

2007-1

Resolution # 1/2007

**HOLLY HILLS  
COMMUNITY ASSOCIATION, INC.**

**BOARD RESOLUTION**

**Action to Dismiss Potential Liability Obligation for  
Construction Deposit Escrow**

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WHEREAS the Board of Directors for the Holly Hills Community Association, Inc., has determined that there is a need to resolve an outstanding liability obligation that has been carried on the Association's balance sheet since November 2002, and

WHEREAS the Board of Directors for the Holly Hills Community Association has determined that in 2002 a refund of \$850.00 was issued as a partial refund of a construction deposit of \$1,000.00 placed in escrow with Holly Hills for the property at 201 Sir Thomas Lunsford; and that the remaining \$150.00 was apparently withheld pending satisfaction of with respect to this lot, and

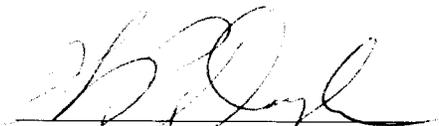
WHEREAS the Board of Directors has, in its best effort, determined that no owner, builder or other interested party in this action has submitted a request for a refund of the funds that were withheld, nor has any lot owner, builder, or other interested party provided written evidence to the Association that any deficiencies have been or were corrected, and

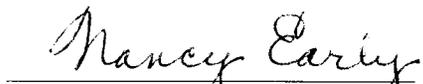
WHEREAS The Association has carried the \$150.00 escrow as an unclaimed liability for at least four (4) years and during that time has not received a request for a refund of said deposit,

BE IT RESOLVED that the Board of Directors through the adoption of this resolution has declared as forfeit the remaining \$150.00 and shall authorize the association's Treasurer to effect the necessary adjustment to the Association's balance sheet to reflect this action and reduce the Association's liability accordingly.

THIS RESOLUTION, as adopted, shall be effective upon adoption and shall remain in effect until such time that it is rescinded or modified by subsequent Boards of Directors as are duly elected by the membership.

APPROVED, THIS the 25 day of JANUARY by the Board of Directors of The HOLLY HILLS COMMUNITY ASSOCIATION, INC. at a Board of Directors meeting held on that date.

  
(President)

  
(Secretary)

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**HOLY HILLS COMMUNITY ASSOCIATION**  
**Delegations of Authority Resolution 2007-2**

**Financial Transactions**

**WHEREAS, Article 4.0, Section 4.2 of the Bylaws specifies that the Board of Directors shall have all powers and duties necessary for the administration of the affairs of the Association and may do all such acts and things the Declarations and Bylaws require to be done by the Association; and,**

**WHEREAS, Article 4.0 Section 4.2, paragraphs (iii), (iv) and (viii) of the Bylaws specify that the Board of Directors has the power and duty to provide for the operations, care upkeep, maintenance, and servicing of the common areas: to designate hire, and dismiss necessary personnel; to purchase equipment, supplies and materials needed by such personnel; and to make, or contract for, repairs, additions, improvements, or alterations in accordance with the Declarations; and,**

**WHEREAS, the President and other Officers or Directors are required to perform these management duties on behalf of the Board of Directors; and,**

**WHEREAS, the Managing Company is required to perform some management duties on behalf of the Board of Directors; and,**

**WHEREAS, the President, other Officers or Directors and Managing Company need some level of authority to negotiate with vendors and make purchases on a day-to-day basis; and,**

**WHEREAS, the Board of Directors has a fiduciary responsibility of Trust to control, manage and protect the assets of the Holly Hills Community Association Members.**

**NOW THEREFORE, BE IT RESOLVED THAT the following controls and delegations are hereby established:**

1. Expenditures for work or services extending over several months in the year which are expected to exceed \$500 shall be subject to contracts competitively bid or negotiated by an officer of the association, approved by the President in consultation with two Board Members and signed by the President.
2. Expenditures against these contracts are to be monitored for compliance with the contract on a monthly basis by the Treasurer.
3. Budgeted and routine expenditures and payments below \$500 can be approved by the manager at the Managing Company but are subject, through inspection of the Check Register, to after the fact review by the Treasurer who will request appropriate explanation if not given. The Treasurer shall confirm this review in his monthly report to the Board.

