

SECOND DRAFT

HOLLY HILLS COMMUNITY ASSOCIATION BOARD OF DIRECTOR'S MEETING JULY 22, 2004

The Board of Directors of the Holly Hills Community Association met at the home of Matt Broderick on July 22, 2004. The meeting was called to order by Matt at 7:30 PM. Those attending were Matt Broderick, Carol Harman, Mike Hecker, Chuck Morgan, and Marjorie Ness.

The minutes of the April 22 meeting were approved as amended.

VICE-PRESIDENT'S REPORT

Carol Harman reported that lot maintenance on the side adjoining Getty's property which is on Holly Hills Drive and Jones Mill Lane will be maintained by the Holly Hills Association through Greenskeepers. The amount for the remaining half-year is \$1,608.00. McCale will issue a check for half the amount to be sent to Berkeley.

TREASURER'S REPORT

The proposed 2005 budget for Holly Hills Community Association was presented for discussion by Chuck Morgan.

SECRETARY'S REPORT

Marjorie Ness reported that progress is being made on revising the Excel list of property owners in Holly Hills, including both home and lot owners. Reviewing the files of the Home Owner's Association is nearing completion.

DRB CHAIRMAN'S REPORT

Mike Hecker described the letter and forms which are being sent to the community describing yard maintenance requirements. Suggestions made in the letter include trying to deal with your neighbors if you perceive a problem, and looking at your own yard to see if it is in compliance.

A discussion was held on modifying Article 8.0 of the Design and Environmental Standards. Mike will review Articles 4.0, 5.0 and 8.0 and come up with some recommendations in how we can make them more consistent.

The DRB definition of roof, floor, and wall will be sent to David Bergen.

PRESIDENT'S REPORT

Matt Broderick reported that a business park might be built near the entrance to the Holly Hills Carriage Homes. The city is working on new plans for zoning designations, and the Holly Hills residents need to be informed of any changes that may affect our community.

Because of issues with Berkeley regarding payment of our insurance renewal, we will investigate and decide on a policy for next year starting 90 days before the current insurance expires the end of July.

OLD BUSINESS

The reserve fund cash flow was discussed. Carol advised the Committee that money is spent primarily on maintenance with the majority covering work in the common areas. It cost \$2,300 to replace the fence segments damaged by the hurricane.

The sediment basin in phase two was inspected by the last company that worked on it. There is a 48-inch standpipe with a grate cover. It is clear and the grate is clean with no obstruction. The bermed dam will collect the water and silt will drop down to the bottom. The water filters lead out to College Creek.

Changes in the Declaration and Articles of Incorporation were discussed in preparation for the Community meeting which is scheduled for October. Any changes suggested will be sent to all of the homeowners with proxies. A request will be included that the proxies be completed as soon as possible for those unable to attend as we need sufficient votes to act on them.

Carol reported that additional plantings of wax myrtle are needed behind the wood fence. The cost will be \$1,110.00.

NEW BUSINESS

Chuck will prepare and send out the proposed budget for 2005 which the Board will review. The budget will align the revenue to match expenses with line items easily determined. Unplanned expenses are provided for in the budget.

Following discussion it was decided to leave Article seven as written.

A report will be made to the nominating committee as to the status of the current Board. This is Chuck's final year on the Board; Matt and Mike have one more year to serve; Carol could retire in December but has chosen to remain for an additional year; Marjorie would like to be nominated for a regular position. This will be reported to Phyllis Barton, Chair of the Nomination Committee.

The Board has agreed to a proposal to put flags in Holly Hills. Initially, there will be six flags to be posted on light poles at the entrances. These flags will only be flown for special occasions. If these flags are well received, the Board is not opposed to increasing the number of flags in the future.

There being no other business, the meeting was adjourned at 9:55 PM.

The next meeting will be the general meeting on October 20.

Respectfully submitted,

**Holly Hills Community Association
Board of Directors Meeting
April 22, 2004**

The Board of Directors of the Holly Hills Community Association met in the home of Carol Harmon on April 22, 2004. The meeting was called to order by Matt Broderick at 7:30 pm. Members attending were Matt Broderick, Carol Harmon, Mike Hecker and Chuck Morgan.

C. J. Trosclair was excused from the meeting. He has resigned from the Board due to family health concerns. A special election was held to determine C. J.'S replacement. Marjorie Ness was nominated and approved to fill the Secretary position until the General Meeting in the Fall.

