

D R A F T

**Holly Hills Community Association
Board of Directors Meeting
September 24, 2003**

The Board of Directors of the Holly Hills Community Association met in the home of Don Cashen on Wednesday, September 24, 2003, at 7:30 p.m. Board members present were Don Cashen, Chuck Morgan, Gail Morris, and Bob Wingate.

The meeting was called to order by Don Cashen. Don noted that since the primary purpose of this meeting was to prepare for the upcoming annual meeting of the Association, the normal reports and order of business would be omitted. Minutes of the Regular Meeting on 6/26/03 were approved as corrected.

2004 BUDGET PROPOSAL:

A draft of the proposed 2004 budget, developed and approved at the prior meeting, was reviewed for final verification. Because of additional potential costs from Isabel and a problem with the landscape lighting along the left side of the entrance, the Landscape/Repairs expenses were increased from \$4000 to \$6000. To offset this increase the proposed \$15/yr. reduction in the annual dues was eliminated and the dues were retained at the current \$180/yr. rate. A "Reserve" line item was added to the Expenses to replace the "Excess Revenues over Expenses" line used in previous budgets. *A motion was made and seconded to approve the amended budget. The motion passed unanimously.*

BY-LAW CHANGES:

Gail Morris presented a set of proposed changes to the "Design and Environmental Standards" to be included with the other proposed Owner's Manual changes that will be considered at the annual meeting. *After a discussion of these changes a motion was made and seconded to endorse these proposed changes and to include them in the package to be voted on at the annual meeting. The motion passed unanimously.*

ANNUAL MEETING AGENDA:

The remainder of the meeting addressed the agenda for the annual meeting and the roles and responsibilities for the various topics to be discussed. Don mentioned that Don Matson, City Assessor, was available to speak if the board desired. It was discussed that because of the full agenda, it is going to be tight to get through the business meeting. Hence, Matson should be last on the agenda with the understanding that he would be dropped if we run out of time.

ADJOURNMENT:

The meeting was adjourned at 9:30 p.m. The next meeting is the Annual Association meeting scheduled for 7:00 p.m. on Monday, October 20, 2003, at the Williamsburg Library Theatre.

Respectfully submitted,

Bob Wingate

**Holly Hills Community Association
Board of Directors Meeting
August 25, 2003**

The Board of Directors of the Holly Hills Community Association met in the home of Don Cashen on Monday, August 25, 2003, at 7:30 p.m. Board members present were Don Cashen, Chuck Morgan, Gail Morris, and Bob Wingate.

The meeting was called to order by Don Cashen. Minutes of the Regular Meeting on 6/26/03 were approved as written.

SECRETARY'S REPORT:

Bob Wingate reported that per the motion passed at the previous Board meeting, he contacted Channing Hall, who handled the previous updates to the Homeowners' Manual, to advise the Board on the steps and the cost to implement the proposed changes and corrections to the Holly Hills governing documents. Channing is reviewing the proposed changes.

The Association Management Agreement with Berkeley Realty comes up for renewal on September 24, 2003. A review copy of the current agreement was circulated to the Board for input on any proposed changes to be incorporated in the new agreement. **A motion was made and seconded to renew the Berkeley Agreement as presently written. The motion passed by acclamation.**

TREASURER'S REPORT:

Chuck Morgan reported that he sent the Board a summary financial status report for the first eight months of the year (filed with minutes) and the budget is still on target for most things. Chuck noted that some small items such as dues collection and misallocation of charges are being worked.

DESIGN REVIEW BOARD CHAIRMAN REPORT:

Gail reported that she has done a review of the Escrow Account to try to resolve the debit/credit numbers in the Berkeley Report. The bank statement shows an account balance of \$38,783.82. The amount of escrow deposits that will potentially be returned are \$31,000.00. This leaves a surplus of \$7,783.82 in the Escrow account that will never have to be returned. Interest and forfeited deposits account for all but about \$1000.00 of the surplus amount. The extra \$1000 may be from a deposit that was not returned under Andleton Management, but this is an unknown. It was discussed that the Board should clean up the account at the end of the year and transfer the surplus to the Reserve account so that future Boards do not have to wrestle with this problem.

