

MINUTES
HOLLY HILLS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
October 11, 2018
(Approved January 17, 2019)

The October 11, 2018, meeting of the Board of Directors was held at the home of Lois Ullman. Helen Darnell, President; Toby Lane, Vice-President and NAFN Chair; Bruce Gurscik, Design Review Board Chair; Pat Prewitt, Treasurer; Lois Ullman, Secretary; and Kathy Albers, CORE President were present. Helen called the meeting to order at 2:10 PM.

HOMEOWNERS' FORUM: No presentations.

APPROVAL OF MINUTES:

Approval moved for the July 19, 2018 minutes by Toby Lane; seconded by Pat Prewitt and carried unanimously.

PRESIDENT'S REPORT: Helen Darnell

We are all ready for the general meeting next week. Packets have been mailed out and hopefully Lois is receiving lots of proxies if residents are not going to be attending. Our neighborhood community Police Officer, John Parks will be attending our general meeting. Thanks, Lois, for extending the invitation.

The landscape contract has been signed for next year; thanks to Toby for always looking after the whole neighborhood so efficiently and expeditiously. [Toby noted that Easton has been subbing out the lawn work, but quality has remained the same. He will monitor the situation.]

I have had contact with one resident on Holly Hills Drive with concerns about speeding trucks, vans, and cars. He contacted the Williamsburg Police Department via US mail and sent me a copy. I e-mailed with my response and did let him know that I had addressed the issue in my President's letter in several issues of the Holly Hills Gazette. I believe he will be monitoring the situation and staying in touch.

Pat, with Toby's assistance, has been the point of contact with Berkeley on the contract they sent out for renewal of their services. [The contract is for January to December, so will be amended if necessary by then.]

I did e-mail all of you with my response to the recent e-mail from Jeffrey Buffkin. His group from William and Mary has "trick or eaten" for the last several years in the neighborhood on Halloween. I believe the William and Mary Track Team collects for FISH (our local food bank) in the spring much the same as these students do. We can discuss whether we consider this type of community outreach as soliciting. I copied his e-mail into a Word document and have also attached it, so you can see what the intent of the fliers is. Also, be assured that no resident is pressured at all by the students. [Discussion of this item ensued – flyers in the paper boxes (if they are aware of the resident who complained, avoid that contact) and perhaps the students could indicate in the flyer that a bag of items left by the front door or by the mailbox for pick-up would work for them.]

VICE-PRESIDENT'S REPORT: Toby Lane

1. Easton Outdoors continues the regular maintenance of the common areas per their contract. They have recently replaced the begonias at both entrances with mums and trimmed the shrubs, hollies, and hedges. In the next few weeks, they will be aerating and over seeding the common areas as part of the regular Fall service. They have changed the contractor for weed and pest control. This work is now being done for Easton by Virginia Green rather than Chesapeake Bay Turf.

2. Bartlett Tree Experts has removed the mostly dead Plane Tree on the Crawford property easement at the HHD entrance. They also removed deadwood from two large Crape Myrtles on the McCartney easement at 149 HHD and completely removed the mostly dead crapes at the 100 block ends of both Jones Mill Lane and Sir Thomas Lunsford Drive. Easton has replaced the trees in kind.

3. The drainage on the Crawford easement at the HHD entrance needed some repair after the severe rainstorms earlier this summer. The work involved removing accumulated silt, repairing the retaining berm around the drain and adding some pine straw mulch to hopefully minimize erosion during future heavy or severe rain events.

4. Per our discussion at the July Board meeting, I have proceeded to develop the wording for an amendment to the Declaration to address rentals and leases. As anticipated I engaged our attorney to make it legally correct and have provided a draft of the amendment for us to discuss at our meeting. Assuming we reach general agreement, I would propose sending the wording out as a community announcement for Members to have an initial look and chance to comment. If we do this prior to the annual meeting, I would expect someone would raise the issue during the New Business segment and we could discuss and answer any questions. Pending the outcome of these activities, we would mail the amendment to all current registered Owners for agreement and signature. We need a 2/3 majority which is $167 \times 2/3 = 111.3$ or a minimum of 112 signed agreements.

Essentially the draft amendment would preserve what we have now. Currently our City Ordinances prohibit short term, (less than one year), whole house and room rentals. The Covenants are silent about long term, (one year or longer), leasing, which means to date there has been no restriction on those, (and it has not caused any significant problems for the neighborhood). The City is in the process of revising/changing the short-term rental ordinances, which will continue to prohibit short-term rentals/leases in neighborhoods such as HH, as long as our Covenants specifically address the issue. This amendment will do that and would prohibit short term rentals and continue long term rentals as they are now. We previously discussed making these two separate amendments, but I suggest that since we are not changing what is or is not allowed, and it is all in the same section of the Covenants, it would be clearer to keep it all together in one amendment. **Toby Lane moved that the Holly Hills Community Association Board recommend approval of the amendment for leases and rentals which will be officially mailed to all residents with the completed signature page to be mailed to the Secretary of the Board. Seconded and approved unanimously.**

TREASURER'S REPORT: Pat Prewitt

The HHCA Financial Reports through September 30, 2018 we emailed separately to all Board Members.

