

D R A F T
Holly Hills Community Association
Special Board of Directors Meeting
December 2, 2002

A special meeting of the Board of Directors was called by Pat Holder, Vice President, and held in the home of Bob Wingate on Monday, December 2, 2002, at 5:30 p.m. The purpose of this meeting was to discuss two time-sensitive landscaping items requiring Board approval for funding: (1) replacement of dead shrubs at the Jamestown Road Entrance and (2) landscaping of city property along Sir Thomas Lunsford Drive in Phase 5. Board members present were Pat Holder, Chuck Morgan, Gail Morris, and Bob Wingate. Wade Green, a member of the Beautification Committee, also attended to provide an input on these landscaping items and estimates of the costs. Board President, Don Cashen, was unable to attend. A majority of the Board members were in attendance, so a quorum was present for conducting business.

The meeting was called to order by the Vice President, Pat Holder. Reading and approval of the minutes of the last regular Board meeting was deferred until the next regular meeting

Shrub Replacement for the Jamestown Road Entrance.

Pat Holder reported that we need to replace 40-45 dead or dying shrubs at the Jamestown Road entrance, and they need to be planted before mid December to give them the best chance to survive through the summer. Wade Green said that he and John Green had surveyed the entrance and would recommend replacing about 45 compacta holly shrubs in addition to transplanting some existing ones to eliminate gaps and provide a uniform double row of plants. Price quotes per installed 5 gallon plant were obtained from Greener Side (\$25.00) and Bartlett Tree (\$33.00). If an order is placed with Greener Side (the low cost option) by this week, they should be able to do the plantings in tandem with the common area planting they are currently contracted to perform. The total price quote from Greener Side for 45 installed plants with a 1-year guarantee is \$1161.45.

A motion was made by Chuck Morgan and seconded by Gail Morris to approve up to \$1200.00 for replacement of shrubs at the Jamestown Road entrance. The motion was approved unanimously.

Landscaping of City Property in Phase V.

Pat Holder said a proposed plan from Bartlett Tree for landscaping the ravine on the city property along Sir Thomas Lunsford Drive (Phase V) was deferred at a previous Board meeting and it did not get included in the considerations of the subsequent Beautification Committee. Pat asked Wade Green to get some of the other members of the Beautification Committee to review the plan and give their recommendations. Wade said four of the Committee members reviewed the plan and they all rejected it. The proposed plan had 20 waxmyrtles and 3 tall crapemyrtles arranged in an arc to screen the view into the ravine. The Committee members felt the view of the ravine was attractive, and should be retained. Their recommendation was to frame the view with a couple of American Holly trees on each side and to transplant some of the natural grasses from the ravine up to the knoll. Greener Side gave Wade a quote of \$489.32 to plant four 5-ft. holly trees. This work could also be included in tandem with the current Greener Side contract if the order is placed this week.

A motion was made by Chuck Morgan and seconded by Gail Morris to approve up to \$500.00 for planting holly trees in the ravine area along Sir Thomas Lunsford Drive. The motion was approved unanimously.

The meeting was adjourned at 6:00 p.m.

Respectfully submitted

Bob Wingate

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**Holly Hills Community Association
Special Board of Directors Meeting
December 17, 2002**

A special combined meeting of the 2002 and 2003 Board of Directors was called by Don Cashen and held in his home on Tuesday, Dec. 17, 2002, at 7:30 p.m. The purpose of this meeting was (1) to discuss landscape/maintenance plans, and (2) to elect the Association officers for 2003. All members of the 2002 and 2003 Board of Directors were present.

The meeting was called to order by the President, Don Cashen, and the approval of the minutes of the 12/2/02 special meeting were deferred until the next regular meeting.

Shrub Replacement at Jamestown Road Entrance - Gail Morris reported that Bill Crawford, 200 Jones Mill Lane, requested that the current "pruned shape" of the entrance plantings be maintained after the dead shrubs are replaced. Bill said he understood that it was planned to let the shrubs grow together as a hedge rather than continuing with the current more severe pruning.

Pat Holder stated that the replacement of the dead shrubs would be the same no matter how they might be pruned in the future. Pat noted that the current pruning might be contributing to the high loss of plants. Pat said he would get input and recommendations from horticultural consultants and the Board could then revisit the pruning plans in the spring. In the mean time the planned shrub replacement activity will continue. The Board understood Bill Crawford's concern and his vested interest in the entrance plantings since many of the shrubs are on his property and about his shrubs. Gail Morris will give Bill feedback on the Board discussions.

New Maintenance Contract - Pat Holder reported he has been negotiating with Greenskeepers on a new maintenance contract for 2003. One option adds back maintenance of the common area around the Getty property for a total price equal to last year's original contract. Pat will distribute a copy of the proposal for review by the Board. Don Cashen stated he would contact Forrest Miller of McCale Realty to revisit a request for funding if the Association resumes maintenance of the common area around the Getty property that is owned by McCale Development. The benefit of the Association resuming maintenance of the McCale property would be a uniform standard for maintenance and appearance of all the highly visible common areas near the Jamestown Road entrance.