Gail reported that she had received an inquiry about construction noise late at night. The City of Williamsburg has an ordinance that allows construction from 7:00 a.m. to 10:00 p.m. Gail noted that Holly Hills restricts construction only on Sunday and wondered if we could add additional restrictions during the week. It was suggested that Gail contact Berkeley to advise us on possible Bylaws changes to restrict noise during early and/or late hours.

Gail reported on DRB considerations of unapproved changes to a house under construction on Yorkshire Drive, and drainage problems of a lot on Sir Thomas Lunsford caused by construction/grading on adjacent properties.

PRESIDENT'S REPORT:

Don reported that Roger Moore emailed him a letter (attached to minutes) dated August 22, 2003, tendering his resignation as Vice President of the Homeowners' Association. Don stated that per Section 4.1 of the Bylaws,

the members of the Board have the authority to elect a substitute who will serve until the next regular meeting of the Association.

After discussion of the various options, it was the consensus of the Board to appoint Joe McCartney as a Director and Vice President to replace Roger Moore until the Annual Meeting. The nominating committee needs to nominate a candidate to be elected at the Annual Meeting to serve the remainder of Roger Moore's term as a director. If Joe McCartney agrees to serve until the Annual Meeting, he would not be precluded from being nominated to complete Roger Moore's term as a director. Don said he would contact Joe McCartney.

OLD BUSINESS:

None

NEW BUSINESS:

Topics for Annual Assoc. Meeting.- Don briefly discussed some topics for discussion at the upcoming annual meeting. These included election of officers by the association versus by the board; modification and updates to the covenants; adjustment to the annual dues; report of the beautification committee, and report of the nominating committee.

2004 Budget. - Don led the Board in a working session to draft the new proposed budget for 2004. This effort led to a proposed reduction in the annual dues from the current \$180 per year to \$165 per year. The total 2004 income is budgeted at \$33,820 and the total expenses are budgeted at \$31,850. Even with the reduction in dues, the income will exceed expenses by \$1,970.

ADJOURNMENT:

The meeting was adjourned at 10:00 p.m. and the next meeting is scheduled for 7:30 p.m. on Wednesday, September 24, 2003, at the home of Gail Morris.

Respectfully submitted,

Bob Wingate

**Holly Hills Community Association
Board of Directors Meeting
June 26, 2003**

The Board of Directors of the Holly Hills Community Association met in the home of Chuck Morgan on Thursday, June 26, 2003, at 7:30 p.m. Board members present were Don Cashen, Roger Moore, Chuck Morgan, Gail Morris, and Bob Wingate.

The meeting was called to order by Don Cashen. Minutes of the Regular Meeting on 4/28/03 were approved as written.

VICE PRESIDENT'S REPORT:

Roger Moore reported that the sprinkler system has been set up and is running, and the shrubs have been trimmed. A broken sprinkler head causing flooding on Bill Crawford's property has been repaired. A light on the Jamestown Road entrance sign is out because of an electrical problem in the line. An electrician has been contacted to fix the problem.

Don Cashen stated for the Board's information, he has been working a vacant lot maintenance issue at the request of Ed Robbins. In response to the recent billing of vacant lot owners for annual maintenance, the owners of lot 8, phase 5 responded that the bill was excessive and sent a check for a reduced amount. Don wrote them a letter explaining that the cost was a "pass-through" cost to our maintenance contractor. Don further explained they could (1) maintain the lot themselves, (2) hire their own contractor, or (3) remit a check for the full amount. The owners responded that they had hired their own contractor and requested return of their check.

In discussion of this maintenance issue, it was noted that the Association has no standards for the upkeep of vacant lots. Hence, proper maintenance becomes subjective and difficult to enforce. Written guidelines that could be given to owners providing their own maintenance would be preferable. The standards in the Association's maintenance contract with Greenskeepers were suggested as a foundation for such guidelines.

