

MINUTES
HOLLY HILLS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
OCTOBER 12, 2017
(approved January 18, 2018)

The October, 2017, meeting of the Board of Directors was held at the home of Lois Ullman. Helen Darnell, President; Toby Lane, Vice-President and NAFN Chair; Matt Broderick, Treasurer; Bruce Gurscik, Design Review Board Chair; Lois Ullman, Secretary; and Kathy Albers, CORE Co-President were present. Helen called the meeting to order at 3:05 PM.

HOMEOWNERS' FORUM: No presentations.

APPROVAL OF MINUTES:

Approval moved for the July 20, 2017 minutes; seconded and carried unanimously.
The approved minutes will be sent to Bill Doyle for the HH website.

PRESIDENT'S REPORT: Helen Darnell

This is a new quarter, but I begin my report with the same theme. The neighborhood has been very quiet. No one has contacted me about any issues they have had in Holly Hills. Hopefully, this means that every resident is happy and content and that this trend continues as we go into fall and enjoy milder weather and our fall picnic Sunday!

VICE-PRESIDENT'S REPORT: Toby Lane

1. Easton Outdoors continues the regular maintenance of the common areas per their contract. They have completed the aeration and over seeding of all areas. They planted a dogwood tree where the linden tree died on the HHD circle common area. At my request they replaced the failing begonias at the YD entrance with mums which look much better. The white vinca at the main entrance continues to look attractive so I am planning to leave those in until frost and not add mums or other fall annuals there. They use different crews and have shown a steady improvement.

2. We've had some heavy rain and the reworked drainage on the landscape easement on Bill Crawford's property seems to be working well and I hope is fixed once and for all.

3. I had Easton add about 50 daffodil bulbs at the Yorkshire Drive entrance. When the original daffodils were planted, there were none planted along the front edge where the monkey grass was. The monkey grass has since been removed leaving a daffodil gap at the front of the bed. Easton has also replaced 6 hollies under warranty they put in last year that did not make it. I had them put in 6 additional ones to fill in some remaining gaps on the easement bank on the Selfe property.

TREASURER'S REPORT: Matt Broderick

We continue to operate below budget and should end the year comfortably in the black. The September financial statements have been emailed to all Board members as well as the proposed

budget to be presented at the annual meeting. No open financial issues that I'm aware of. Account cash balances have been adjusted accordingly. As of August 31, 2017, Operating Account (checking) balance was \$ 20,527. Capital Reserve Account balances totaled \$18,288.

The HHCA Financial Report through June 30, 2017:

Total Revenues: YTD: \$54,671	Budgeted: \$54,361
Total Expenses: YTD: \$37,994	Budgeted: \$53,919

SECRETARY'S REPORT: Lois Ullman

The approved July 20, 2017 minutes will be mailed to Bill Doyle for the website and the April, 2017 Board Minutes were mailed to him after approval at our July meeting. Reviewed the upcoming calendar of events and processes for October through January:

1. Annual meeting preparations complete. Worked with Helen and Toby to prepare the enclosures for the Annual Meeting announcement mailing (done by Berkeley). Proxys are coming in and the Check In list for the meeting has been completed.
2. The current Nominating Committee (Brian Chopp, Anne Payne, Jim Beddard) have been reminded of their duties and timeline and are aware of their upcoming responsibilities.
3. We are locked in with the Williamsburg Library for use of the auditorium for the annual meeting in October, 2018.
4. I provided the current Erie Insurance policy to Stephanie Fose, Berkeley Management.

DESIGN REVIEW BOARD CHAIR'S REPORT: Bruce Guresik

New Approved Projects:

- 304 Yorkshire Drive – removal of existing wooden deck to be replaced with flagstone deck on the same footprint.
- 116 Sir Thomas Lunsford – new generator with required screening
- 325 Yorkshire Drive – Installation of wooden picket fence (approved with conditions)

New Construction:

1. 233 Holly Hills Drive – follow up discussions have required revision of the proposal (September 17, 2017). Bruce explained the design that has been revised. Helen noted 2 issues of concern: color choice variation and the solar panels. Bruce will follow up with the lot owner, David Dugan.

