  
President, Cornwallis Hills Property Owners  
Association

Catherine Perez  
Interim Secretary, Cornwallis Hills Property Owners  
Association

**Cornwallis Hills Property Owners Association Board of Directors Meeting  
Executive Session Minutes**

**Date:** September 1, 2026

**Time:** 8:00 PM

**Location:** Zoom Link

1. **Call to Order & Establishment of Quorum:** The meeting was called to order at 8:49 PM by David Scanga, President. Pursuant to the Association Bylaws and N.C.G.S. § 47F-3-109, quorum was established with six out of six Board Members present.
  - A. **Board Members Present:** David Scanga President; Bill Evans, Vice President; George Higgins, Treasurer; Catherine Perez, (Interim) Secretary; Carrie Mintz; & Jeff Wright.
  - B. **Board Members Absent:** None
  - C. **Others Present:** Al Soulier, Property Manager
2. **Property Manager's Report – Al Soulier**
  - A. **Outstanding Dues:** Two members with past-due assessments have entered payment plans. One person will pay in full by the end of October. One person had a job change and can pay by the end of November. Three have not responded and will be sent to the attorney for collections
3. **Violations:**
  - A. **No new violations:** One prior violation submitted an AC application for a parking pad.
  - B. **Ongoing Fence Dispute at 507 Town Crier:** They sent in an AC Application to cut the fence down to four feet and move the fence to the midpoint of the house. Concerns were raised about structural integrity if not properly managed. Discussed physical visit to homesite before construction or verification after construction. Agreed to check it after to ensure compliance.
4. **Adjournment & Next Meeting**
  - A. **Next Scheduled Meeting:** October 1, 2026 at 8:00 PM remotely on Zoom
  - B. **Adjournment:** Motion to adjourn (Scanga). Seconded. **Vote:** Motion passed unanimously. The meeting adjourned at 8:58 PM.

**Minutes Submission & Approval**

**Submitted by:** Catherine N Perez, Interim POA Secretary

**Date:** September 22, 2026

**Approved:** October 1, 2026

*Dave Scanga*

Oct 08 2026

Dave Scanga

Date

President, Cornwallis Hills Property Owners  
Association

*Catherine Perez*

Oct 12 2026

Catherine Perez

Date

Interim Secretary, Cornwallis Hills Property Owners  
Association

## Document Details

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