As of September 30, 2018:

The Operating Account (checking) balance was \$ 18,765.

The Escrow Account with 2 Surety deposits was \$ 1,150.

The Capital Reserve account balances totaled \$ 21,416.
Total Revenues: YTD: \$ 58,150. Budget for year: \$57,968.
Total Expenses: YTD: \$ 42,806. Budget for year: \$57,744.
Yearly Income budgeted: \$224. Yearly Income projected: \$480.

The **2019 Budget** has been completed and emailed separately to all Board Members. Some items to note on the 2019 Budget include:

- No increase in annual dues.
- Capital Reserve Fund increased by \$ 200 to \$ 3,200 based on the 2018 Capital Replacement Reserve Study
- CORE support of \$ 400 was added based on prior approval of Board
- Landscaping decrease of \$ 800 due to Toby's careful spending.
- Increase in printing to cover new Declaration if Amendment is approved. [\$ 94 increase for new Declaration considers decrease for directory printing in 2018]
- Increase in utilities based on history.

Toby Lane moved to present the proposed budget at the Annual Meeting for approval. Seconded and approved unanimously.

SECRETARY'S REPORT: Lois Ullman

The approved April 19, 2018 minutes were mailed to Bill Doyle for the website after the July 19, 2018 board meeting. Insurance issues reviewed with JSC Insurance, Berkeley Management and Board. Requested that Nominating Committee have the names and biographies of Nominees for both the Nominating Committee and the Board to be included in the Annual Meeting packet. Reminded Nominating Committee of its duty to present the slate at the Annual Meeting. Helen (superbly) updated the packet of materials for Berkeley to mail to homeowners and packet was mailed in timely fashion. I have prepared the check in lists for the annual meeting and collecting the proxies and confirmed with the Williamsburg Library that all is in order for the October 18 meeting. I suggested that we invite Williamsburg Police Liaison officer, Officer John Parks, to introduce himself at the Annual Meeting which he is delighted to do. I suggest we send a final email to homeowners to remind of the meeting and the need for returning proxies and to notify that Officer Parks will be speaking. [At the meeting, Lois noted that the 2019 meeting has been reserved at the Williamsburg Library for Thursday, October 17, 2019. **Lois moved that the Board pay up to \$50 to add the name of Berkeley Property Management to our existing insurance policy and will notify JSC Insurance; Seconded and approved unanimously.**]

DESIGN REVIEW BOARD CHAIR'S REPORT: Bruce Gurcsik

Bruce noted there has been little activity in the last quarter. The exterior of 200 Yorkshire has been nearly completed. Of note, the city is requiring both prior approval of any non-ornamental tree removed from a property and replacement. Tree removal businesses will not be allowed to operate if they remove a tree without the city permit.

CORE REPORT: Kathy Albers

Currently have 19 members; next meeting is October 25. Fall picnic is scheduled for October 21; reservations are slow. LEI for 2019 will celebrate Holly Hills 25th anniversary. Cynthia Cashore is planning the event and Carol McCartney is putting a video together. Lecture Series:

the Hanover Theater excursion went very well. Future events include a program in January with HH resident, James Boswell. Resident Roger Payne may speak on the geography of the Outer Banks, NC The approved April 19, 2018 minutes were mailed to Bill Doyle for the website after the July 19, 2018 board meeting. The Gazette will be delivered early in the week of November 18. All articles are due to Kathy by November 10. I have received comments from residents about yard maintenance issues, moss and mold on roofs and the need for power washing sidewalks and gutters and suggested the commenter attend a board meeting. [CORE will have Mailbox Post Protectors for sale for \$ 7.00 at the Annual Meeting.]

NAFN CHAIR'S REPORT: Toby Lane

1. Since our July meeting, no security incidents in Holly Hills that I am aware of.
2. A recent change in our NAFN Team is that Francesca Sawaya & Josh Piker have taken on Block Captain roles in Area 4 as replacements for Ann Little who retired as Block Captain after many years of dependable service.
3. Currently I believe there are 5 homes for sale, (down from 10 in April and 6 in July). (Friedrich, Smith, Rausch, Dunning, & Jenkins). 216 STLD is just sitting vacant and has not been put back on the market. There are 2 properties that will likely be on the market later this year, (or then again, perhaps not until next Spring). (Wingate, 136 HHD and Ring, 104 STLD). There are still 2 lots for sale that I know of; 328 YD, & 112 STLD. Recently there was an interested buyer for 112, but I have not heard anything specific yet.
4. Since our last meeting in July we have welcomed new neighbors Jie Chen and Weizhen Mao at 132 HHD. Ray & Eileen Shafer are building at 200 YD and had hoped to be in by the end of 2018 although with weather and crew delays, it looks to me that will not happen. Mike & Dayna Hill have started at 233 HHD but again are making slow progress with wet weather issues. Also, new owners have moved into 204 Parke Court and I met Mr. Machlan on a morning walk recently.
5. In support of a stronger community policing initiative by Police Chief Dunn, community liaison officers are being assigned to various City neighborhoods. Officer John Parks has recently been assigned as Community Liaison Officer for Holly Hills. He is available to all HH residents for non-emergency concerns or issues. He can be reached at 757-220-2331 or email: Jparks@williamsburgva.gov.