SECRETARY'S REPORT:

Bob Wingate reported on attending a Community Association Legal Seminar at Ford's Colony on June 12, 2003, that was sponsored by the Community Association Institute (CAI). Our managing agent, Ed Robbins, is a CAI member and he paid the \$15 fee for the Holly Hills Board to send a representative. The seminar covered changes to the "Condominium Act" and "Property Owner's Association Act" that become effective on July 1, 2003. The effects of these changes on our Association are minor. A booklet containing the new statutes was handed out at the seminar and will be on file for future reference. The new statutes can also be found on the internet at <http://legis.state.va.us>.

The Association insurance policy with Nationwide comes up for renewal on July 28, 2003. With no changes in the policy, the new annual premium will be \$1227. This is a \$123 increase over the past year's premium.

TREASURER'S REPORT:

Chuck Morgan presented a summary financial status report for the first five months of the year (filed with minutes) and stated the Association remains in good financial shape. Nearly all dues have been collected and the total revenues collected are about \$35,000. The total expenses for the first five months are about \$12,000. This leaves about \$23,000 to cover expenses for the rest of the year. Chuck noted the final cost for the 2002 Beautification Project was about \$6500 and it was paid from the 2002 Operating Account. The Capital Fund balance is \$25,095 and the Escrow Fund balance is \$33,723.

Chuck said he has been able to account for potential escrow refunds of \$31,000. This would leave a surplus of \$2,723 in the Escrow Account. The current Escrow Account numbers in the Berkeley report cannot be explained. The debit/credit mismatch seems to stem from incomplete accounting records in the changeover from Andleton to Berkeley management. Chuck said he would continue to work the problem, but recommends leaving surplus funds in the Escrow Account for the time being.

Chuck said he will be working on the 2003 budget over the next couple of months. He asked the Board members to provide him with input in their areas of responsibility.

DESIGN REVIEW BOARD CHAIRMAN REPORT:

Gail reported that the DRB has taken action regarding the brick home under construction at 405 Yorkshire that was painted without DRB approval. A letter was sent to the contractor giving him the option to return the house to the approved color, or forfeit the damage deposit. A reply has not yet been received.

The DRB is still working to resolve the problems with the retaining wall that was built at 120 STL Drive without approval. The property is up for sale and has a prospective buyer. A title search showed part of wall is on an adjacent lot and another part dams water flowing onto a conservancy area. The pending sale may not occur if buyer and seller cannot come to terms over DRB and title issues.

Gail is still working monthly with the owner at 101 STL Drive trying to get the landscaping completed so escrow money can be refunded.

Gail reported on the receipt of an anonymous postcard expressing concern about the "deterioration of some properties in our beautiful, well groomed neighborhood".

PRESIDENT'S REPORT:

Don proposed creating a committee that would be responsible for the overseeing enforcement of property maintenance where the DRB's responsibility leaves off (i.e., upon completion of new construction or modifications). Roger Moore volunteered to become the Board point of contact for enforcement of property maintenance since he is already responsible for maintenance of all the common property. Roger stated that we need some guidelines to back up enforcement. It was suggested that we create a form with check boxes to identify potential maintenance items that homeowners might need to correct. As necessary, Roger could check applicable items on a form and place it in an owner's paper box. This would simplify the enforcement process, and initially keep it informal and low key. Roger will provide a draft of the form to Don. Don will write an article for the next Holly Hills Gazette. An earlier proposed resolution dealing with the Vice President's duties and responsibilities will be amended by Bob to include this additional maintenance responsibility. The revised resolution will be presented at the next Board meeting for a vote.

Jan Krapfl has invited Mike Stephens to be co-chair of the Emergency Response Committee, that is now in the formative stage. They are waiting to see the city plans before taking further action. Don said he would draft a proposed charter for the committee.

OLD BUSINESS:

Don reported he replied to the Self's letter to the Association requesting removal of trees in the landscape easement on their lot. Don stated that per discussion with an attorney, the Association is not responsible for any future damage that may be caused by the trees on their property. Further, Don had the trees examined by an arborist, who deemed the trees currently healthy and in good condition.

EW BUSINESS:

Insurance Policy Renewal.- A motion was made and seconded to renew the current insurance policy as is for the amount of \$1227. The motion passed by acclamation.

