

**MINUTES**  
**HOLLY HILLS COMMUNITY ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**January 17, 2019**  
**(approved April 18, 2019)**

The January 17, 2019 meeting of the Board of Directors was held at the home of Helen Darnell. Helen Darnell, President; Toby Lane, Vice-President and; Pat Prewitt, Treasurer; Lois Ullman, Secretary; and Kathy Albers, CORE President were present. NAFN Chair; Bruce Gurscik, Design Review Board was absent. Chair Helen called the meeting to order at 3:00 PM.

**HOMEOWNERS' FORUM:** No presentations.

**APPROVAL OF MINUTES:**

**Approval moved for the October 11, 2018 minutes by Pat Prewitt; seconded by Toby Lane and carried unanimously.**

**PRESIDENT'S REPORT: Helen Darnell**

Once again, we have had a very quiet quarter. [Of interest to all, Toby reported on the city deer hunt in Holly Hills: 6 deer and a coyote.]

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 October 29, 2018.

I also signed the contract with the corrections approved and initialed by Berkeley December 12, 2018. Stephanie sent copies out to Toby Lane, Vice President, and Pat Prewitt, Treasurer.

The dues letter still needs some work. I e-mailed Talaya Spratley in July about changing the due date to "due on receipt", and she responded, so I know she get the message. I left a voice mail when I got our current bill, but she has never responded. I will make contact again after our Board Meeting. [Discussion about the dues letter: Pat Pruitt will check with Berkeley about exact late fees and, if necessary, communicate this to Holly Hills residents who have not yet paid.]

Many thanks to Toby for all of his work in amending our covenants to address short term rentals. I know many hours went into discussions with other neighborhoods, city officials, and attorneys, as well as disseminating the draft for approval, submitting the paperwork afterwards and recording officially with the city. I'm sure I have left some steps out, but we do appreciate all of the hard work that went into getting the amendment passed with the minimum of resistance and delay! [Williamsburg City Council is still working on this so all are grateful this is accomplished.]

A yard sale is a topic under new business. Several residents have spoken with me about the possibility of having one.

**VICE-PRESIDENT'S REPORT: Toby Lane**

1. Easton Outdoors completed the common area landscape work for 2018. They removed leaves, over seeded turf areas, trimmed shrubbery, and winterized the irrigation systems. I have met with them to discuss the work for 2019. They will do mulch in early April. I asked them to

plan to install the summer annuals by the end of May this year rather than in June, and to include some white vinca with the begonias at the main entrance. Also, we discussed doing rehab work on the wax myrtle hedge between Elaine Scrivner and the Gustafson's. This hedge has gotten old. They will likely cut what is there back to a height of 3-4 ft and fill in the gaps with new plants. It will take 2-3 years for it to regain the current height.

2. I reviewed large trees in the common areas with Arborist Andrew Koenig with Bartlett Tree Experts per the Common Area 5-year plan. Based on our review the work for 2019 is to limb and clean up the trees at the YD entrance and the common area at the 300 block of YD where we have the picnics. There is also some work at the Jones Mill Circle common area to limb up and remove dead wood.

4. Following our discussion at the October annual meeting, we revised the proposed amendment to the Covenants to address rentals and leases. We finalized the wording and circulated the amendment for signatures in early December. It took about 3 weeks to obtain over 120 signed agreements which met the minimum 112, (2/3) required. The amendment was recorded at the courthouse and copies have been distributed to all Lot Owners. This amendment prohibits rentals and leases for terms of less than one year and confirms that whole house leases for one year or more are acceptable in Holly Hills. Total costs for this change were in the \$2500 range, including legal fees, recording fees, copies and postage.

#### **TREASURER'S REPORT: Pat Prewitt**

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

As of November 30, 2018,

The Operating Account (checking) balance was \$12,389.

The Escrow Account with 2 Surety deposits was \$10,152.

The Capital Reserve Account balances totaled \$21,442.

Total Revenues: YTD: \$58,578 Budget for year \$57,968

Total Expenses: YTD \$51,941 Budget for year: \$57,744

Yearly Income budgeted \$224 Yearly Income projected \$163

November activity is in line with expectations noting the following:

- Miscellaneous expense includes the library fee of \$95.
- The November Lawn Maintenance fee was paid in December so December financials will include the fees for both November and December. The total for the year will be accurate.