Bruce is grateful for the assistance of his committee members, Wayne and Paul.

CORE REPORT: Kathy Albers

CORE is always looking for new members – Pat Prewitt did join and will be a welcome addition. Favorable response from additional new residents that were contacted to participate with three planning to attend the next meeting on October 26.

The first event for the lecture series will be on Friday October 13 – a visit to Surry County: Bacon's Castle, Smith's Fort Plantation with Lunch at the Surry Seafood Company. Presently we have around 20 signed up.

The planning for the fall picnic is going splendidly, as everyone on the committee has done a great job putting things together. 75 are planning to attend and NO rain is expected.

LEI (Let's Eat In) is planned for February; the theme has yet to be decided. Cynthia Cashore should provide a most successful event!

Put the Spring Picnic on your calendars – Sunday, May 20, 2018.

Selling plastic mail box post shields to residents was discussed and will be further reviewed by CORE.

NAFN CHAIR'S REPORT: Toby Lane

1. No security incidents recently that I am aware of.
2. Ash and Jen Nassabi with children Maddie and Alex moved into 325 Yorkshire Drive in late July. Tom and Monica Tremblay moved into 109 Sparks Court in mid August.
3. Currently I believe there are 4 homes for sale. The Holder's, the Kinni's, the Porterfield's, and the Frawert's. There are 4 lots for sale that I know of; 200 YD, 328 YD, 112 STLD, and 113 RCC. The Davis/Gemmell home at 216 STLD went into foreclosure in late August. I understand a high bid of \$510,000 was submitted by Cedar Homes, LLC of Virginia Beach on September 5th or 7th I have recently confirmed that Cedar Homes is not going through with the purchase, so I expect the home will be back on the market or perhaps continue in a foreclosure status.
4. The City now participates in the Lexis Nexis Community Crime Map and I have signed up to received notice of any reported Crime within a mile of my home. This fits well into our Neighborhood Watch organization as it will provide info on reported crimes in Holly Hills that we can then get additional details on for follow up as appropriate.

UNFINISHED BUSINESS:

Helen will make sure the contents of the general meeting packet are placed on the HH website

NEW BUSINESS:

Discussed areas of responsibility for the following:

- We will continue with Berkeley Property Management
- Matt noted that CICB fees have been paid with reports filed as well as the fee and report for SCC
- The HH website will be updated after the elections of the upcoming annual meeting
- By year's end, we will discuss the timing and content of the annual dues letter

There being no further business, Toby moved that the meeting be adjourned. The motion was seconded by Bruce and carried with adjournment at 4:00 pm. The next meeting will be held on Thursday, January 18, 2018, 3 pm at the home of Helen Darnell.

Respectfully submitted,

Lois Ullman

Secretary

MINUTES
HOLLY HILLS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
JULY 20, 2017
(approved October 12, 2017)

The July, 2017, meeting of the Board of Directors was held at the home of Toby Lane. Helen Darnell, President; Toby Lane, Vice-President and NAFN Chair; Matt Broderick, Treasurer; Bruce Gurscik, Design Review Board Chair; Lois Ullman, Secretary; and Kathy Albers, CORE Co-President were present. Helen called the meeting to order at 3:00 PM.

HOMEOWNERS' FORUM: No presentations.

APPROVAL OF MINUTES:

Matt moved approval of the April 20, 2017 minutes; seconded by Toby and carried unanimously. The approved minutes will be sent to Bill Doyle for the HH website.

PRESIDENT'S REPORT: Helen Darnell

The neighborhood has been very quiet this quarter. One issue was brought to attention early this summer and addressed in the summer issue of the Holly Hills Gazette: Some young vendors were placing flyers for summer work inside mailboxes. They must have been informed that was not legal as the flyers were then placed in the paper boxes. Helen's phone contact to the advertisers went to a full phone mailbox. Bill Doyle has placed the 2016 annual Meeting Packet on the HH website this week and we plan to get the 2017 packet out prior to the general meeting in October. Of note, Helen has a new telephone number: 254-1846.