Election of Officers for 2003

The members of the 2003 Board of Directors elected the following officers from among themselves: President, Don Cashen; Vice President, Roger Moore; Treasurer, Chuck Morgan; Secretary, Bob Wingate; and Design Review Board Chairman, Gail Morris.

Adjournment - The meeting was adjourned at 9:00 p.m. The next regular meeting of the Board of Directors is scheduled (according to the Bylaws) to be Thursday, January 23, 2003 at a time and place to be determined.

Respectfully submitted,

Bob Wingate

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**HOLLY HILL COMMUNITY ASSOCIATION
MINUTES OF THE ANNUAL MEETING
October 21, 2002**

The 2002 annual meeting of the Holly Hills Community Association was held in the Williamsburg Regional Library and called to order at 7:20 p.m. by the President, Don Cashen. A quorum of owners was present in person or by proxy. Ed Robbins, a representative of the Association's Managing Agent (Berkeley Realty Property Management, Inc.), was also present.

The meeting was slightly delayed while awaiting the arrival of a quorum. In a discussion of the quorum problem, Bill Crawford shared how another association he belonged to solved the problem. They changed the bylaws and vested the board with all the proxies unless the owners either attended in person, or sent a proxy. Bill said this has worked well and suggested we might want to consider a similar approach.

Approval of Minutes – Copies of the minutes from the 2001 annual meeting were handed out to attendees, and they were given an opportunity to review them. It was moved and seconded that the minutes be approved as written. The motion carried by acclamation.

Treasurer Report – Chuck Morgan gave a summary report on the year-to-date financial status of the Association, followed by a presentation of the proposed budget for 2003 (copies attached). The summary report indicated that the revenues and expenses are generally tracking the 2002 budget except for increases in landscaping/repairs associated with unusual expenses for painting entrance signs, entrance plantings, and tree removal. The Association should end the year with an excess of revenues over expenses of about \$8,000. The current balances in the three Association accounts are: \$16,682.98 in the Operating Account; \$24,907.51 in the Reserve Account (for future replacement of irrigation system components); and \$45,249.82 in the Escrow Account (damage deposits put up by owners during construction). In the proposed 2003 budget Chuck noted the dues would remain \$180/year, but overall Revenues would decline from 2002 because the developer fees terminated. The Expenses have increased slightly from 2002 to reflect expected growth. The Operating Revenue less Expenses of \$690 still gives a small operating cushion.

A question was raised about the increase in the Miscellaneous line item in the proposed 2003 budget. Chuck explained that it was increased to put the Revenues and Expenses more in balance, and to generate a small cushion in the Expenses for unanticipated items.

It was moved and seconded to approve the proposed 2003 budget as presented. The motion passed by acclamation.

Vice President Report – Pat Holder reported on a number of accomplishments over the past year related to landscaping/maintenance. Included were: addition of a sprinkler system in Phase I; addition of rain sensors on each of the two existing sprinkler systems; upgraded lighting on the Phase I sign; repainting of both entrance signs; and replanting of Jamestown Road entrance to include more evergreen. The sprinkler systems have been turned off for water conservation, but will be turned back on since the grassy areas were recently aerated and over-seeded. Pat noted the grass has held up well under the drought, but a number of shrubs at the Jamestown road entrance have died and need to be replaced this fall.

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Nominating Committee Report – The Nominating Committee consisting of Jan Krapfl, Carol McCartney, and Bill Fernald, met to determine a slate of candidates for the two members of the Board of Directors to be elected in 2002 for two-year terms. Bill Fernald, spokesman for the Committee, nominated Chuck Morgan and Roger Moore. There were no nominations from the floor and it was moved and seconded that the nominations be closed. The motion carried by acclamation. Next, it was moved and seconded to elect the nominees to the Board of Directors. Again, the motion carried by acclamation.

Unfinished Business (Status of Phase VI) – Don Cashen mentioned that he and a few members of the Board had met with Lewis McMurrin and Forrest Miller of McCale Development to discuss the status of Phase VI, originally planned for the property now owned by the City of Williamsburg. Don said he had a continuing anxiety about the impact on Holly Hills if the city decides to sell this property in the future. McMurrin is eager to develop the property, but he made it clear that the ball is in our court for any overtures to the city about selling the property to McCale Development. Over a year ago the Association proposed that the city put the property into a permanent conservancy, but the city said no. Don stated the Board decided not to pursue this topic any further without direction from the Association. No directions were proposed from the floor.

New Business (Common Area Improvement) - Don Cashen shared the background of how an initiative to improve the common areas evolved. Couples living at the end of Jones Mill Lane wanted to improve the looks of the island in front of their homes. They approached the Board with a proposal to furnish the labor to install some shrubs and the water to maintain them if the Association would buy the plants. The Board was interested, and asked for a sketch of the proposed landscaping plan along with the cost; these were furnished. The Board felt the plan was good, but that it really should be part of a master landscaping plan for the development. Hence, Don appointed a Beautification Committee consisting of Carol Harmon, Sandi Hedgepeth, Wade Green, John Green, and Matt Broderick - - all with good backgrounds in landscaping or floral design - - to develop an overall plan for improving the common areas. This committee developed a prioritized plan that was presented to the Board. The Board endorsed this plan and asked that it be presented to the Association for approval and funding.