UNFINISHED BUSINESS:

- Discuss proposed Transient Rental Agreement (see VP report)
- Ensure all is ready for the October 18 Annual Meeting: budget presentation and checklist (see Treasurer's and Secretary's reports)

NEW BUSINESS: none

There being no further business, Lois Ullman moved that the meeting be adjourned. The motion was seconded and carried with adjournment at 4:00 pm. **The Annual Meeting will be Thursday, October 18 at the Williamsburg Library Auditorium.**

Respectfully submitted,

Lois Ullman

MINUTES
HOLLY HILLS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
July 19, 2018
(approved October 11, 2018)

The July, 2018, meeting of the Board of Directors was held at the home of Kathy Albers. Helen Darnell, President; Toby Lane, Vice-President and NAFN Chair; Bruce Gurscik, Design Review Board Chair; Lois Ullman, Secretary; and Kathy Albers, CORE President were present. Pat Prewitt, Treasurer was absent. Helen called the meeting to order at 3:05 PM.

HOMEOWNERS' FORUM: No presentations.

APPROVAL OF MINUTES:

Approval moved for the April 20, 2018 minutes by Kathy Albers; seconded by Bruce Gurscik and carried unanimously.

PRESIDENT'S REPORT: Helen Darnell

Thanks to Kathy for the timely release of the Holly Hills Gazette. My letter addressed the concern Bruce had with getting approval from the Design Review Board before major renovations to property and/or landscaping which we discussed at the April meeting. Hopefully, residents will comply. I contacted Talaya Spratley with Berkeley Realty on July 10 and requested that the date due on our HOA letters mailed in January be changed to "Due on Receipt." My thanks to all of you for being such a great team to work with. Our neighborhood looks great in spite of the heat and lack of rainfall and our business and financial affairs are in perfect order. We now just need to prepare for the General meeting in October which Lois and I will work on in the coming few weeks.

VICE-PRESIDENT'S REPORT: Toby Lane

1. Easton Outdoors continues the regular maintenance of the common areas per their contract. They have recently planted annuals at both entrances and trimmed the shrubs, hollies, and hedges. The mulch beds have been treated for weed control. They have replaced the new dogwood tree on the common area at 130 HHD. This tree was replaced under the one-year warranty. They put it in with a water bag which has helped to keep it watered during the recent dry weather.
2. Various items of winter/freeze damage on the irrigation systems have been repaired and the systems were put in operation during May. With the current hot and dry weather, I have increase the watering times to 150% of normal to help compensate for the lack of rain.
3. The common area plantings faired pretty well with the severe cold last January. It looks like the only shrub casualties are a couple of crepe myrtles and some of the wax myrtle hedge. We will discuss this further as a new business agenda item.

TREASURER'S REPORT: Pat Prewitt (absent from meeting)

1. The HHCA Financial Reports through June 30, 2018 were emailed separately to all Board Members.

- 2.As of June 30, 2018,
The Operating Account (checking) balance was \$ 28,888.
The Escrow Account with 2 Surety deposits was 10,146.
The Capital Reserve Account balances totaled \$21,379.
Total Revenues: YTD: \$57,838 Budget for year: \$57,968
Total Expenses: YTD: \$32,454 Budget for year: \$57,744
Yearly Income budgeted \$224 Yearly Income projected \$323
- 3.As discussed at March BOD meeting, the budget for utilities seemed low. I revised the projected utility expense using actual 2017 numbers for the second half of 2018.
- 4.The 2018 budget for insurance is \$1,240. This will be adjusted once the insurance policy amount has been determined.
- 5.Currently, there is one dues payment still outstanding. It is the residence at 216 Sir Thomas Lunsford. This house was recently sold at foreclosure. Toby is in process of obtaining the address of the purchaser to send the follow-up bill.
- 6.Note that we are now using the new Financial Report format as suggested by Toby at our March meeting and emailed by me to the Board in April for review/comment.
- 7.The 2017 Tax Return and compilation have been posted on the HH Website.
- 8.The Website maintenance bill has been paid and cleared.
- 9.I have reviewed the Reserve Study and agree with it. Thanks to Toby for all his amazing work on this!

SECRETARY'S REPORT: Lois Ullman

The approved January 18, 2018 minutes were mailed to Bill Doyle for the website after the April 19, 2018 board meeting. Toby had attended a meeting of Community Homeowner Associations and suggested looking into having an umbrella liability policy for HHCOA. I contacted Sheila at JSC Insurance who provided the premium quote of \$942 for a \$2 million policy. After discussion, it was decided that such a policy is not needed at this moment. Lois will inform JSC Insurance of our decision. The Erie Insurance Policy premium is unchanged for the coming year. Lois will check with Michelle at Berkeley Realty on its payment this month. Lois will advise the current nominating committee of requirements/duties for next year's directors. Lois and Helen will work on any needed Annual Meeting issues over the next few months.