VICE-PRESIDENT'S REPORT: Toby Lane

1. Easton Outdoors continues the regular maintenance of the common areas per their contract. The annuals have been planted at both entrances. The irrigation system repairs have been completed to correct winter damage to sprinkler heads, piping/valve leaks, and the controllers. I am working with Easton Outdoors to establish the contract costs for 2018 in anticipation of formulating the 2018 Association Budget in August. We have removed one of the linden trees at the HHD circle that did not leaf out this Spring. My thought is to put a replacement tree in its place this Fall. Or we could consider not replacing the tree and make the mulch circle part of the turf. (Board comment: Easton appears to be doing well and learning the "ins and outs" of the landscaping needs of Holly Hills.)

2. The 5 Year Plan for 2017 includes the following work completed since our last meeting: The thinning and shaping of the crab apple trees has been completed by Bartlett Tree Experts.

3. We need to formalize two decisions we reached since our last meeting. I propose the following two motions:

1. To record a decision and subsequent action by the Board on April 21, 2017, **(determined informally via email), I move the Association reimburse the Sargeant's at 148 Holly Hills Drive, a total of \$1100.00, for the removal from the Association's landscape**

easement on their property of diseased wax myrtle trees and replacement with 2 mature crepe myrtles. Seconded by Helen and approved unanimously.

2. To record a decision by the Board on April 25, 2017, (**determined informally via email**), **I move the Association authorize Easton Outdoors, and their subcontractor Southwell Irrigation, to proceed with critical repairs to the Association's irrigation systems per the Southwell Irrigation proposal, dated April 22nd, and additional items found during the work, for a total cost \$1001.00. Seconded by Matt and approved unanimously.**

(You will recall the original estimate we agreed to for item 2 above was \$826. However, between the time of the estimate and the actual work, additional leaking valves and another pipe leak were identified that increase the cost to \$1001.)

TREASURER'S REPORT: Matt Broderick

The HHCA Financial Reports through June 30, 2017 were emailed separately to all Board Members. At this, the midpoint of 2017, we are operating close to and favorable to budget. Looking ahead, it appears that our budget for insurance was not conservative enough as we expect a more expensive premium.

At this date, only one (1) of our Members is delinquent in payment of annual assessments. Another member owes for partial-year vacant lot maintenance. Follow-up invoices, including late fee charges, have been mailed to these members.

Operating Account cash balances have been adjusted accordingly. As of June 30, 2017, Operating Account (checking) balance was \$ 29,389. Capital Reserve Account balances totaled \$20,432.

The HHCA Financial Report through June 30, 2017:

Total Revenues: YTD: \$53,887	Budgeted: \$54,361
Total Expenses: YTD: \$28,339	Budgeted: \$53,919

SECRETARY'S REPORT: Lois Ullman

The approved April 20, 2017 minutes will be mailed to Bill Doyle for the website and the January 19, 2017 Board Minutes were mailed to him after approval at our April meeting. Reviewed the upcoming calendar of events and processes for July through October:

1. Insurance coverage/needs are up for renewal in July. In checking with Berkeley Property Management (Stephanie Fose), I ascertained that the proposed premium for 2017-18 had increased to \$1853 from \$1574 (last year's). When questioned about the increase, our broker, Jefferson Johnson, told me it was unavoidable. To provide some comparison, I contacted Jim Crank, JSC Insurance, Hampton, who is familiar with our commercial insurance issues. Many thanks to Toby for his assistance in discussing the fine points of our insurance needs with both agents.
2. The current Nominating Committee (Brian Chopp, Anne Payne, Jim Beddard) have been reminded of their duties and timeline and are aware of their upcoming responsibilities.
3. Upcoming preparation for the Annual Meeting.

DESIGN REVIEW BOARD CHAIR'S REPORT: Bruce Guresik

New Approved Projects:

- 304 Yorkshire Drive – replacement of wooden, rear deck with flagstone patio and seating. New structure falls within existing deck footprint (late summer, 2017)

- 116 Sir Thomas Lunsford – installation of generator with required screening
New Construction: 233 Holly Hills Drive – initial discussions have required revision of the proposal which is in process.

