

COLONIAL VILLAGE II CONDOMINIUM

BOARD OF DIRECTORS

MEETING MINUTES

NOVEMBER 16, 2021

Board Members Present: Chris Cahill, President
Geoff Lawson, Vice President
Curtis Cultice, Treasurer
Matthew Woodhouse, Secretary
Jamia Canlas, Member at Large

Others Present: Chuck Vaughan, General Manager

I. CALL TO ORDER

The meeting (*held virtually due to the COVID-19 pandemic*) was called to order by Chris Cahill at 6:47 PM.

II. **RESIDENT'S FORUM** – Five residents in attendance. Residents inquired about fall leaf clean ups, establishing rules for smoking in exterior common areas which are near benches and pathways leading to buildings, hallway painting project cleanup punch list, if there were plans for the annual community association holiday party.

III. READING AND APPROVAL OF MINUTES

MOTION: Mr. Cahill Moved to approve the October 2021 minutes. The Motion was seconded by Mr. Cultice and carried unanimously.

IV. MANAGEMENT REPORT

Financials – October financial statements and variance report were provided separately by Management. Mr. Vaughan summarized the association's financial position stating year-to-date, expenses were 6% underbudget with no anomalies since the last reporting period.

Management Items - Management provided status updates:

- Hallway painting project is nearing completion and painters expect to be finished before the end of November. Painting inconsistencies and concerns will be addressed with the painting company owner after they have finished.
- Landscape Enhancements at the entrance to the 1904 Key building that had been deferred are finally being installed. Plantings include shrubbery and a new maple tree.
- Roof replacements have been completed on Key Boulevard.
- Material delays have deferred the commencement date for repairing retaining walls in the same courtyard.

V. OLD BUSINESS

VI. NEW BUSINESS

Contracts Review – Management will forward waste management proposals for the Board’s consideration for an electronic vote following the meeting.

2022 Proposed Budget

When considering whether assessments needed to be increased to support the 2022 proposed budget, the Board considered which expense line items increased over last year’s along with other factors such as having no fee increases since 2018.

MOTION: Mr. Cahill Moved to approve the 2022 budget with a 2% increase in assessments. The Motion was seconded by Mr. Lawson and carried unanimously.

Organizational Meeting

It was the Board’s consensus that members would hold the following positions during the 2021-2022 term:

Chris Cahill, President	Matthew Woodhouse, Secretary
Geoff Lawson, Vice President	Jamia Canlas, Member at Large
Curtis Cultice, Treasurer	

VII. ADJOURNMENT TO EXECUTIVE SESSION

MOTION: With no further business to discuss, Mr. Cahill Moved to adjourn the meeting to Executive Session at 8:07 PM. The Motion was seconded by Mr. Cultice and carried unanimously.

VIII. ADJOURNMENT

MOTION: With no further business to discuss, Mr. Cahill Moved to adjourn the meeting at 8:23 PM. The Motion was seconded by Mr. Lawson and carried unanimously.

Respectfully Submitted by:
Sonya Rainey, Recording Secretary

Approved by:

Matthew Woodhouse

January 18, 2022

Matthew Woodhouse, Secretary

Date