#### **Additional Discussion**

- Legal fees related to the amendment to the Covenants are anticipated to be around \$2,500. The portion billed and paid in December, 2018 - \$1,220 – is reflected in the 2018 projection on the November 30 financial report. Since the balance, billed in 2019, will be higher than our 2019 legal budget, the landscaping/repairs account will be comparably reduced. Thanks to Toby for helping to keep these expenses low and considering the impact on the HHCA financials.
- Per Berkeley, dues collected to date are \$32,825 or 101 residences out of 167.
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#### **SECRETARY'S REPORT: Lois Ullman**

Lois noted that Berkeley Property Management has been added to HH Erie Insurance policy as an additional insured. The cost was \$35. Copies of the new policy were passed out. The Williamsburg Library Theater has been reserved and payment sent for the Holly Hills Homeowners Annual Meeting on Thursday, October 17, 2019.

**DESIGN REVIEW BOARD CHAIR'S REPORT: Bruce Gurcsik (absent, no report)**

**CORE REPORT: Kathy Albers**

Patti Broderick and Pat Prewitt have delivered cookies to both the police and firefighters. Ann Shrieves collected food for the Salvation Army food shelves as a CORE Holiday Project. (277 lbs.). January 2 was Lunch Bunch (the Mellow Mushroom) with 10 attending. January 15, the Lecture Series Committee arranged a well attended program of learning and viewing at the Special Collections of the W&M Swem Library with neighbor James Boswell and Collections Director, Jay Gaidmore. Other programs are being developed. The LEI Committee is having their first meeting to plan the big event. CORE will meet next on January 24 at the home of Lindy McDaniel.

**NAFN CHAIR'S REPORT: Toby Lane**

1. Since our October meeting, no security incidents in Holly Hills that I am aware of.
2. A recent change in our NAFN Team is that May Wells has moved and is no longer the N-t-N Rep for Area 3. We will need to find a replacement for May.
3. Currently I believe there are 4 homes on the market, (McNulty, Rausch, Smith, and Foreclosure). Al Friedrich took his home off the market until the Spring, the Dunning home is also temporarily off the market with plans for upgraded landscaping. The foreclosure at 216 STLD has had several offers but none have worked out with the bank. Bob Wingate, 136 HHD, sold his home to a local couple from his church by the name of Yeates, (sp?), who have another property to sell and are moving in gradually I believe. The Wells sold their home on Parke Ct, to move to less space at Newtown. New owners are Dick & Sharon Watkins. The Jenkins, 216 STLD, have rented their home and I believe it is off the market for a year. The Lot at 328 YD remains on the market. It is my understanding that the Lot at 112 STLD has sold, although it has not hit the property records yet.
4. Mike & Dayna Hill building at 233 HHD but again are making slow progress with their new home as weather continues to interrupt the work. Ray & Eileen Shafer's new home at 200 YD is moving along. They hope to be able to move in around April.

**UNFINISHED BUSINESS:**

- Dues letter modification [see President's report]

**NEW BUSINESS:**

- Billing for vacant lot maintenance; **Toby Lane moved that the vacant lot maintenance fee be set at \$300; seconded by Lois Ullman and approved unanimously..**
- Reminders for delinquent membership dues (will be done in March).
- Tax returns will be filed.

- The SCC fee has been paid.
- **NAFN Chair to be appointed for a two year term: Helen appointed Toby Lane. Thank you, Toby, for so ably serving in this position.**
- Holly Hills Yard Sale: Brian Chopp is organizing a yard sale for Holly Hills for this spring and, while he has a formed committee, needs two volunteers: 1. Signing up those who will be having a sale and 2. Advertising in the Gazette and elsewhere. Suggested date: late April to mid-May.

There being no further business, it was moved that the meeting be adjourned. The motion was seconded and carried with adjournment at 4:06 pm. Future meetings for the coming year will be on April 18, July 18, and October 10.

Respectfully submitted,

*Lois Ullman*