DESIGN REVIEW BOARD CHAIR'S REPORT: Bruce Gurcsik

New approved projects:

- 126 Jones Mill Lane – Installation of generator with fence extension to cover new equipment
- 101 Sir Thomas Lunsford – Exterior painting with approved, but different colors and new wrought iron hardware on shutters and garage doors
- 209 Parke Court – Exterior painting with approved colors

New construction (update):

- 200 Yorkshire Drive – Construction is underway with foundation and framing completed in addition to initial, rough plumbing and fireplace insert installation. Completion scheduled for December, 2018.
- 233 Holly Hills Drive – The owner reports that all permits have been granted by the City and he is ready to begin clearing the land. Completion scheduled for mid-2019.

CORE REPORT: Kathy Albers

Overall CORE is doing well – working on getting new members and retaining current ones to continue our activities, among which are: Neighbor to Neighbor, Police and Fire Recognition (baking), Lunch Bunch, LEI, Picnics, Lecture Series, possibly an upcoming event (possibly a cocktail party) to recognize all the new Holly Hills residents. Kathy noted that as the Gazette is beneficial by presenting information to the neighborhood with its three issues per year, she would like to request that the Homeowners Association consider a contribution to cover the cost of the Gazette (currently \$300 to \$325 to print 160 copies three times a year). **Helen Darnell moved that a budget line item of \$400 be added to the budget for CORE's use and that CORE will be reimbursed for the cost of printing the Fall, 2018, issue of the Gazette. Seconded by Toby Lane and approved unanimously.**

NAFN CHAIR'S REPORT: Toby Lane

1. No security incidents in Holly Hills but during mid-June there were a number of rifled cars in neighborhoods around us. All the cars were apparently left unlocked overnight either on the street or in driveways. I am not aware of what items if any, may were stolen from the vehicles.
2. With the Porterfields moving away, the NAFN team organization lost one Emergency Response member, (Dick), and one N-t-N representative, (Rita). We have not identified a replacement for Dick, but May Wells agreed to take on the N-t-N role for Area 3.
3. Currently I believe there are 6 homes for sale, (down from 10 in April). (McNulty, Friedrich, Smith, Rausch, Dunning, & Fell/Vickstein). 216 STLD was on the market but the sign was removed last week. Apparently, the owner/bank is trying to decide whether to make more repairs, reduce the price or what, so have temporarily taken it off the market. There are 2 properties that will likely be on the market later this year. (Wingate, 136 HHD and Ring, 104 STLD). There are still 3 lots for sale that I know of; 328 YD, 112 STLD & 108 Pipe Kiln.
4. Since our last meeting in April we have welcomed new neighbors Tony & Colleen Gaiani, 209 PC, Les & Pat Cappetta, 209 HHD, and John & Ruth McDowell, 269 STLD. It is my understanding that a family named Chen is moving into 132 HHD. Ray & Eileen Shafer are building at 200 YD and hope to be in by the end of 2018. Mike & Dayna Hill are hoping to start construction of their new home at 233 HHD by the end of this month.
5. Our Block Captains have completed our annual checking/updating contact information for all residents in preparation for hurricane season.
6. We completed the update of the Neighborhood Directory - 2018 and have distributed copies to all residents.

UNFINISHED BUSINESS:

- Nominating Committee will be notified of its duties and deadlines by Lois
- HOA dues letter modification has been made “due upon receipt” (see President's report)

NEW BUSINESS:

- Capital Reserve Study discussion – Toby noted that he is pleased we got into this and that Pat Prewitt proved to be an eagle eye collaborator. Since we updated the capital replacement costs, revised the estimated inflation, and earnings on investment numbers, we think this update is worthy to be approved as a new study and start the State-mandated 5 year clock as of this year. The study projects costs for 20 years. The estimated inflation is 2.1% and the return on investment is .5%. Both numbers are by golly guesses so if anyone has a better guess we're happy to entertain a difference of opinion. Significantly this study increases our annual contribution to the fund from the \$1800 dollar range + inflation to the \$3200 range. I think we can accommodate this in our 2019 budget without needing an Assessment increase. **Toby Lane moved the adoption of the Capital Reserve Study, initiating as year one. Seconded by Bruce Gursik, approved unanimously.** Many thanks to Toby and Pat for working on this.
- Transient Rental Property discussion - Transient Rentals. Toby noted that situation is as he described in the Gazette article. We should think carefully about an amendment to the Covenants to address the short-term AirBNB type rentals that have become popular in recent years. The Covenant requirement, (Section 6.1), that Lots may only be used for residential purposes, is not sufficient legal protection against short term rentals because the term “residential purposes” by itself has been found ambiguous in previous legal challenges. A second consideration is long term (one year +), rentals. Potentially this may be more controversial. Currently our Covenants are entirely silent on rentals, (of any ilk). Again, based on previous legal cases, it would be legally difficult to prohibit all long term rentals as the courts tend to find that unreasonably restrictive. Some Associations put limitations on the number of rentals allowed at any one time. Five or sometimes 10% have successfully been used for single family residential Associations like ours. Condominium Associations sometimes are a higher percentage. Five percent would be a maximum of 9 rentals for HH. Ten percent would be 17 rentals. If we were to decide to pursue both short and long term rental amendments I would strongly suggest we use two separate amendments, (we could do them in parallel), so they don't get intermixed and both fail when only one might be controversial. It will be prudent to work with a law firm to finalize any amendments. An amendment requires the signatures of 2/3 of the Lot owners, which is 112. **After board discussion, the decision was made that Board will pursue changes to HHCA covenants that will address short and long term rentals.**
- Tree and Shrub replacements – Toby noted he has received 3 estimates for removing the London Plane Tree and the crepe myrtles. The prices range from \$2000 to \$2875. After evaluating the pricing breakdowns and specific scopes of work, I recommend we award the work to Bartlett Tree experts for \$2180 as theirs is the most complete price and we have had them do work in the past and know their capability/reliability. The final scope of work will be the removal and stump grinding of the Plane Tree, and removal and stump grinding of 2 crepe myrtles. The arborist from Bartlett Tree Experts suggest trimming dead and diseased branches from the other 2 crepe myrtles, (the 2 at 149 HHD), rather than removing them as they are part of a grouping and appear to have enough healthy growth to recover. Bartlett included granular fertilizer application to improve the regrowth potential. There will be additional cost to provide and plant a replacement London Plane Tree and 2 Muskogee crepe myrtles. We lost several wax myrtle plants in the roadside hedges along HHD. It looks to be 3-4 replacements will be required to fill in the gaps. Easton Outdoors is preparing an estimate of costs for the wax myrtle shrubs,