Management Agreement Review. – The current Berkeley Management Agreement expires on Sept. 24, 2003. The Secretary will email a copy of the current agreement to the Board for their review. Board members should notify the Secretary of any proposed changes so that a new agreement can be drafted for discussion and approval at the August meeting.

Modification to Covenants.- Mike Stephens, Don Cashen, and Bob Wingate met as a subcommittee of the original covenant re-write committee to review and recommend some needed corrections and clarifications to the covenants. These recommended changes (attached to minutes) were distributed to the Board members for review. It was requested that the Board approve contacting a lawyer to discuss the process and cost of implementation. **A motion was made and seconded that the Board approve the Secretary contacting a lawyer to determine the cost and steps involved in making the proposed changes as written. The motion passed by acclamation. The plan is to have proposed changes ready for review and approval by the Association at the next annual meeting.**

ADJOURNMENT:

The meeting was adjourned at 10:00 p.m. and the next meeting is scheduled for 7:30 p.m., August 25, 2003, at the home of Roger Moore.

Respectfully submitted,

Bob Wingate

D R A F T
Holly Hills Community Association
Board of Directors Meeting
April 28, 2003

The Board of Directors of the Holly Hills Community Association met in the home of Bob Wingate on Monday, April 28, 2003, at 7:30 p.m. Board members present were Don Cashen, Roger Moore, Gail Morris, and Bob Wingate. Jan Krapfl, President of the Core Committee, attended the first part of the meeting to coordinate some CORE activities with the Board.

The meeting was called to order by Don Cashen. Minutes of Regular Meeting on 1/28/03 were approved as written.

CORE COMMITTEE REPORT:

Emergency Services – Jan Krapfl reported on attending a second City of Williamsburg meeting concerning an emergency planning process. The process will involve Williamsburg volunteer citizens groups, such as community associations, to augment city resources in the event of a major emergency. The city wants information on community needs, available skills, and available resources. They are looking to provide training in search & rescue, first aid, etc. for candidate volunteers. Concerns were expressed by meeting participants over potential privacy issues and safeguarding of personal information gathered.

To prepare Holly Hills for participation in the City process, or to just respond to emergency needs within the Association, Jan proposed that we build on the current CORE activities such as Neighborhood Watch and Neighbor to Neighbor by establishing a Holly Hills Emergency Response Team. She stated that we also need an Emergency Coordinator - - preferably a man.

The Board discussed potential ways to implement Jan's proposal. It was mentioned that such an activity should probably report to the Board, since it deals with the well being of the total Holly Hills community. This could be accomplished by establishing a standing committee. Since the neighborhood watch now collects data sheets with emergency information, these could be expanded to contain additional information. Hence, it would make sense to tie the proposed activity in with the Neighborhood Watch effort. Jan said she would be willing continue attending the City planning meetings and to serve as a Co-chair of an Emergency Response Team. The Board asked Jan to look for a second Co-chair and to draft a charter for the committee. The Board members will review this information and revisit Jan's proposal at the next Board meeting.

Flyers in Paper Boxes – There has been a problem with flyers blowing out paper boxes and littering the neighborhood. Placing flyers in paper boxes is a very useful method for distributing information, so a potential solution to the problem is being evaluated. It involves placing a strip of quarter-round shoe molding across the bottom front edge of the box. This "lip" is intended to stop any flyers from blowing out. If tests of this concept pan out, it will be proposed as a modification for all the Holly Hills paper boxes.

SECRETARY'S REPORT:

Annual Meeting Date – The 2003 annual meeting of the Association has been set for Monday, Oct. 20, from 7:30 – 8:45 p.m., in the Williamsburg library theatre. The library has been reserved from 6:30-9:00 p.m.

Neighborhood Conference – A Neighborhood Conference, sponsored by James City County, was held on Saturday, March 1, 2003. This conference was free and had a number of displays and workshops of interest to Association directors, officers, or members. Bob reported on pertinent information he obtained from attending the Conference and one of the workshops on association accounting. The workshop, taught by a CPA and a Financial Planner, addressed financial and fiduciary responsibilities of directors. Educational material on various "Best Practices" (picked up from the Community Association Institute booth) was passed around and will be on file for future reference.