Carol Harmon presented a summary of the Beautification Committee's proposed plan for improvement of the Holly Hills common areas. She stated the goal given to the Committee by Don Cashen was to create a master plan of beautification of the common areas. The committee met several times over the past month, and walked each of the 10 common area islands. The overall recommendation resulting from these efforts was that the common areas should look natural, as most now do. Not a lot of work is needed; for example, "reindeer circle" is okay as is. The recommended improvements include: trimming of existing trees; removal of dead trees and branches; mulching around groups of trees leaving a defined grassy area; and planting of some American holly, hardwood trees, and a few shrubs here and there. A complete makeover is needed for the Phase V island near the end of Holly Hills Drive. It is recommended that the 6 scraggly and diseased poplar trees be removed and replaced with 4-5 hardwood trees, an ornamental tree, small pines, and some shrubs. The estimated cost for the whole plan is \$5,000-\$6,000. The committee would like to start right away during the current planting season and complete the plan over the next 18 months. Carol mentioned residents could help if they would: (1) "adopt an island" and help with watering, debris clean-up, and reporting of damage, or (2) hold a "Holly Hills clean-up day".

Following the Beautification Committee report, Don Cashen called upon Bob Wingate, Secretary of the Board of Directors, to enter a motion from the Board. Bob moved that the Holly Hills Community Association (1)

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adopt the common property improvement plan presented by the Beautification Committee, and (2) approve expenditure of up to \$6,000 from the Reserve Fund to cover the associated costs. The motion was seconded.

In discussion of the motion, several questions were raised. The effect of the drought and water restrictions on new plants was questioned. It was stated that the restrictions do not apply to plants, and that new plants generally have a warranty. A question was asked about improving the Phase V island that is still owned by the developer. Don Cashen said the developer has promised to turn the island over to the Association and we might be able to negotiate removal of the trees in the process. Another question was raised about taking the money from the Reserve Account. Don Cashen stated the reserve account was set up for replacement of irrigation system equipment and common area improvements. There are no near term needs for the \$19,000 remaining in the Reserve Account after removing the \$6,000, and the Board felt this was a legitimate use of the reserve funds. There was a call for a vote and the motion passed by acclamation.

After the vote, Phyllis Barton suggested the addition of benches in the landscape plan. She felt they would provide a friendly atmosphere and a place for walkers to rest. There were comments that from experience in other communities, benches can be a high maintenance item, and a potential invitation to loitering by non-residents. It was also mentioned they could possibly be funded as memorials. No action was taken on the question of benches. It was left for consideration by the Beautification Committee.

FYI Items – Before closing the meeting, Don Cashen discussed a few informational items from Board activities that affect the Association:

- The Board has changed the Association insurance from State Farm to Nationwide and received more coverage at a lower cost.
- Because of budget constraints, the proposed sound barrier wall along highway 199 will not be built by the state; the proposed extra lane will be built on the Landing side.
- The Association Declaration of Covenants, Easements, and Restrictions states the Association has exclusive rights to the use of the words “Holly Hills” in printed and promotional material; however, Holly Hills has been referred to in real estate adds for homes on Helmsley Rd. Don has personally talked to the real estate agent and had the reference to Holly Hills removed. It was mentioned that Holly Hills is also used by the Carriage Homes and this has been a source of confusion. McCale Development is thought to have sold the use of this name along with the Carriage Homes property. It was suggested that the Board needs to seek a legal opinion on the use of the “Holly Hills” name. Also, it was suggested that the name Holly Hills could be added to the neighborhood watch sign at the end of Helmsley Rd. to indicate the beginning of the Holly Hills development.

The meeting was adjourned at 8:30 p.m.

Respectfully submitted

Bob Wingate

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**Holly Hills Community Association
Board of Directors Meeting
October 15, 2002**

The Board of Directors of the Holly Hills Community Association met in the home of Don Cashen on October 15, 2002. Board members present were Don Cashen, Chuck Morgan, Gail Morris, and Bob Wingate. Also present during the first part of the meeting were the members of the Beautification Committee (Carol Harmon, Sandi Hedgepeth, Wade Green, John Green, and Matt Broderick).

The meeting was called to order at 7:35 p.m. by Don Cashen. He stated that prior to the regular business meeting, the Beautification Committee would give a briefing on their findings and recommendations.

Beautification Committee Background. - Several residents at the end of Jones Mill Lane volunteered to plant and maintain shrubs in the small island there if the Association would purchase the plants. The Board asked for a complete plan, including costs before taking any action. A landscape plan and the associated cost was given to the Board. This plan was favorably received, but the Board felt any landscaping of an island should be part of an overall plan for the whole development. Hence, Don Cashen appointed a Beautification Committee to review the landscaping of all the common area islands and recommend an overall prioritized plan.