Discussion: Bruce is grateful for the assistance of his committee members, Wayne and Paul.

CORE REPORT: Kathy Albers

Kathy is acting president/co-president with Carol McCartney and was welcomed to the Board. She noted the new CORE board: Kathy and Carol, VPs Debbie Guresik and Chris Jalovec, Treasurer Jean Stevens and Secretary Lois Ullman. The Fall Picnic is planned for Sunday, October 15. LEI dates and themes are to be determined. The Spring Picnic is scheduled for Sunday, May 20. Lecture Series planning on 3 events – 2 local and one bus trip. CORE is working on encouraging Holly Hills residents to join and participate. The picnics and LEI are our most successful draws and will be held as scheduled.

NAFN CHAIR'S REPORT: Toby Lane

1. No security incidents recently that I am aware of although a resident in the Pipe Kiln/Sir Thomas Lunsford area contacted police about some soliciting earlier this week.
2. Sue Zirkle sold her property and has moved out of 325 Yorkshire. Ash and Jen Nassabi with children Maddie and Alex are planning to move in on or about July 21st.
3. It is my understanding that Woolfolk property at 109 Sparks Court has sold but new owners have not yet moved in. That leaves 3 homes, (Holder, Porterfield, & Kinni), and 3 Lots for sale in HH. The Davis home is still sold as far as I know although there has been no new owner activity that I am aware of.
4. George Entin took on the Block Captain role in place of Audrey Wingate in Area 2. Janis Wood resigned as Area Coordinator in Area 1 and Chuck Jalovec has stepped into that role. We completed the annual update of contact information in anticipation of the 2017 hurricane season.

UNFINISHED BUSINESS: Insurance:

- As noted in the Secretary's report, the premium for renewal of our current **Nationwide Insurance** policy is \$1853 raised from \$1574 for last year. After Toby discussed changes (we have been insured for damage, etc. that we deem unnecessary as our budget can cover such issues) with agent, Jeff Johnson, Nationwide reduced its premium by \$407 to \$1446.
- JSC Insurance has proposed our using **Erie Insurance** with a quoted premium of \$738. Discovering that we will need (by VA code) a \$65,000 fidelity bond to cover employee dishonesty, Toby was quoted bond coverage at \$400 by JSC, bringing the total cost of insurance premium to \$1138. Bond coverage is more feasible than coverage by insurance policy.
- **Lois moved a recommendation for HHCA to insure with Erie Insurance for both liability business insurance and a \$65,000 fidelity bond for 2017-2018 via JSC Insurance with a total premium of \$1138. Toby seconded. Approved unanimously.**
- Lois will immediately notify Berkeley Property Management (Stephanie Fose), JSC Insurance and Jefferson Johnson of the above changes.

NEW BUSINESS:

1. The Annual Meeting is scheduled for Thursday, October 19 at the WRL auditorium. Helen and Lois will work on the agenda and package contents (President's letter, proxy, minutes of the 2016 annual meeting, budget)
2. If the maintenance fees are paid for the lot at 108 Pipekiln, Toby suggested that we forgive the \$15 late fee – agreed upon by all.
3. Matt will be working on the budget for 2017-2018. Discussion ensued re: raising annual fees to \$325 to cover upcoming expenses and provide a reserve, provide funds for a printed directory.
4. Toby requested board input on replacement of removed trees – to convert to turf, replace in kind or with an ornamental. Suggestion: go with the ornamental.
5. Discussion of cost effectiveness of top dressing planted areas – will continue to observe before deciding.

There being no further business, Helen moved that the meeting be adjourned. The motion was seconded and it carried. The meeting adjourned at 4:20 PM. The next meeting will be held on Thursday, October 12 at the home of Lois Ullman.