Community Association Institute Programs – On Saturday, March 8, 2003, the Community Associations Institute sponsored a one day course entitled "ABC's A Basic Course for Association Leaders" at a cost \$25 per participant. No one from Holly Hills attended. This program is repeated about the same time each year. Bob stated that this is a good training course for Association directors and recommended that future Boards budget to send 1-2 members per year.

DRAFT

TREASURER'S REPORT:

Chuck Morgan left his report with the Secretary and asked him to present it in his absence. The financial status report for the first quarter (filed with minutes) shows the Association is in good shape. No revenues have been received for vacant lot maintenance because the bills were only recently sent out. This income should be reflected in the next report.

Don Cashen raised a question about the monthly financial report from Berkeley. In the escrow account it shows a balance of \$38,651 and the amount owed is \$30,220. This is an excess of some \$8400. Don questioned the source of this excess. In discussions with Gail, she thought some of it might be interest, some entry errors, and some errors left over from Andleton management. It was suggested that after verifying the records, any excess should be transferred to the reserve account so that credits and debits in the escrow account are balanced.

VICE PRESIDENT'S REPORT:

Roger Moore reported that the sprinkler system was turned on the previous week and that there was a leak on top of the well fitting that needed repair. The front entrance was power washed for a cost of \$75. The 2003 contract with Greenskeepers was finalized and signed.

Roger raised the question of responsibility for maintenance of the shrubs and trees planted by the Association in the 20 ft. landscape easement on individual's lots along Holly Hills Drive. Also, he questioned responsibility for eliminating the grass in the sidewalk cracks. It was suggested that anything planted by the Association should be maintained by the Association. Roger said that he would investigate getting the maintenance contractor to kill the grass in sidewalk cracks.

DESIGN REVIEW BOARD REPORT:

Gail Morris reported that the DRB has reviewed a number of routine requests such as tree removal and covering of decks. The DRB has also been working several long-standing, non-compliance issues associated with new construction or modifications. Some of these issues may impact return of escrow funds. One builder has changed the approved colors on three different homes constructed in Holly Hills without DRB authorization.

The DRB would like to contact an attorney for legal advice on options for precluding sale of a home with outstanding non-compliance issues. In addition, there is a legal question of the Association's liability for any damage caused by native trees within the landscape easement on a lot.

A motion was made and seconded to authorize the DRB to purchase up to one hour of an appropriate attorney's time to get advice on their legal questions. The motion passed by acclamation. It was recommended that the attorney be outside the Association to avoid any conflict of interest. If further legal work is indicated, the Board requested the DRB to get an estimate and have it approved before contracting for additional services.

PRESIDENTS REPORT: None

OLD BUSINESS: None

NEW BUSINESS:

Don Cashen reported the receipt of a letter from Mr. and Mrs. Kenny Selfe requesting that the Association remove or trim native trees in the landscape easement on their lot, which is currently being cleared for construction. They are concerned about potential home damage. Don has referred this to Gail for inclusion in her discussion with an attorney.

ADJOURNMENT:

The meeting was adjourned at 9:40 p.m. and the next meeting is scheduled for 7:30 p.m., June 26, 2003 at the home of Chuck Morgan.

Respectfully submitted

Bob Wingate

**Holly Hills Community Association
Board of Directors Meeting
January 28, 2003**

The Board of Directors of the Holly Hills Community Association met in the home of Gail Morris on January 28, 2003 at 7:00 p.m. Board members present were Don Cashen, Roger Moore, Chuck Morgan, Gail Morris, and Bob Wingate.

The meeting was called to order at 7:05 p.m. by Don Cashen. Minutes of Regular Meeting on 10/15/02 and the Special Meetings of 12/2/02, 12/17/02, and 1/4/03 were approved as written.

PRESIDENTS REPORT:

Dog Waste.- Letters were received from Greg Ballentine and Wayne Lee requesting action in controlling dog waste adjacent to sidewalks and on vacant lots. Gail recommended putting an article in an upcoming issue of the Holly Hills Gazette and the Board concurred. Don volunteered to write the article.