Beautification Committee Report. - The Committee presented (1) an overall plot plan of the Holly Hills Development showing the location of the 10 common area islands, and (2) a prioritized list of recommended improvements for each island. The overall goal was to keep the islands natural with grassy areas. It was found that most islands in the older phases were in relatively good shape. Three priority islands were identified - - the small Phase II island in front of 101 Jones Mill Lane, the small Phase IV island in front of 101 Sir Thomas Lunsford Drive, and the Phase V island in front of 220 Holly Hills Drive. The types of improvements recommended in the plan consist of planting additional shrubs and trees, removing dead and undesirable trees, thinning, and cleaning up dead brush. It was mentioned that it would be more economical to do all the islands at one time, rather than phasing the work over several years. The cost of equipment setup makes it cheaper to do a large job rather than several small ones. A detailed estimate of the total cost of the recommendations has not yet been done, but it was estimated that it would not exceed \$5K.

It was the consensus of the Board that the plan presented was sound and that a summary version (about 4 minutes) should be presented to the Association at the upcoming Annual Meeting. The Board could then make a motion to accept the plan and to fund it out of the Reserve Account. The Beautification Committee members were thanked for their excellent report and dismissed.

Regular Business Meeting.- The regular business meeting of the Board began at 8:50 p.m. with a discussion of the Beautification Committee Report. **A motion was made and seconded that the Board of Directors recommend to the Association the adoption of the Beautification Committee plan. The motion passed.**

The minutes of the regular meeting of July 16, 2002, were approved with one correction. The minutes of the special meeting of September 14, 2002 were approved as written.

Annual Meeting Agenda.- The remainder of the meeting was spent discussing the agenda for the upcoming Annual Association Meeting. Don Cashen will call the meeting to order. Bob Wingate et al will check in members at the door and collect proxies to determine if we have a quorum.

Rather than reading the Minutes from the last Annual Meeting, a copy will be attached to the Agenda and handed out at the door. Don will then call for approval of the minutes as written.

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Chuck Morgan will give a treasurer's report covering the year-to-date status of all accounts, and the proposed budget for 2003. Pat Holder will give a short report on maintenance and landscaping activities. Bill Fernald will present the Nominating Committee report and the new Board members will be elected. Under Unfinished Business Don will discuss the status of the sound barrier wall along route 199. Under New Business Don will give the background on the Beautification Committee and call for their report. The Association meeting must be adjourned by 8:30 p.m. so that we can clear the building by 9:00 p.m.

The meeting was adjourned at 10:10 p.m. The next Board meeting will be on October 21, 2002, at the Williamsburg Regional Library following the Annual Meeting of the Association.

Respectfully submitted,

Bob Wingate

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Holly Hills Community Association
Board of Directors Meeting
July 16, 2002

The Board of Directors of the Holly Hills Community Association met in the home of Don Cashen on July 16, 2002. Board members present were Don Cashen, Pat Holder, Chuck Morgan, Gail Morris, and Bob Wingate.

The meeting was called to order at 7:40 p.m. by Don Cashen. The minutes of the regular meeting of April 23, 2002, were approved as corrected, and the minutes of the special meeting of June 11, 2002, were approved as written.

OFFICER REPORTS:

President.- Don Cashen noted that although the Board has informally approved the members of the Design Review Board, they have not been formally appointed by the Board. **A motion was made and seconded to appoint Bill Crawford and Tom Gregg as members of the Design Review Board for a two year term beginning in 2002. The motion was unanimously approved.**

A letter was received from Jan Krapfl stating that the nominating committee selected Roger Moore and Chuck Morris as nominees for the two Board positions to be filled in the October, 2002, election. Both candidates agreed to serve, if elected.

Don and eight Holly Hills residents, whose homes overlook 199, were recently invited to a special meeting on the sound barrier wall being considered for 199. Steve Frasier, VDOT Environmental Engineer, conducted the meeting. The proposed location of the wall has changed from the Landing to the Holly Hills side of 199. It will be located on a small strip of land adjacent to the road that is owned by James City County. The VDOT budget will only allow \$30K per home for construction of the wall. The eight Holly Hills residents would be required to put up another \$40K each - - otherwise, the wall will not be constructed. Don noted that VDOT plans seem to be changing from day to day. VDOT is keeping the affected Holly Hills residents involved so no action by the Association is required.

The City of Williamsburg was contacted regarding ownership and maintenance of street lights, street signs, traffic sign, and sidewalks. The sidewalks, street signs, and stop signs (except frames) are a City responsibility. Virginia Power is responsible for the light poles. The Association does not need to maintain or insure these items.

Lewis McMurrin of McCale Development Corp. asked to meet with the Board to discuss a possible Phase VI for Holly Hills. It was the consensus of the Board that a meeting would be beneficial and should be arranged.

Vice President - - Operations. - Pat Holder provided a written report (filed with minutes) of activities since the last meeting.