Respectfully submitted,

Lois Ullman

Secretary

**MINUTES
HOLLY HILLS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
APRIL 20, 2017**

The April, 2017, meeting of the Board of Directors was held at the home of Bruce Gurcsik. Helen Darnell, President; Toby Lane, Vice-President and NAFN Chair; Matt Broderick, Treasurer; Bruce Gurcsik, Design Review Board Chair; Lois Ullman, Secretary; and Chris Jalovec, CORE President were present. Helen called the meeting to order at 3:00 PM.

HOMEOWNERS' FORUM: No presentations.

APPROVAL OF MINUTES:

Helen moved approval of the January 19, 2017 minutes; seconded by Matt and carried unanimously.

PRESIDENT'S REPORT: Helen Darnell

All seems to be quiet in the neighborhood. Helen and Toby received notice of one concern in January which appears to be resolved. Helen signed off on taxes earlier this year with the association owing nothing. She passed out the HHCA Financial Statements Tax Basis for 2016 to all board members. The state corporation commission statement has been signed as well.

VICE-PRESIDENT'S REPORT: Toby Lane

1. Easton Outdoors has completed the Spring pre-emergent treatments on the beds and fertilizer on the shrubs and ornamentals. They have pruned the ornamental trees and shrubs and edged the beds and spread mulch. Starting this month, Easton has established a routine and should be on site on Thursdays for regular mowing, edging and clean up. There were a few missed steps as they got familiar with the neighborhood and its various areas. Toby made up a color coded map indicating specific work needs for the crew to have on hand. The same crew will return each week with the work taking about three hours to complete.
2. The 5 Year Plan for 2017 includes the following current work:
 - In January, Bartlett Tree fertilized the large Plane trees at the entrance.
 - The thinning and shaping of the crab apple trees was deferred until after blossoming and should be completed by late April or in May.
3. Toby discussed the use of email addresses of HH residents as defined in the directory. A concern arose with a resident wishing to send out a request by group emails. Proper procedures for such use will be investigated.
4. The Air B&B legislation passed the legislature and survived the Governor's veto. The legislation provides for local control of short term rentals. Currently the City's ordinances prohibit short term rentals in Holly Hills so they cannot legally take place here. The legislation on regulating group homes died in committee.
5. The Williamsburg National Night Out celebration will again be taking place this summer (Tuesday, August 1). It is an opportunity for neighborhoods and residents to attend and interact with their police force. In past years, Holly Hills has not organized a

neighborhood participation, but we have donated a \$50 raffle prize each year. Toby moved that we purchase two \$25 gift certificates as a raffle. Seconded and passed unanimously.

TREASURER'S REPORT: Matt Broderick

The HHCA Financial Reports through March 31, 2016 were emailed separately to all Board Members. The Association's financial condition is satisfactory.

At this date, five (5) of our Members are delinquent in payment of dues and/or assessments for the year 2017. Follow-up invoices, including late fee charges, have been mailed to these members. Discussion ensued; they will be rebilled (no added late fees), addresses confirmed with perhaps more follow-up.

Operating Account cash balances have been adjusted accordingly. As of March 31, 2017, Operating Account (checking) balance was \$ 44,316. Capital Reserve Account balances totaled \$20,423.

The HHCA Financial Report through March 31, 2017:

Total Revenues: YTD: \$51,979	Budgeted: \$54,361
Total Expenses: YTD: \$11,514	Budgeted: \$53,919

SECRETARY'S REPORT: Lois Ullman

The approved January 19, 2017 minutes will be mailed to Bill Doyle for the website. Reviewed the upcoming calendar of events and processes for through April through June. By June, Lois will review insurance coverage/needs as the 1-year policy starts in July. Lois will advise the Nominating Committee of requirements for the next year's directors. Positions up this year are those of President and Treasurer.

DESIGN REVIEW BOARD CHAIR'S REPORT: Bruce Gursik

New Approved Projects:

- 116 Holly Hills Drive – Unattached garage (1.5 car) in rear and side of property
- 105 Sir Thomas Lunsford – Black, powder-coated, aluminum fencing (front sides and rear); generator with appropriate screening.

New Home Update: Meeting with Holly Hills Drive property owners to discuss house plans (tentative start date is autumn, 2017).