crepes, and tree replacement. We can consider using Reserve Fund \$ for the replacements. **After discussion, all were in agreement that we contract with Bartlett and Easton for necessary tree and shrub work.**

There being no further business, Bruce Gurcsik moved that the meeting be adjourned. The motion was seconded by Lois Ullman and carried with adjournment at 4:45 pm. **The next meeting will be held on Thursday, October 11, 3 pm at the home of Lois Ullman (1 week prior to the Annual Meeting).**

Respectfully submitted,

Lois Ullman
Secretary

**Guidelines – Website Announcements
Holly Hills Community Association
(approved January 18, 2018)**

Policy:

It is the policy of the Association that the announcement feature of the Holly Hills website shall be used for communications and information that are of interest and useful to a significant number of the current Holly Hills Community Association Members and residents.

Objective:

To communicate important or useful information to Members and residents in a timely and efficient manner using current email technology. Including the following:

1. Safety related such as severe weather, natural disasters, environmental issues, crime, traffic, etc.
2. Association business, NAFN information and City Services.
3. Association or Core sponsored activities/events.
4. Items of neighborhood interest like missing persons, lost pets, suspicious vehicles, suspicious persons, common area maintenance impacts.
5. Information related to other locations with an impact on HH. Perhaps, nearby road closure, nearby neighborhood support, Walsingham events, non-standard use of the City roadways in HH like racing/fun run events.

Administration:

Any current member of the Board of Directors, Officer of the Association, or Website Editor is authorized to post and publish announcements per these guidelines using the HHCA website. Proposed announcements not in accordance with the above guidelines may be approved on a case by case basis by at least two members of the Board/Officers, or at least one Board Member/Officer and a Website Editor.

These Guidelines may be amended from time to time by a majority vote of the Directors at a regular Board Meeting.

MINUTES
HOLLY HILLS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
April 19, 2018
(approved July 19, 2018)

The April, 2018, meeting of the Board of Directors was held at the home of Bruce Gurcsik. Helen Darnell, President; Toby Lane, Vice-President and NAFN Chair; Pat Prewitt, Treasurer; Bruce Gurcsik, Design Review Board Chair; Lois Ullman, Secretary; and Kathy Albers, CORE President were present. Helen called the meeting to order at 3:05 PM.

HOMEOWNERS' FORUM: No presentations.

APPROVAL OF MINUTES:

Approval moved for the January 18, 2017 minutes by Toby Lane; seconded by Bruce Gurcsik and carried unanimously.

PRESIDENT'S REPORT: Helen Darnell

Once again we have had a very quiet quarter. I haven't received any concerns from homeowners and all appears to be good in the neighborhood. I signed the Association Tax returns and sent Pat a copy for our records yesterday. On April 15, Bill Doyle emailed an invoice for web site maintenance which I forwarded to Pat for payment. I did attend the auction for the property at 216 Sir Thomas Lunsford, and Toby followed up with information about the purchaser which he emailed to us. I also called Stephanie and requested that either Toby or I be included via email if Berkeley receives any notice of foreclosure or trustee sales for property in Holly Hills. She affirmed that she would let us know. A reminder to send material for the Holly Hills web site to both Bill Doyle and Harry Frankford.

VICE-PRESIDENT'S REPORT: Toby Lane

1. Easton Outdoors continues the regular maintenance of the common areas per their contract. So far this year they have removed winter/storm debris, trimmed the ornamental shrubs, applied mulch, and mowed as needed.
2. Bartlett Tree Experts have completed their contract work to limb up and prune the large trees on 4 of the common areas. The windstorm the beginning of March brought down a diseased red maple in the common area at 241 Yorkshire Drive. The tree fell across the road, so the City cut up and disposed of it. It was going to be taken down by Bartlett as part of their work so mother nature and the City saved us some cost.
3. Toano Well & Pump checked out the irrigation well pump and related equipment. All seems in good order so the pump system should be ready for this year's irrigation season.
4. The severe cold in January impacted various shrubbery in our common areas. At this time most things seem to be recovering, but we will have wait a bit longer to confirm what if anything we will need to replace.