A proposal was obtained from Bartlett Tree Experts for landscaping of the City of Williamsburg property along the ravine on Sir Thomas Lunsford Drive (in Phase V). Pat previously received approval from the City to do some landscaping, but not to install a sprinkler system. The proposal was distributed to the Board for review and no action was taken at this time. It was noted that if Phase VI is implemented in the near future it may include landscaping, and may impact this proposal.

It was observed that the common areas adjacent to the Getty property (still owned and maintained by McCale) need to have the trees mulched to match the mulching of the other trees along Holly Hills Drive. McCale will be contacted with this request.

Residents at the end of Jones Mill Lane (Phase II) have asked Association to purchase some shrubs for landscaping the small island located there. They have volunteered to plant and maintain the shrubs - -

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including watering. It was the consensus of the Board to defer any action until a complete plan, including costs, is developed.

Secretary.- In Board discussions of the Association's property and liability insurance it was concluded that the coverage of our current State Farm policy (expiring on July 28, 2002) needs to be expanded in any successor policy to provide increased protection for fidelity and DRB liability. Bob Wingate reported on a comparative cost/coverage insurance study between three insurance companies providing association coverage - - State Farm, Nationwide, and IHG (a California company specializing in association insurance and underwritten by CNA). The results showed that Nationwide provided adequate coverage at nearly ½ the cost of the other two companies. **A motion was made and seconded to choose Nationwide for the Association's follow-on insurance policy. The motion was unanimously approved.**

Treasurer.- Chuck Morgan presented a summary chart (filed with the minutes) of the semi-annual financial statement from Berkeley that shows a total accounts balance of \$101,673.65. He noted that although we are a little over on expenses we should come close to meeting the budget at the end of the year 2002.

The summary chart also presented preliminary line item budget figures for the 2003. It was the consensus of the Board that we should not have a capital account assessment in 2003 without a compelling requirement. Also, any increase in the annual dues should be held to a minimum.

Chairman, Design Review Board.- Gail Morris reported on normal review and approval activities of the DRB, as well as actions to enforce the covenants.

Gail reported that she is in the process of returning the escrow funds for a number of completed homes. Paying interest on the escrowed funds raises a number of issues (1) the Association is not in a position to issue 1099 forms for the interest; (2) the Association has to pay tax on the interest, since a 1099 is issued to the Association for interest; (3) tracking the interest for each account is a bookkeeping burden; and (4) it is not required by the By-laws. **Hence, Gail made a motion to only return the escrow to the depositors and not interest. It was seconded by Pat Holder and passed, unanimously.**

OLD BUSINESS:

Don Cashen reported he is modifying Berkeley's standard Management Agreement to better fit our requirements. This agreement will replace the previous one.

NEW BUSINESS:

As the current and previous Boards have worked with the major October, 2000, revision of the Homeowners Manual, the need for a number of corrections and revisions has been noted. It was discussed that it would be desirable to appoint a committee to revisit the Manual and clean it up. Don Cashen proposed bringing this recommendation to the next Annual meeting.

The meeting was adjourned at 10:40 p.m. The next Board meeting will be at 7:30 p.m. on October 17, 2002 at the home of ????????

Respectfully submitted,

Bob Wingate

**Holly Hills Community Association
Board of Directors Meeting
April 23, 2002**

The Board of Directors of the Holly Hills Community Association met in the home of Gail Morris at 7:30 p.m. on April 23, 2002. Board members present were Don Cashen, Pat Holder, Chuck Morgan, Gail Morris, and Bob Wingate.

The meeting was called to order by Don Cashen and the minutes of the January 17, 2002 Board meeting, distributed by email, were approved as written.

OFFICER REPORTS:

Vice President Operations.- Pat Holder provided a written report (filed with minutes) of activities since the last meeting. He also provided file copies of two letters: (1) a letter to Greenskeepers regarding modification of the maintenance contract to remove the Getty property, and (2) a letter to the City of Williamsburg requesting approval to landscape a portion of the city owned property along Sir Thomas Lunsford Drive in Phase V.

In discussion of the Landscape Contract it was noted that the most recent grass cutting did not comply with the modification of the Greenskeepers' contract. The Getty property along Holly Hills Drive was still mowed and it should have been stopped. Also, the Karloski lot (Lot 20, Phase 2), adjacent to the Getty property along Jones Mill Lane, was not mowed and it should have been. Apparently the Greenskeepers' workers did not fully understand the contract modifications. Holder said he worked with Brenda Carter of Greenskeepers and specifically showed her the areas to be cut. *Holder said he would get back with Brenda Carter to clarify the requirements and resolve the problem.*

Concern was expressed about how well the highly visible Getty property will be maintained by McCale after dropping it from our maintenance contract. Cashen stated that he had negotiated a written agreement with Forrest Miller of McCale Realty that they will cut the Getty property at the same time Holly Hills cuts their property, and will maintain the Getty property the same way Holly Hills maintains the common areas. *Cashen will furnish file copy of this agreement to the Secretary.*