Discussion: The DRB is not receiving requests from homeowners for upcoming projects and remodeling and discovering that work is being done by neighbors seeing trucks and work activity by the houses. Neighborhood permission is NOT required prior to accessing a building permit and seems to be encouraging this. Suggested that an article explaining the reason Holly Hills has a Design Review Board with its requirements and procedures be placed in the next issue of the Holly Hills Gazette.

CORE REPORT: Chris Jalovec

The winter LEI was attended by approximately 44 residents. The number was down by about 15 from last year's St. Patrick's Day LEI and the LEI chairperson, Cynthia Cashore, thinks it is because this year's event was held on a week night, rather than a weekend night. That being said, those who attended the Valentine themed party seemed to have a great time and most stayed over two hours. Once again, participants brought their beverages of choice and delicious,

hearty appetizers.

The Core-sponsored Lecture Series trip to the Virginia Capitol in Richmond was a success with 36 neighbors enjoying tours of both the Capitol and the Governor's Mansion as well as a visit to historic St. Paul's Church. The Tobacco Company efficiently served all in a reserved private area. Folks were pleased with both their meals and service. This was our first trip using a bus. Lois Ullman contacted local Oleta bus company and there was much positive feedback about its use. With monies allotted in our budget, CORE subsidized the cost of the bus and a light snack on the return trip. Participants paid \$22 per person for the bus; lunch had 7 choices for \$16.95, tax and gratuities included.

A spring picnic is in the planning stages, tentatively for mid-June.

Core is looking for ways to get more neighbors involved in the planning and production of events. Most of our members have actively and faithfully served on the committee for many years and would love new support.

NAFN CHAIR'S REPORT: Toby Lane

1. No security incidents recently that I am aware of.
2. Recent sales and rentals:
 - 205 Parke Court, buyer: May and Ray Wells; seller: Craig and Betsy Barry
 - 269 Sir Thomas Lunsford, renter: Doug and Janine Ganser
 - 120 Sir Thomas Lunsford, buyer: Ted and Diane Bodner; seller: Mark and Linda Michelson (currently renovating the interior; have 4 acre property on the Chickahominy they will be selling)
3. Currently, there are 5 homes and 3 Lots for sale in HH.
4. As is obvious, the repaving has been completed, pretty much as scheduled. Several sidewalk repairs are scheduled by the city **at resident requests**.
5. After many years of great participation, Debbie Gursik has resigned as a Block Captain in Area 1. Patricia Prewitt has agreed to take on Debbie's position. We thank Debbie sincerely for her NAFN team support and welcome Pat to the team. Block Captain in Area 2 was Audrey Wingate who passed away recently. George Entin has offered to take on the Block Captain duties of Area 2.

UNFINISHED BUSINESS: none

NEW BUSINESS:

1. As discussed earlier: send reminders for delinquent membership dues. Tax returns will be posted on the web site. Website agreement will be renewed. Reminder to review insurance coverage/needs (Lois will attend to). Lois will advise the Nominating Committee of their duties.
2. Bruce Gursik discussed an idea of his wife, Debbie. With all the interesting, exciting history of our neighborhood, formerly the large Rich Neck plantation, Debbie would like to work on a pamphlet explaining our street names, history, etc. that would be included in the welcome packet given to new residents and available to all residents. The culmination of the project would be to pursue the neighborhood's having an historical marker at our entrance. Helen moved that they move forward with the pamphlet and pursuit of the historical marker. Seconded by Bruce. Approved unanimously.
3. Damage and black marks on the street and driveways from the paving project were

brought up and discussed. Per the company, the marks should fade as we move into summer and warmer weather. We will remain observant.

There being no further business, Helen moved that the meeting be adjourned. The motion was seconded and it carried. The meeting adjourned at 4:30 PM. The next meeting will be held on Thursday, July 20, at the home of Lois Ullman

Respectfully submitted,

Lois Ullman

Secretary

**MINUTES
HOLLY HILLS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 19, 2017**

The January, 2017, meeting of the Board of Directors was held at the home of Helen Darnell. Helen Darnell, President; Toby Lane, Vice-President and NAFN Chair; Matt Broderick, Treasurer; Bruce Gurscik, Design Review Board Chair; Lois Ullman, Secretary; and Chris Jalovec, CORE President were present. Helen called the meeting to order at 3:01 PM.