5. Pat Prewitt and I have been working on a review of our Reserve Study. We updated it with new information on the cost of the wood railings, signs, and well pump equipment. Pat also found a calculation error that had been “hidden” in the projections that made a significant difference. In this new Study we have increased the maintenance versus reserve account decision point from \$1000 to \$1500.

Since this version is a significant change from the previous Study in 2014 that we have been updating annually, we are recommending that we make this a new Study rather than the annual review/update. This would then restart the State mandated 5 year calendar for reserve studies, with (intervening annual reviews), and make the next new Study due in 2024.

We should have the new Study finalized by our July meeting when it would be appropriate for the Board to formally adopt it for the record. (With copies on the website and to Berkeley)

[Discussion by board members agreed with above suggestions and will review at the July, 2018 Board meeting.]

TREASURER'S REPORT: Pat Prewitt

The HHCA Financial Reports through March 31, 2018 were emailed separately to all Board Members. As of the report date, seven (7) of our Residents were delinquent in payment of annual assessments. One of those has made payment in April so that six (6) are currently outstanding. Follow-up invoices, including late fee charges, were again mailed to these Residents on April 17, 2018.

As of March 31, 2018, Operating Account (checking) balance was \$ 46,680. The Escrow Account with 2 Surety deposits was 10,143. The Capital Reserve Account balances totaled \$21,345.

Pat noted that Berkeley has changed from “cash” basis to an “accrual” financial statement for 2018. Pat suggested converting the “accrual” statements back to “cash” basis for presentation to the Board and community. This keeps the reporting consistent with prior years and Pat feels cash basis is easier for the Board and community to understand. Also, Pat suggested simplifying the format of the cash basis statements used in previous years. Toby suggested utilizing a system that will show Current Month Activity, Year to Date Actual, Full-Year Budget, and Year-End Projected Budget. Pat will work up a statement to share with the board for its approval.

The HHCA Financial Report through March 31, 2018:

Total Revenues: YTD: \$55,335 Budgeted: \$56,702 Total Expenses: YTD: \$12,196 Budgeted: \$13,526

SECRETARY'S REPORT: Lois Ullman

The approved minutes will be sent to Bill Doyle/Harry Frankford for the HH website. Of note, our Erie Insurance Policy has no deductible clause.

DESIGN REVIEW BOARD CHAIR'S REPORT: Bruce Gurcsik

New approved projects:

- 249 Sir Thomas Lunsford – replacement of existing deck
- 224 Holly Hills Drive – exterior painting (color change with approved Sherwin-Williams color)
- 232 Yorkshire Drive – city-approved tree removal; replacement of existing fencing

New construction:

- 200 Yorkshire Drive – approval granted for construction of a brick home that meets all HH design requirements. East Lake Builders are the contractors for this home. Completion scheduled for December, 2018.
- 233 Holly Hills Drive – approval granted for the construction of a brick and Hardie-sided home designed by Tech Houses, Inc. The owner will serve as his own contractor, but he will have a local person serve as his liaison to various sub-contractors. Completion scheduled for spring, 2019. Bruce shared plans for this new construction.

CORE REPORT: Kathy Albers

The last meeting of 2017-18 was held March 22. This was our first venture into having 4 meetings a year instead of 9 and we will continue with that format for 2018-19, The Core executive board will remain the same for 2018-19. We have added a few of new members this year but at the same time have lost a few, so it seems to even out. Core has decided to ask for assistance for various projects from those who are not Core members. Sometimes people love to help but just don't want the responsibility of being on a committee.

- We had a successful LEI with the assistance of our host, George Entin. If you are interested in seeing the video Carol McCartney put together I can email it to you.
- The Lecture Series Committee has once again done a wonderful job of putting together valuable learning opportunities. The latest was the Lunch and Learn yesterday with Dr. John Delano, speaking on NASA's search for life beyond Earth. August 1 will be a trip to Hanover, VA and the historic Hanover Tavern for a tour, lunch and a play, "Crimes of the Heart".
- May 20 is the Holly Hills Spring Picnic, rain or shine. Thank you to Toby for volunteering to assist with the table collection.
- Pat Prewitt has graciously volunteered to take over the New Resident/Neighbor to Neighbor organizing for the coming year. **We need more Pat Prewitts!**
- Ray Dominguez has agreed to take on the writing of a history article for the Holly Hills Gazette, beginning with the summer edition. **Thank you, Ray!**

NAFN CHAIR'S REPORT: Toby Lane

1. No security incidents recently that I am aware of in HH. There was a recent car larceny in the 1100 block of Jamestown Road which is the area from Walsingham to 199.