Lot Clearing.- A letter was received from Mark Gulesian expressing concern over the potential loss of trees when the vacant lot at the corner of Holly Hills Drive and Jones Mill Lane is cleared for construction. He feels that retention of particular trees is critical to maintaining the entrance area aesthetics. Mark requested involvement of the Board to ensure the house is sited on the lot to save key trees. Gail reported that Mark has never contacted the DRB about his concerns, and that involvement of the Board of Directors is premature since no plans have yet been submitted for review. It was discussed that Mark will be apprised of any plans for clearing/building as they develop and any specific concerns can be addressed at that time. The DRB is sensitive to the need to preserve the aesthetics of the entrance area.

McCale Development. - A letter was received from McCale Development specifying their planned maintenance of the strip of land around the Getty property. This letter did not specify blowing of the sidewalks/roads after each grass mowing, pre-emergent applications, etc. Prior to receipt of this letter, Don had drafted and mailed a proposed maintenance agreement to McCale that included the foregoing items. McCale has not yet responded to Don's letter and he has been unable to contact Forrest Miller to resolve the differences between these two documents.

Emergency Services. -Jan Krapfl and Don were invited to a Williamsburg Emergency Services Planning Meeting. Williamsburg is planning to organize a response plan for a major emergency in the city such as a terrorist attack, power outage, or major storm. They are trying to organize a Citizen Emergency Response Team (CERT). Community associations are being included in the planning to help identify available emergency skills and equipment in the various neighborhoods. The planning is in an embryonic state and the organizers were not prepared to answer questions.

After this meeting, Jan Krapfl sent a letter to the Board proposing that Holly Hills create its own CERT by augmenting some of the CORE activities already in place. She suggested it be headed by a Board member such as the Vice President. It was discussed how to best implement a Holly Hills CERT in the near term. Gail made a motion that we invite someone from the community to serve as the CERT Coordinator. It was seconded by Chuck Morris and the motion passed by acclamation. It was also suggested that CERT might be combined with the Neighborhood Watch program to take advantage of an existing communications infrastructure and knowledge base.

VICE PRESIDENT'S REPORT:

Maintenance Contract. - Roger Moore reported that his major objective is getting the pending 2003 contract with Greenskeepers signed. The Beautification Committee has been calling Pat Holder about mulching of the newly planted areas - - not currently in the Greenskeepers proposal. It was the consensus of the Board that Roger should proceed with signing a 2003 maintenance contract with Greenskeepers that excludes the Getty property and includes mulching of the newly planted areas. Don and Roger will finalize an agreement with McCale on maintenance of the Getty property.

Entrance Sign Cleaning. - Roger reported on plans to have the bricks on the entrance sign power washed at a cost of \$75. The Board concurred with this plan.

Pending Issues – Roger requested input on any operational issues. Don reported that he received a letter from Bill Crawford reiterating his concerns over potential changes to the entrance landscaping. Bill requested that no changes be made without a debate from all the homeowners. The Board concurred that no changes would be made without bringing it to the Association for approval, and all landscaping activities should be coordinated by Roger - - including the Beautification Committee.

Wade Green has requested removal of two mounds of wood chips left on an island in Phase I by a contractor clearing a lot. Roger will contact Wade to get detail and initiate removal.

Associations are required by the VA Code to conduct a study at least once every 5 years to determine the necessity and amount of reserves required to repair, replace, and restore capital components. It was suggested that Roger lead a study prior to preparation of next year's budget so the Reserve Account can be appropriately sized.

TREASURER'S REPORT:

2002 Summary. – Chuek Morgan submitted a Summary Report for 2002 (filed with minutes). Total revenues exceeded the budget plan by \$2352. Total expenses exceeded the budget plan by \$3233 primarily due to unbudgeted expenses in Landscaping/Repairs. In addition, the current expenses of \$6491 for the Beautification Project have, to date, been paid out of the Operating Account. Total Operating Revenues for 2002 exceeded the Expenses by \$3330. The beginning balance in the Operating Account for 2003 is \$3433.