HOMEOWNERS' FORUM: No presentations.

APPROVAL OF MINUTES:

After a brief review, Toby moved that the minutes of the October 13, 2016 Board Meeting be approved. The motion was seconded and it carried.

PRESIDENT'S REPORT:

No contacts with residents concerning any issues in the neighborhood. Question arose about December deer hunt; Toby noted there were two hunts – on the first, 4 deer were seen, none shot; on the second, 3 deer were seen, none shot. Unfinished business discussed: The proxy notice for the annual meeting needs some rewording and revision (Lois will do). The package for the 2016 general meeting will be placed on the HH web site with all current board members listed. Annual dues request sent (by Berkeley) at end of December and due January 1. All agreed timing was odd, but seems to pose no problem. Matt Broderick assured that various fees and filings are or will be completed.

VICE-PRESIDENT'S REPORT:

1. The Landscape Maintenance and Irrigation contracts with Terry ended December 31st. Easton Outdoors took over both of those work scopes effective January 1st.
2. The 5 Year Plan for 2017 includes the following:
 - Annual Color - \$1500 budgeted for the two entrances which with our new contract with Easton Outdoors. I estimate that using the existing daffodils for early spring color, we can probably keep the cost of annuals under \$800 supplied by Easton.
 - The large tree work at 135 Holly Hills Drive, (\$1100) will consist of trimming, thinning and reshaping the crab apple trees.
 - Based on a discussion with Easton, I recommend we postpone the turf top dressing for now.
 - Soil testing done last Fall suggested we proceed with the recommended soil amendments early in 2017. Cost would be around \$600. (In future 5 year cycles this would revert back to a year 1 cost as part of the large tree work.)
 - The additional mulch area at 230 Yorkshire Drive, (by Matsushima's), involves incorporating the existing tree mulch circles and bare ground areas into larger mulch areas for better maintenance and appearance, as this is a non-irrigated common area and doesn't support grass well. \$1525. Total estimated for 5 Year Plan: \$4025
3. The Group Home on Woodmere Drive is in operation and currently serve 6 residents. Four are

full time with two part time.

4. The Air B&B issue will be part of the 2017 legislative assembly. The City has also put that on the 2017 Legislative Agenda to among other things have any legislation required to comply with local ordinances and zoning laws (draft wording for this bill only allow these rentals for up to 14 days per year, after which the City ordinances would take over - currently prohibit short term rentals in neighborhoods such as HH - with renters having to register, collect all taxes, and quite a few other reporting and record keeping requirements).

5. There will be 9 vacant lots for the Association to maintain and 4 lots by Owners in 2017 (numbers might change as owners decide to not self-maintain). Suggest that fees remain at \$300.

TREASURER'S REPORT:

The included Financial Reports for the year 2016 are part of this report. We ended the year with a positive revenue variance of \$ 818 and underspent budgeted expenses by \$ 504.

Operating Account cash balances have been adjusted accordingly. Our year-end Operating Account (checking) balance was \$ 3560. Capital Reserve Account balances totaled \$18814 at the end of 2016.

Invoices for 2017 Association Dues were mailed to all Members on December 28. Vacant lot maintenance fee invoices, for those affected, will be mailed on or about February 1.

There is an old builder escrow account with \$133. Unanimous vote to place that into the operating account.

The HHCA Financial Report through December 31, 2016:

Total Revenues: YTD: \$55,559	Budgeted: \$54,741
Total Expenses: YTD: \$54,325	Budgeted: \$55,416

SECRETARY'S REPORT:

The approved October 13, 2016 minutes will be mailed to Bill Doyle for the website. Reviewed the upcoming calendar of events and processes for January through March. Members of the Design Review board are to be appointed in January. Current DRB members, Wayne Durboraw and Paul Lensch, have indicated a willingness to remain on the board and will be reappointed. Decision, unanimous.