In discussion of the entrance weed treatment it was noted that weeds are also a problem on all the common property. *Holder said he will extend the weed treatment to all the common areas and vacant lots.*

Holder noted that there are 6 vacant lots in Phase V that are not being maintained by the owners, or billed for maintenance. *Don Cashen said he would write a letter to the property owners making them aware of the maintenance requirements and giving them a choice to maintain the property themselves, or pay the Association to maintain it under the maintenance contract. The letters will be sent by certified mail with return receipt.*

Holder also stated that it would be good to have someone who is available during the day to help him take care of small jobs. He said no one responded to his appeal at the last annual meeting. The Board concurred that the magnitude of the job warrants some help. *Holder will write a short article for the next issue of the Gazette asking for a volunteer.*

Treasurer.- Chuck Morgan presented a summary chart (filed with minutes) of the first quarter financial statement from Berkley that shows a total accounts balance of \$119,272.12. He said the bottom line was that the expenses and revenues were in line with expectations.

Morgan reported that he had been reviewing the interest earned by the Capital Fund Account to see if better investment options are available. The funds are currently invested in a money market fund paying 1.3%. Other options were discussed, including Government I Bond and CD's. Whatever investment vehicle is chosen, the funds must be liquid enough to be accessible in an emergency, such as failure of the sprinkler/pump system. *Morgan said he would review potential needs for capital expenditures and come back to the Board with investment recommendations.*

Chairman, Design Review Board.- Gail Morris reported on a number of normal review and approval activities and as well as some special problems.

The DRB approved elimination of a requirement to remove the gazebo at 200 Parke Court prior to the sale of the property. This requirement originated as an accommodation by a previous DRB to postpone immediate removal of the gazebo constructed without required approval.

Cleckly Builders were contacted to resolve some problems on their construction sites - - framing on Sunday and open fires in containers.

An agreement was reached with the owner of 120 Sir Thomas Lunsford Dr. to add white brick facing to concrete retaining wall being constructed on rear of property.

The appearance of the unoccupied Chudek property at 209 Holly Hills Drive has been of concern. Construction of the house began over a year ago. Construction has been complete for several months and yet, no landscaping has been done. Gail has been unable to contact the owners by phone. *The board concurred that Gail should send the Chudeks a certified letter with return receipt to explain the requirements of the covenants and to initiate compliance.*

Gail stated that residents are confused about who is supposed to maintain the property between the sidewalk and street in front of houses. The city has an easement on this property, but doesn't own it. Also, is not part of the Association common area. Owners need to be encouraged to maintain this area as part of their lawns - - fertilize, weed, water, and cut. *Gail recommended that Pat Holder put an article in the next newsletter to this effect.*

Secretary.- Bob Wingate reported that the Microsoft Excel Data Base of Property Owner information has been completed and distributed to the Board. All properties and owners are now included, and Data Base will be updated as changes occur.

The Williamsburg Library has been reserved for an Annual Meeting on Monday, October 21, 2002, from 7:00-9:00 p.m. *We must be out of the building by 9:00 so the meeting should be adjourned around 8:30.*

Three boxes of old Association records kept by Andleton were picked up from Berkley, and will be stored at Secretary's house. Two of the boxes house property folders containing routine correspondence, approved plans, etc. The third box is primarily financial data from 1999. *Don Cashen also received a box of records from the past president, Jon Krapfl, that will be turned over to the Secretary for storage.*

NEW BUSINESS:

Landing Proposal.- Don Cashen was invited to a meeting on a proposed sound barrier wall to be constructed on Landing property along route 199. This barrier will consist of one wall approximately 1800 ft. long and from 8 to 14 ft. high. It will be constructed on the opposite side of 199 from Holly Hills. No Holly Hills property abuts 199, but several properties along Yorkshire Drive are close. Cashen expressed a concern at the meeting that the sound reflected by the wall may increase the noise levels for nearby Holly Hills residents. *Cashen will consider options for Association involvement in the wall decision process.*

Insurance.- Cashen reported that he had just received a requested copy of the Association's liability insurance policy from the office of our State Farm agent, Scott Miller. This policy will be reviewed for adequacy of coverage and compliance with the Bylaws. *After the Board reviews the policy, Cashen will arrange for them to meet with Scott Miller to discuss policy details and any questions.*

CORE.- A letter was sent to the Board from Jan Krapfl, President of the CORE Committee, regarding some concerns and suggestions of the Core Committee about: (1) the appearance of the Jamestown Road Entrance, (2) Consideration of beautification of common property islands, (3) debris out of dumpsters, and (4) discounts on Xerox copies. *Don Cashen will call Jan and state the problems are real and the Board shares concern. Pat Holder will contact Jan re ideas for implementing landscape suggestions. He will also initiate painting of entrance sign.*

Architectural Control Issue.- It was brought to the attention of the Board that preparations appeared to be underway for additional construction at a recently completed and occupied house on Lot 18, Phase V. *Gail Morris will remind owners of the requirement for prior approval of any construction.*

Compliance Investigations.- Board members often receive informal questions and concerns from Holly Hills' residents about possible covenant violations. These questions are generally based on casual observations, and the facts of the situation may not all be known. The Board and the DRB investigate these inputs and attempts to resolve any compliance issues. *In the interest of preserving harmony among our residents, it was the consensus of the Board that sources of information should be kept confidential to the extent possible. The focus should be on determining the facts of the situation and not who said what to whom.* Otherwise, bad feeling will linger between our residents long after a potential compliance issue is resolved, and an informal channel of information will be lost.