4. The Managing Company shall maintain copies of all receipts for all payments whether approved by the Managing Company or by the appropriate officer of HHCA and the approval authority shall be shown on the receipt.
5. The Vice President of Operations can approve expenditures up to \$500 for single replacements or repairs so long as the Budget Line is not exceeded.
6. Other expenditures not handled by the Managing Company may be approved by the President up to \$500 provided the Budget Line is not exceeded.
7. Unbudgeted expenditures and expenditures in excess of \$500 require board approval, except in an emergency when the President may authorize the expenditure after consulting two Directors.
8. Work or changes which will significantly affect the appearance of the neighborhood or Common Areas shall be favorably reviewed by the Board before commitment to expenditure.
9. Payments by the Managing Company for expenditures approved in 5, 6 and 7 above are to be authorized by the Treasurer after receiving an appropriate receipt or invoice which shall be initialed by the officer authorizing the expenditure.
10. Copies of the receipts are to be sent to the Managing Company by the Treasurer concurrently with the request for payment.
11. All expenditures shall be reviewed by the Treasurer each month and any unusual expenditure shall be queried.
12. Authorization of expenditures, approval of payments and preparation of checks for payment shall be segregated so that no one individual can complete more than one of these actions.
13. All members of the board and officers should be provided with monthly reports of income and expenditure against budget and shall be provided with quarterly reports as a minimum.
14. The financial records of the Association shall be available to the Members for review at any time with reasonable notice.
15. An "external" Audit will be required whenever there is a change of Managing Company.

**THIS RESOLUTION, as adopted, shall be effective upon adoption and shall remain in effect until such time that it is rescinded or modified by subsequent Boards of Directors as are duly elected by the membership.**

**APPROVED, THIS the 25 day of January by the Board of Directors of The HOLLY HILLS COMMUNITY ASSOCIATION, INC., at a Board of Directors meeting held on that date.**

  
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 Nancy Eskley

(President)

(Secretary)

**HOLY HILLS COMMUNITY ASSOCIATION**  
**Resolution 2007-4**

**Electronic Communications/Holly Hill Website**

**WHEREAS, 13.1-810 and 13.1-838 of the Virginia Nonstock Corporation Act requires Notice be given Members of Meetings of the Board of Directors and Annual and Special Meetings of the Corporation; and,**

**WHEREAS, 13.1-842 of the Virginia Nonstock Corporation Act permits electronic transmission of Notice if consented to by the Member; and,**

**WHEREAS, 55-510.1 of the Virginia Property Owners Association Act requires that Notice of time, date and place of each meeting of the board of directors or any subcommittee or other committee thereof shall be published where it is reasonably calculated to be available to a majority of the lot owners; and that a lot owner may request to be notified on a continual basis of such meetings; and, that such notices shall be sent by first-class mail or e-mail in the case of board meetings or e-mail in the case of committee meetings; and**

**WHEREAS, 55-510.1 of the Virginia Property Owners Association Act requires one copy of all agenda packets and materials furnished to members of an Associations board of directors, subcommittee or committee thereof for a meeting shall be made available for inspection by the membership of the association at the same time such documents are furnished to the members of the board of directors or any subcommittee or committee thereof; and,**

**WHEREAS, a Holly Hills Website can provide a means of publishing the above required documents on a simultaneous basis with the provision of such documents to the directors or committee members; and,**

**WHEREAS, a Holly Hills Website can provide a means of obtaining and maintaining a list of Association Members willing to accept electronic Notices; and,**

**WHEREAS, a Holly Hills Website enormously expands the ability of the Board of Directors and the Members of the Association to conduct two way communications; and,**

**WHEREAS, the publication of the legally required documents and transmission of Notices through the Website and electronic mail is considerably less expensive than equally effective methods;**

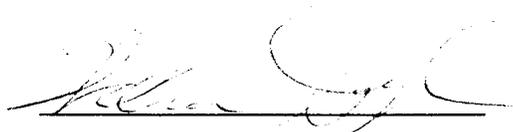
**NOW THEREFORE, BE IT RESOLVED THAT THE FOLLOWING ACTIONS  
BE TAKEN:**

1. A total of \$400 is appropriated for the construction and twelve months operation of a Holly Hills Website.
2. The President is authorized to sign a contract with Community123 for the construction of the website and commitment to 12 months subscription not to exceed \$400.
3. The President, in addition to his other duties, will function as Website Administrator or Web Master and develop a potential successor.
4. The Website Administrator or Web Master will consult with the appropriate Officers in the continuing development of the Website and significant changes in the Website will require policy approval of the President with subsequent ratification by the Board of Directors.
5. While the President serves in the dual role policy approvals by the President will require the concurrence of at least one other director.

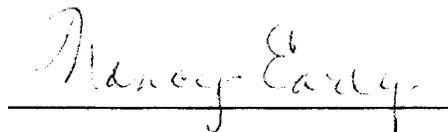
**THIS RESOLUTION, as adopted, shall be effective upon adoption and shall remain in effect until such time that it is rescinded or modified by subsequent Boards of Directors as are duly elected by the membership.**

**APPROVED, THIS the 10 day of APRIL by the Board of Directors of The HOLLY HILLS COMMUNITY ASSOCIATION, INC., at a Board of Directors meeting held on that date.**

**(President)**

  
WILLIAM DOYLE

**(Secretary)**

  
NANCY EARLY