VICE PRESIDENT'S REPORT:

Carol Harmon reported that the front entrance was mulched by mistake in September. Following a discussion, the Board agreed that it is preferable to mulch everything at the same time. However, the front entrance does not need mulching at the present time. This will be revisited in September.

Carol reported that the island at the end of Holly Hills Drive needs to be re-seeded and weeded.

In the reserve study report, it was noted that the Japanese holly has a short life span and always needs replacing. Following discussion, it was decided to get a definitive cost of tree and shrubs replacement on an annual basis. Matt will get the charges and number of feet used in fence replacement following the hurricane. It was suggested that fences should be added to the list of community assets. The question arose as to the cost of replacing the current sprinkler system.

Greenskeeper's has a list of maintenance for unoccupied lots. Scheduling of the work has been done. There are currently nineteen vacant lots in Holly Hills.

The drain in the sediment basin needs to be cleaned. Matt will check with McCale 's to find out exactly what needs to be done.

Private property adjacent to Holly Hills property needs to be maintained. Matt will talk with McCale's about mowing, weeding, fertilizing and reseeding where necessary. The Getty family has a contract with Greenskeeper's to provide maintenance for their property.

Plantings behind the repaired fences was discussed. Wax myrtle was suggested as a possibility. It was also suggested that daffodils be planted at the front entrance.

TREASURER'S REPORT:

Chuck Morgan reported that there are still some absentee property owners who have not paid their annual bill for lot maintenance. A second bill with a late reminder has been sent. The escrow account currently has \$5,000 from builders.

**Holly Hills Community Association
Board of Directors Meeting
April 22, 2004**

Vice President's Report

Information Items:

1. Greenskeepers:
 - Replaced three bushes damaged by Joel Sheppard during new construction and bill for \$75 has been sent to Sheppard for payment.
 - Checked and staked Crepe Myrtles and Leland Cypresses (storm damage)
 - To apply mulch early May.
 - Will be asked to repair grassy part of Phase 5 island near end of Holly Hills Drive.
 - Has missed mowing common area strip on Sir Thomas Lunsford at planned phase 6 and will be reminded to do so.
2. Knightscares:
 - Turned on common area irrigation April 5. System turned off April 8 after leak was discovered. Repaired and reactivated system April 21.
 - Reserve study – worksheet attached – what's missing?
3. Stakes were removed from new trees in several common areas by Wade Green and Carol Harman.
4. Phase I entry sign light needs repair. Wade Green is working on this. May need to get electrician.

For BOD Discussion and/or Action

1. Sediment basin in Phase 2. Doesn't drain. Residents have expressed concern. May have to have pond pumped, debris removed, drain unclogged. Who can/should do this? *Mu. Dadd (KEN) FORREST*
2. McCale property surrounding Geddy property is unsightly compared to areas tended by Greenskeepers. Mowing and weed-killing needed. How should we address this?
3. Landscaping for easement areas behind newly replaced guardrails. Suggested plantings: Options include Southern Wax Myrtle; Loropetalum; dwarf Burford Holly. Costs about the same, but need to decide where we can plant and how many are needed. Will proceed if cost is under \$500.
4. Want to plant 100 or so daffodil bulbs at HH entry signs this fall. Comments? *No*

add 15) Greenskeepers # 2
Carol Harman

SECRETARY'S REPORT:

The library auditorium has been reserved on October 20 from 6:30 to 9:00 p.m. for the Holly Hills annual meeting.

Matt has stationary with the Holly Hills logo if any one needs it.

The DRB is requested to send the names of any new residents to the secretary.

DRB CHAIRMAN'S REPORT:

There have been two submissions to build; one on Sir Thomas Lunsford and the other on Curl's Neck

President's report:

A class at William and Mary is doing an ecological study on the College Creek watershed to determine the quality of the water.

In a follow up on the status of the hurricane damage repairs, it was reported that the damage on Jone's Mill has been taken care of.

OLD BUSINESS:

It was decided to not form a maintenance control committee. Mike Hecker will prepare and distribute a survey about yard maintenance to determine if this is a problem with the home-owners.

As some residents have not completed the clean up of their tree damage from the hurricane, it was suggested that the damage should be screened by plantings.