2. Anita Roberts and Anne Payne have stepped down from their N-t-N Co-chair roles after

several years of great participation. Our own Pat Prewitt has stepped up to take on this responsibility.

3. Currently I believe there are 10 homes for sale: (McNulty, Green, Kinni, Friedrich, Chudek, Smith, Rausch, Ershler, Dunning, and Fell/Vickstein. There are 3 lots for sale that I know of; 328 YD, 108 Pipe Kiln and 112 STLD. The Davis/Gemmell home at 216 STLD sold at foreclosure on March 1. The new owner as of March 16 is US Bank National Association a Trustee for STARM 2007-3, with an address in Richmond.

UNFINISHED BUSINESS:

- The HHOA membership dues letter was sent out for the second year with confusing payment dates. Decision: request a mailing the first week in January, “due upon receipt”.
- Pat has completed the bank signature cards and all is in order
- The directory update will occur June-July per Toby
- Follow-up reminders for delinquent membership dues has been done
- Association tax returns were signed by President Helen Darnell
- We will approve the amount for billing vacant lot maintenance at the October meeting. (Bruce noted that some of the vacant lots look unkempt.)
- The Utility Expense Budget looks low. The expenses will be monitored and the projected budget will be increased if necessary.

NEW BUSINESS:

- Tax returns and compilation will be posted on the HH web site
- The website agreement has been renewed
- Unpaid lot maintenance fees are being tracked
- Toby suggested a trial of Lenten roses as ground cover to see how they perform and will have Easton do the planting.
- Stephanie Fose, Berkeley, has been very helpful to the Association. Bruce suggested giving her a bouquet of flowers for her efforts.
- Toby is gathering recommendations of businesses for the website. Please contribute.
- Bruce stated his appreciation to Toby for cleaning up the spent daffodils.

There being no further business, Lois moved that the meeting be adjourned. The motion was seconded by Bruce and carried with adjournment at 4:25 pm. **The next meeting will be held on Thursday, July 19, 3 pm at the home of Kathy Albers.**

Respectfully submitted,

Lois Ullman
Secretary

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Holly Hills Community Association
(approved January 18, 2018)**

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5. Information related to other locations with an impact on HH. Perhaps, nearby road closure, nearby neighborhood support, Walsingham events, non-standard use of the City

roadways in HH like racing/fun run events.

Administration:

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These Guidelines may be amended from time to time by a majority vote of the Directors at a regular Board Meeting.

MINUTES
HOLLY HILLS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 18, 2018
Approved April 19, 2018

The January, 2018, meeting of the Board of Directors was held at the home of Helen Darnell. Helen Darnell, President; Toby Lane, Vice-President and NAFN Chair; Pat Prewitt, 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 October 12, 2017 minutes by Toby Lane; seconded by Bruce Gurscik and carried unanimously. The approved minutes will be sent to Bill Doyle for the HH website.

PRESIDENT'S REPORT: Helen Darnell

Once again we have had a very quiet quarter. I haven't received any concerns from homeowners and all appears to be good in the neighborhood. I signed the annual report for the State Corporation Commission November 6 and made the appropriate change for Treasurer from Matt Broderick to Patricia Prewitt on the form. On January 17, 2018, I spoke with Stephanie Fose and then to Talaya Spratley concerning our community association dues letter, which I will address under old business. I also e-mailed Bill and Harry and copied the board about putting our 2018 Board of Directors on the web site. My thanks to Toby for drafting Website guidelines, which we can discuss under new business. Helen noted that all was quiet during the end of year deer hunt. Toby said some deer were seen in our wooded area, but not taken. Several were hunted by Cedar Grove cemetery. Some discussion (**tabled**) re: the request for building apartments at the Holly Hills Carriage Homes site. Holly Hills residents on Yorkshire Drive (backing to Rt. 199) received information in their paper boxes.

VICE-PRESIDENT'S REPORT: Toby Lane

1. Easton Outdoors continues the regular maintenance of the common areas per their contract. They topped up the mulch at the HHD entrance island before Thanksgiving for the holidays. They also spread compost and reseeded a small area in the landscape easement on the Self property that had eroded over the years.
2. The Easton irrigation subcontractor winterized the irrigation systems but apparently forgot the system at the YD entrance. During the recent cold weather, we had burst piping. Easton will repair the damage at their cost and we can get a credit from the City for the wasted water if the amount lost is significant. Thankfully a dog walker noticed the leak late one night and I was able to shut the water off at the meter to minimize the water loss.
3. On behalf of the neighbors and the Association, I had Easton do leaf removal at 216 Sir Thomas Lunsford Drive on the property that is in foreclosure and hasn't had any yard

maintenance since August. There was a second foreclosure sale set for January 5th, and I have learned that this sale was cancelled. Hopefully this property will get resolved soon.

4. This is the slow part of the year for common area maintenance. Easton will be checking the areas at least monthly for general clean up but pending the weather will not do much until March or even April. We have contracted with Bartlett Tree to provide large tree maintenance on several of the common areas this year in accordance with our 5 year plan for these areas. I don't have a firm schedule for Bartlett's work yet, but expect it will take place in February or March, weather permitting.