OLD BUSINESS: None

The meeting was adjourned. The next Board meeting will be at 7:30 p.m. on July 11, 2002 at Don Cashen's home.

Respectfully submitted,

Bob Wingate

**Holly Hills Community Association
Board of Directors Meeting
January 17, 2002**

The Board of Directors of the Holly Hills Homeowners' Association met at 7:30 p.m. in the home of Don Cashen, President*. Members present were Pat Holder, Chuck Morgan, Gail Morris, and Bob Wingate. Jan Krapfl, President of the Holly Hills CORE Committee, attended the first part of the meeting to discuss Core Committee activities and plans for the new year.

Don Cashen welcomed Jan Krapfl to the meeting and invited her address the Board.

CORE Committee / Holly Hills Gazette

Jan Krapfl gave some background on the CORE Committee. The Committee currently consists of 22 members with 2 on a waiting list. The Committee goals are broadly:

- assimilation of new residents into the community
- fun and fellowship
- community support through charitable actions

Numerous Committee activities were cited in each of these areas. Jan feels the CORE Committee should continue to have a strong coordination with the Board, and invited their input on any suggestions or issues.

The main item Jan wanted to discuss with the Board was the Holly Hills Gazette. She would like to see it expanded and contain meaningful information. It could also be a vehicle for the Board to disseminate information to the community.

Currently, 2 issues per year are published (Spring and Fall). Jan would like to expand to 3 issues per year, if enough meaningful articles are available. The cost of publication is currently being underwritten by the Williamsburg Police Department because the Gazette contains some information on Neighborhood Watch. As the newsletter expands and the space allocated to the Neighborhood Watch diminishes, the Police Department will be less likely to absorb the cost.

The projected annual cost to publish the Gazette is:

- \$111 for 2 times per year and current residents
- \$158 for 3 times per year and current residents
- \$188 for 3 times per year and totally built out development

Jan asked the Board for feedback on expanding the Gazette, providing articles from the Board, and funding support. The Board suggested several potential areas in which the Gazette could be used to bring information to the Association. *Don Cashen told Jan the Board would discuss her request, and he would let her know their decision.*

Gazette Actions

The Board felt the Gazette could be valuable means of communication and problem prevention, and endorsed supplying articles for publication. **A motion was passed to fund publication of the Gazette up to \$175 per year.**

OFFICER REPORTS

Vice President - Operations

Pat Holder provided a written report of Operations that is included as Attachment 1. A file copy of the 2002 Landscape Contract recently negotiated with Greenskeepers was given to the Secretary.

As done in the past, the Vice President negotiated the contract directly with Greenskeepers on behalf of the Association. *Don Cashen suggested that in the future all contracts should be approved by the Board before signing.* In that way the whole Board is part of the process. Pat Holder said this was no problem.

McCale Property: Don Cashen raised a question about the L shaped property fronting the Getty property that is owned by McCale Development Corp. and maintained by the Association. There has been an informal agreement that McCale would reimburse the Association for this maintenance service. The price was set at \$2240 for 2001 and \$2350 for 2002. Neither bill has been paid in spite of repeated calls to Lewis McMurrin by former President, Jon Krapfl.

Don Cashen, as the new President, also called McMurrin and discussed the overdue bills. McMurrin agreed to pay the 2001 bill, but said McCale would maintain the property with their people in 2002. None of the current Board members were aware of the history of the maintenance agreement or the basis for the billed amounts.

Cashen and Holder agreed to look into the background further. *Holder said he would see about modifying the 2002 Contract with Greenskeepers to drop out the McCale property. Holder will not take any action until he hears from Cashen.*

City Property: A question was raised about who has responsibility for maintaining the City of Williamsburg property along Sir Thomas Lunsford in Phase V so that the appearance is consistent with the rest of Holly Hills. *Pat Holder offered to contact the City about maintenance of the property.*

Secretary

Bob Wingate reported that he has taken the action to develop an updated, master list of property owners with addresses and lot/phase numbers. This information will be put in a Microsoft Excel database format that can be sorted in a variety of ways such as by name, street, or phase. This information is currently sought by the Treasurer for billing verification and by the Vice President for maintenance records.

A current list of owner names and addresses was obtained from Berkley. Also, the computer file for the current Holly Hills Directory was obtained from Carol McCartney. An additional source of information is the City of Williamsburg web site. This site will give all the names and addresses on any selected street. Clicking on any address gives further information, including the lot number. As an example, Wingate printed out the owners on Holly Hills Drive, and was

surprised to find out it showed the City of Williamsburg owning 300 Holly Hills Drive - - an unknown location.