All of the light poles in the community need to be repainted. It was suggested that we use a College of William and Mary student. Payment will be per pole (\$5.00 each) and should cost around \$300.00. Matt will check on liability.

There has been a suggestion to place pineapples on the end posts of the wall at the entrance to holly Hills. Matt says "think pineapple".

NEW BUSINESS:

Limits on record retention have been established. All files will be reviewed and unnecessary materials will be discarded.

ADJOURNMENT:

The meeting was adjourned at 9:45. The Next meeting will be held at Mike Heckers on July 22 at 7:30 p.m.

Respectfully submitted,

Marjorie Ness, Secretary

**Holly Hills Community Association
Board of Directors Meeting
January 22, 2004**

The Board of Directors of the Holly Hills Community Association met at the home of Matt Broderick on Thursday, January 22, 2004, at 7:30 p.m. Board members present were Matt Broderick, Carol Harman, Chuck Morgan and Mike Hecker.

Matt Broderick called the meeting to order. A reading of Minutes from the prior Meeting was not required as that meeting was the Annual Meeting, the minutes to which the membership will vote on at the next Annual Meeting.

Special Committee Report:

Jan Krapfl, Chairperson of the Neighbor Awareness For Neighbors Committee gave an overview of her committee's activities. The focus is on Neighborhood Watch (crime prevention and resident data gathering), Emergency Response (disaster response and related critical skills/materials inventory) and Neighbor to Neighbor (welcoming and critical needs assistance).

Vice President's Report:

Carol Harmon reported on transitioning activities from the prior Board as well as establishment of a working relationship with Greenskeepers maintenance firm.

Treasurer's Report:

Chuck Morgan reviewed the Association's finances and the relationship with Berkeley Property Management. There was considerable discussion of the cost imposed by Greenskeepers to maintain vacant lots. Absentee owners have been paying a \$196 per year fee to the Association as an offset to charges imposed by the maintenance firm. It appears the actual fees charged are well in excess of this amount. **The Treasurer and the Vice President will work together to define the issue and make appropriate recommendations to the Board.**

DRB Chairman's Report:

Mike Hecker reported on his transitioning activities. His nominees for DRB Members will play a supportive role. He is negotiating an issue regarding driveway/sidewalk pavement color with one builder. Mike asked that the Board address the issue of record retention in view of the voluminous files in the DRB inventory. **It was agreed that the matter would be discussed with the Secretary before establishing policy.**

President's Report:

Matt discussed the creation of a calendar of critical events and processes. Four Administrative Resolutions were proposed and passed unanimously. The resolutions covered liaison with the Registered Agent, signature authority, duties of the Vice President as Operations Manager and duties of the Secretary regarding Risk Management.

Old Business:

It was decided that Berkeley would conduct a direct mailing of the Amendments to the Bylaws and Design & Environmental Standards, passed at the Annual Meeting, under a cover letter to be prepared by the President.

New Business:

DRB Organization- Joseph McCartney and Fred Barton were nominated and unanimously approved as members of the DRB.

Reserve Funds- The need for a Reserve Funds study was discussed. The Vice President will begin the process by preparing a list of all assets owned by the Association.

Property Maintenance- It was decided not to form a Control Committee to establish more definitive standards for property maintenance at this time.

Hurricane Cleanup- There was much discussion of post-hurricane lot cleanup. Matt described communication efforts underway with lot owners. The Board unanimously agreed that non-responsive owners would get registered letters stipulating a thirty-day time frame for response before any further action would be taken by the Board. Owners who do/did comply with cleanup will receive “thank you” letters.

Street Lamp Poles- The painting of street lamp poles will be addressed in the Spring. It was noted that W&M students are forming a “work wanted” website and that the painting project could be a suitable activity for that service.

Amendments to Governing Documents- In view of the decision not to form a Control Committee, the Board will probably not reintroduce controversial amendments to the governing documents at the next Annual Meeting. There remains an issue of obtaining the necessary votes (2/3 of the Membership) to pass clarifying language in the Declarations and Articles of Incorporation not then acted upon.

Adjournment:

The meeting was adjourned at approximately 10pm. The next meeting is scheduled for 7:30 p.m. on Thursday, April 22, 2004, at the home of Carol Harman.

Respectfully submitted,

Matt Broderick (for the Secretary)