

# Cherry Hill Village Homeowners Association

## Board of Directors Meeting

Monday, September 19, 2022; 6:00 p.m.

Virtual Meeting - Zoom

### MEETING MINUTES

1. **Call to Order and Roll Call**

Directors Present: Ms. Barb Babut, Mr. Leland Ropp, Ms. Bridgette Cramton, Mr. Mike Sielaff, Mr. Jack Ventimiglia. Not Present: Mr. Kirk Mauck, Ms. Inderjeet Talwar, Mr. Scott Turowski

Management Present: Jeff McDuff, Site Manager, and Dan Herriman, President, Herriman & Associates, Inc., Management Agent.

2. **Approval of Agenda**

Director Babut Ropp moved, and Director Ventimiglia seconded to approve the agenda as presented. Unanimously approved.

3. **Co-owner Comments**

There were no non-directors owners present.

4. **Approval of Minutes of Preceding Meeting**

Director Ropp moved and Director Babut seconded to approve the minutes of the July 18, 2022, board meeting as presented. Unanimously approved.

5. **Review of Preceding Month Financial Reports**

Director Ropp provided an overview of the August 2022 YTD operating results, highlighting actual-to-budget results and month-end fund balances. Director Ropp noted that CHV I continues to operate close to budget; CHV II is over budget on expenses by about \$27,000, due to multiple casualty losses wherein the Association paid a deductible and due to insurance premiums having increased. Director Babut moved and Director Ventimiglia seconded to accept the financial reports as presented. The motion was approved.

6. **Committee Reports**

6.1 ARDC

Director Babut reported that there have been many CHV I paint color requests since her last report, together with request for authorization for patios and light fixtures.

7. **Management Report**

Jeff McDuff and Dan Herriman reported on the status of current financial, administrative and maintenance matters. Management has sought a proposal to develop roof replacement specifications, utilizing the services of Roofing Technology Associates.

Mr. McDuff was asked to secure a proposal to clear snow from the asphalt path in the community, from Jackson Road to Cherry Hill Road. He reported on the status of repairs to certain CHV II "patios over garages" and balconies. Mr. McDuff reported that thirty CHV I owners opted to have the Association's concrete contractor replace section(s) of concrete sidewalk on their lots.

8. **Unfinished Business**

8.1 CHV - River Hill Ridge – Roadway Easement Payment Obligations to CHV (tabled)

No recent developments. CHV will simply invoice RHR its share of roadway maintenance, repairs, and replacements upon receipt of such invoices.

8.2 CHV II – Progress Report on Future Use of Two Vacant Lots

It was noted that a petition is being circulated to protest the development of the northern most lot. Mr. Herriman is to secure advice from legal counsel as to the process to obtain authorization from the CHV II Co-owners to sell the lots and the actions necessary to the sell the lots.

8.3 CHV II – Progress Report on Improvements to Cease Encroachment by CHV II Lot 101 upon CHV I Lot 102

This matter was moved to the Executive Session.

9. **New Business**

9.1 Award Service Contracts

9.1.1 CHV II Re-Roofing Specifications, Bidding Assistance & Construction Quality Control Monitoring

Director Ropp moved, and Director Babut seconded to award a contract to Roofing Technology Associates to create re-roofing Specifications, prioritize buildings and provide bidding assistance for its fixed fee quote of \$12,300. Unanimously approved. RTA also provided a proposal for construction quality control monitoring.

9.1.2 Other (none)

9.2 Select Date for 2022 Annual Meeting and Election

Directors selected the following dates for the annual meeting, based upon the availability of a facility: 1) Monday, November 14, 2) Monday, November 9.

10. **Directors' Remarks**

There were no additional remarks.

11. **Next Meeting**

The next Board meeting shall be Monday, October 17, 2022, at 6:00 p.m. via Zoom.

12. **Executive Session** (non-directors to be excused)

12.1 Delinquency

12.2 Alleged Violations

12.3 Other Confidential Matters

13. **Adjournment**

There being no further business, the meeting was adjourned following the Executive Session, at 7:46 p.m.