DESIGN REVIEW BOARD CHAIR'S REPORT:

New Approved Projects:

- 204 Yorkshire – New exterior doors and transom
- 324 Yorkshire – Fencing around property
- 209 Sir Thomas Lunsford – Generator with screening

New Project (Approval Pending):

- 116 Holly Hills Drive – Unattached garage (1.5 car) in rear and side of property.

Discussion of above ensued. Bruce noted that on all large projects, the city of Williamsburg makes the final decision and grants permits

CORE REPORT:

In December, over 105 stuffed animals were delivered to the Williamsburg Police and Fire Departments to be given to children in distressing situations. Core representatives also delivered large tins of cookies to both departments in appreciation for all that they do for the community.

Once again, Lindy McDaniel and her team: Patti Broderick, Carol Harman and Ginny Lynch, beautifully decorated our entrance signs for Christmas. They used gold accents this year to

compliment the newly refurbished look.

Our lecture series kicks off next Thursday, January 26 at 1:30. Neighbor and accomplished artist, Elizabeth Greaf will discuss and demonstrate watercolor painting. It will take place at the home of Carol and Joe McCartney. The committee meets soon to plan this year's "field trip".

The LEI Committee has planned a Valentine's Day party for February 14, also at the home of Carol and Joe. Again, in the format which seems to work so well, participants are asked to bring their beverages of choice and a hearty appetizer to share. Our LEI events have proved to be very popular, drawing many residents.

A Spring Picnic will be planned soon. The picnics, too, seem to have grown in popularity as the attendance numbers have risen for recent ones.

Kathy Albers has taken over as editor of the Gazette and is doing an excellent job.

Under Core consideration is reinstating the December Illumination.

NAFN CHAIR'S REPORT:

1. No particular security problems other than 2 incidents: On New Year's Eve, a couple of teen age boys were dropped off at the corner of HHD and STL with backpacks and remained on the street corner for 30-40 minutes. Police were called and checked them out – apparently, they were to hand out flyers but never did and were picked up and left the area soon after the police. Also, a solicitor has been in the neighborhood several times – a 30ish male with dreadlocks, purportedly selling a book he authored to raise money for kids. He does have a permit to solicit. This generated discussion of possible ways to discourage solicitation. There is a provision in the City ordinances for property owners to put up their own personal no soliciting sign to stop permitted solicitors from ringing the doorbell. Our Covenants don't currently allow such a sign in the yard. A small sign could be put on the house near the doorbell. [Core will investigate this possibility.]

2. The Lownes have moved out and Bob & Julie Denny have moved into 105 STL. Hal & Mary Stepanek have moved into 238 STL. The Nappers, renting at 221 YD, moved out to their new home and Dave Reed's parents, Forest & Delores, from Florida, have moved into the home. Bert & Ashley Kirkland, the new residents at 401 YD, had a baby boy soon after moving in.

3. Currently, there are 5 homes and 2 Lots for sale in HH. The lot at 233 HHD was purchased by Mike & Dayna Hill.

UNFINISHED BUSINESS:

Dates and times were set for future board meetings. The change to a 3:00 pm meeting for today was felt to be both satisfactory and convenient for all. Future meetings:

- Thursday, April 20, 3pm, at Bruce Gurscik's
- Thursday, July 20, 3pm, at Lois Ullman's
- Thursday, October 12, 3pm at Matt Broderick's
- Thursday, October 19, 7pm, annual meeting at the Williamsburg library

NEW BUSINESS:

Discussion continued on the issue of how to best deal with unwanted solicitation in Holly Hills (see NAFN report above) and will be addressed at the next meeting.

Toby requested that Matt keep track of the funds for the 5 year plan to maintain transparency. Matt agreed and will do so.

Helen has noticed a streetlight problem on Holly Hills Drive. Toby suggested a call to the city for a request for repair.

There being no further business, Helen moved that the meeting be adjourned. The motion was seconded and it carried. The meeting adjourned at 4:16 PM.

Respectfully submitted,

Lois Ullman

Secretary