A set of plats for Holly Hills showing all the phases and lot numbers (168 total lots) will be obtained from Don and Carol Cashen. Don said he and Carol have spent several hours with the plats, writing the owner names and addresses on each lot.

All of this data will be merged and purged to come up with a master computer database containing the best information available on current Holly Hills owners.

Treasurer

Chuck Morgan reported that the annual dues bills were sent out in December 2001 for 166 lots, while there are 168 lots on the original plats. This billing difference may be due to single billing of double lot owners, or a failure to bill some owners. Chuck is working to understand and resolve this difference.

The Association's 2001 year-end financial statement from Berkley are included with these minutes as Attachment 2.

Revenues: The 2001 and 2002 Dues Budgets were based on 168 lots and not 166. The \$6324 revenue from McCale Development was a one time contribution that covered some transition items. The \$2808 Special Assessment revenue resulted from a one-time court settlement and a residential property settlement.

Expenses: Lawn Maintenance and Vacant Lot Maintenance were separated in 2002 and that is the reason for the large variance shown in 2001. Also, the \$1950 for the Phase I Entrance should have been billed to the Capital Account and not to current expenses. This is being corrected.

End of Year Balances: The end of year Operating and Capital Funds are close to projections. The Escrow Account is essentially managed by the DRB Chairman and varies with owner/builder deposits and refunds.

Cashen asked the DRB Chairman to review the basis of any Escrow Account refunds to owners/builders with the Board before they are issued. Cashen further noted that the Association begins 2002 in a strong financial position.

Design Review Board Chairman

Gail Morris reported she held a DRB organizational meeting on Jan. 16, 2002. The members selected for the new DRB are Bill Crawford and Tom Gregg. Mike Stevens passed all the records and paperwork on to Gail, but the full DRB has not yet met with Mike to review the active projects.

Gail said per her request, Mike Stevens wrote a description of the DRB review and approval process, detailing each step from submission of the plans through completion. She commented

that it was an excellent guide and that Tom Gregg suggested putting it in the package given to prospective owners/builders.

Gail commented that the guidelines in the Homeowners Manual are excellent. With those and Steven's DRB process description, the new DRB should have no problem.

NEW BUSINESS

Gazebo Removal

An action item was brought to the Board's attention by Jerry Fields regarding Gerry West's property that is currently up for sale. Fields said West was given permission in writing that her Gazebo was approved only until the property was sold, then it must be removed. A copy of the letter to West could not be found in the Secretary's correspondence file. *Gail Morris said she would search for the letter and to respond, accordingly.*

Board Meetings

Because of conflicts, Don Cashen said the regularly scheduled meeting dates in the Association Bylaws will have to be adjusted, as required. Cashen is not available in July. It was discussed that the Board meetings must be open to any members that wish to attend, and the Association must be notified in advance of any date changes. The Board consensus was that the dates in the Bylaws should be kept whenever possible. The regular July 2002 meeting date was moved to August 1, 2002. *The Secretary has the responsibility to notify the Board members and the Association of meeting dates and any changes.*

Proposed Gazette Article

Greg Ballentine sent Cashen a proposed article for the Gazette on clean-up after dogs. The Board reviewed the article and recommended its publication.

Berkley Checks

A discussion was initiated by Don Cashen about the practice of Berkley writing the checks to pay their own fees. Don recommends that these checks should be endorsed by the Treasurer. There has been no problem with the current arrangement, but the endorsement by the Treasurer is the preferred business practice to avoid the appearance of impropriety. *Chuck Morris took the action to review this recommendation.*

Neighborhood Council of Williamsburg

Greg Ballentine asked the Board if they want him to be a voting member of the Neighborhood Council as the Holly Hills representative. Because of the recent political activities of the Council re moving the Williamsburg Hospital, many members of the Association have reservations about Holly Hills participation in the Council. *It was decided that Cashen would invite Ballentine to the next meeting to discuss the politics and operation of the Council, and the value of Holly Hills participation.* In the mean time, Ballentine should continue to attend the meetings, but not vote.

Change of Officer Title.

Don Cashen said he felt all the Officers of the Board should have recognizable corporate titles. Hence, he asked the Board to think about changing the title "Design Review Board Chairman" to "Vice President – Chair, Design Review Board". This would get away from an awkward situation with 5 Board members, and only 4 as corporate officers. Any proposed changes in the Bylaws would have to be ratified by the Association. No action or discussion of the merits this proposal was called for at this time.

The meeting was adjourned and Gail Morris volunteered to host the April 2002 meeting of the Board.

Respectfully submitted,

Robert T. Wingate

* An organizational meeting of the 2002 Board members was held on November 1, 2001. They elected following Officers from among themselves for the calendar year 2002 term:

Don Cashen, President
Pat Holder, Vice President
Chuck Morgan, Treasurer
Bob Wingate, Secretary
Gail Morris, Chairman, Design Review Board