TREASURER'S REPORT: Pat Prewitt

2017 Actual

- Matt Broderick is working with Berkeley to finish the 2017 Financial Report. He anticipates that 2017 will finish with positive income.

2018 Activity

- Dues statements were mailed at the beginning of the year.
- January landscaping bill of \$2399.50 was on budget.
- Payment for the NCW dues of \$10.00 has been requested
- Toby recommended yard cleanup for 216 STLD not to exceed \$500. This will be charged to the Landscaping/Repairs budget.
- Relating to proposed work at 200 Yorkshire Dr., deposits of \$200 (Architect review) and \$5000 (surety) have been made to the Holly Hills Homeowner Assn. account.

SECRETARY'S REPORT: Lois Ullman

The approved October 12, 2017 minutes will be mailed to Bill Doyle for the website. Helen has reviewed upcoming events and processes occurring now through April, 2018 (our next Board meeting)

DESIGN REVIEW BOARD CHAIR'S REPORT: Bruce Gursik

No real report, but noted that 200 Yorkshire has been sold to the Schafer family (Chicago) who expect to have plans within 2 weeks. The Hill family (233 Holly Hills Drive) will be submitting their 3rd set of plans by the end of February. The lot at 113 Robert Cole has been sold.

CORE REPORT: Kathy Albers

- Core has addition of two new members to Core and possibly a third: Julie Denny & Jennifer Nassabi. Donna Jackson is interested as well. Pat Prewitt joined last spring and has graciously volunteered to be on upcoming committees.
- The next issue of the Gazette will be out in mid- March. As I mentioned previously I started a new column called Reminisce, I did the first article and I was hoping that someone would have some memories to share for the next issue. I am looking for a new addition to take over the History column if anyone has a recommendation.
- Mail box shields were ordered at a reduced price and a few people have purchased. The remainder will be mentioned in the next Gazette and we will send out an email. (since we walk in the neighborhood many mornings I have noticed quite a few mail box poles that could use them)
- Two **BIG** events are upcoming in the next 3 months:

- **LEI:** March 3rd hosted by George Entin. Get out your dancing shoes and your finest attire for this gala event, Three Rivers has nothing on us. Celebrating the 90th anniversary of the Oscars. Fliers and emails will go out two weeks prior to the event
- **Lecture Series:** April 12th Day trip by bus to (possibly) Westmoreland County, Pope's Creek and Stratford Hall.

NAFN CHAIR'S REPORT: Toby Lane

1. No security incidents recently that I am aware of in HH. There was a recent drug related arrest at the Brookwood Drive/Rte 199 intersection.
2. The recent severe cold, along with the snow, caused some disruption of the various City services and some inconvenience for residents. I don't know of any significant problems in Holly Hills related to the storm and cold. Thankfully, there were no power outages to deal with.
3. Al and Alice Friedrich have moved out of the neighborhood. Chris Sullivan has taken over the NAFN Area Coordinator duties for Area 5.
4. Sadly we lost 2 longtime residents due to death since our last meeting. Bob Greene died unexpectedly in November, and Peggy Sharp, also unexpectedly in December.
5. Currently I believe there are 3 homes for sale. The McNulty's, the Green's, and the Kinnis. There are 2 lots for sale that I know of, 328 YD, and 112 STLD. As far as I know the Porterfield and Frawert properties are currently not on the market. The Davis/Gemmell home at 216 STLD is still in foreclosure. The first foreclosure sale in September was not successful and there was supposed to be another foreclosure sale in early January. I do not know the results of that yet. The Holders have sold their home and it appears that the new residents are beginning to move in. The Karloskis sold the lot at 113 Robert Cole Court to William & Sarah Weiser, and apparently the Weisers are not planning to build for a couple of years. The Matthias lot at 200 YD has recently sold and the new owners plan to start building this year I believe. Mike & Dayna Hill, the new owners of the lot at 233 HHD are hoping to begin construction of their home by this summer. The Gansers who were renting 269 STLD have moved away.

UNFINISHED BUSINESS:

The HHOA membership dues letter was sent out for the second year with confusing payment dates. Discussion of best way to clarify and stay within covenants and will be taken up with Berkeley Management. **Discussion TABLED to next meeting.**

The website has been updated with new Board Members Contact information.

NEW BUSINESS:

Discussed areas of responsibility for the following:

- Bank signature cards: Pat will have her signature on record.
- Toby proposed the informal guidelines to clarify residents' use of the Holly Hills website.

(see attached “Guidelines – Website Announcements Holly Hills Community Association. **Discussed and approved unanimously.**

- Directory update will be May/June
- Billing for vacant lot maintenance (\$300) is sent with request for annual assessment, no sent separately
- Berkeley sends reminders for delinquent membership dues (March)
- Berkeley files tax returns or requests extension (March)

There being no further business, Bruce moved that the meeting be adjourned. The motion was seconded by Kathy and carried with adjournment at 4:15 pm. **The next meeting will be held on Thursday, April 19, 3 pm at the home of Bruce Gurcsik, 321 Yorkshire Drive.** Date of the following meeting is July 19, 2018 at the home of Kathy Albers.

Respectfully submitted,

Lois Ullman

Secretary

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