Beautification Project. – The cost of the Beautification Project has so far exceeded the \$6000 budget by \$491. This occurred because, in the rush to get plantings done before cold weather, simultaneous contracts were awarded by different Committee members with no one controlling the total cost. An additional project cost is expected for mulching. At the last Annual Meeting, the Association approved transferring up to \$6000 from the Reserve Account to fund this project. However, there were sufficient funds in the normal 2002 Operating Account to cover the full cost of the project and still leave a \$3433 balance. Chuck recommended that we not transfer any money from the Reserve Account to the Operating Account at this time because we don't need to carry such a large surplus (funds can be transferred later in the year, if required). Chuck said he could report the status at the 2003 Annual meeting and let the membership make the final decision, if necessary. A motion was made by Bob and seconded by Gail to not transfer \$6000 from the Reserve Fund to the Operating Fund at this time and to report the status at the next Annual Meeting. The motion passed.

SECRETARY'S REPORT:

An information package relating to a review of the covenants and adoption of administrative procedures was developed by Bob and distributed to the Board members for discussion at this meeting. Bob recommended deferral of this discussion until the next meeting because it would take longer than the time available to adequately cover the topics. The Board concurred.

DESIGN REVIEW BOARD REPORT:

Gail Morris reported that there were no major problems. Issues of extended construction periods and parking of contractor equipment are being worked. An effort is being made to return all escrow funds, where appropriate, to clean up the Escrow Account.

ADJOURNMENT:

The meeting was adjourned at 9:00 and the next meeting was scheduled for 7:30 p.m., April 24, 2003 at the home of Chuck Morgan.

Respectfully submitted,

Bob Wingate

**Holly Hills Community Association
Special Board of Directors Meeting
January 4, 2003**

A special meeting of the Board of Directors was called by Don Cashen and held in his home on Sat. Jan.4, 2003, at 9:00 a.m. The purpose of this meeting was to discuss the terms of the 2003 contract proposal from Greenskeepers for landscape/maintenance. All members of the Board were present. Past Vice President Pat Holder, who negotiated the proposed contract, was present at the beginning of the meeting.

The meeting was called to order by the President, Don Cashen, and the approval of minutes was deferred until the next regular meeting.

2003 Maintenance Contract - Don asked Pat Holder to brief the Board on the proposed contract he negotiated with Greenskeepers. Pat discussed the terms of the contract and the deduct options that are included in the total contract price of \$18,000. There is a \$2500 option to include the Getty property at the entrance, a \$197.50 option for Fall annuals at both entrances, and a \$197.50 option for Spring annuals at both entrances. If none of the options are selected, the total price would reduce to \$15,105. The price for mulch in the 2003 proposal does not include the additional mulching on the islands required by the Beautification Project. Pat related some of the considerations that went into the negotiations of the final contract price and answered questions from the Board.

Discussion – Don Cashen reported that he had contacted Forrest Miller of McCale Development about making a contribution to the Association if we resume maintenance of the Getty (McCale) property by picking up the option in the Greenskeepers contract. Forrest Miller stated that McCale was not in a position to make a contribution, but they would maintain the property to the same level that Greenskeepers maintains our other common areas. Miller stated that a new maintenance manager, Ken Dodd, has been brought on board and he should do a good job. Don Cashen said Dodd will furnish a written agreement of what McCale Development will do to match the Greenskeepers services.

It was the consensus of the Board that the Spring/Fall planting options should be included in the contract. It was also the consensus of the Board that we should give McCale an opportunity to show if they can satisfactorily maintain the Getty property before we pick up the \$25000 option with no contributions from McCale. If the highly visible Getty property is not satisfactorily maintained, the Board can revisit its inclusion in the Greenskeepers contract at a later date.

Rather than relying on Ken Dodd to draft a satisfactory maintenance agreement, Don Cashen and Roger Moore plan to draft a maintenance agreement that matches that of the Greenskeepers proposal and to send it to McCale to sign. The Board will then review the results of this effort and make a final decision on the Greenskeepers contract at the regular January Board meeting.

Adjournment - The meeting was adjourned at 10:00 a.m. The next regular meeting of the Board of Directors is scheduled for 7:00 p.m., Tuesday, January 28, 2003 at the home of Gail Morris.

Respectfully submitted,

Bob Wingate