

**HOLLY HILLS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
JULY 28, 2005**

Matt Broderick, President called the meeting to order at 7:30 p.m. Those attending were Matt Broderick, Carol Harman, Mike Hecker, Jan Krapfl, Toby Lane , Carol McCartney and Marjie Ness.

The minutes of the April meeting were approved as amended. Mike made the recommendation of approval with Carol seconding

President's Report:

Matt discussed the Board's calendar of events and processes. The final date for mailing the packet for the October general meeting is September 21.

The Virginia Real Estate Board has sent notification of an audit of the Holly Hills Reserve Fund.

Insurance for the Association has been renewed for the same price.

Walsingham parking lot work begins today. The gravel road will be removed, as it is no longer needed.

The Nominating Committee will be contacted to find two nominees as Board replacements at the October meeting. We will also need replacements for the Nominating Committee as their terms (two years) is expiring.

Vice-President's Report:

Carol H. reported on common area maintenance items:

- Per Board request, more color was added to both entry flower beds – liriopse was thinned out and four nandinas were removed making room for more flowers. Work was done by two Board members and spouses.
- Wax Myrtles – five plants have died and will be replaced this fall.
- Reserve Study – information is now complete with the addition of entry wall replacement costs, thanks to Mike Hecker who obtained the estimate.
- Irrigation system – requires more frequent repair after six years of service. Knightscares fixed leak on common area by Crawford property and placed valve nears Geddy property.
- Repairs scheduled for swale on common area next to Crawford property; work to be done when weather permits. Need rain so grass isn't killed during repair process.
- Greenskeepers – have completed annual; mulching; mowing and trimming being done as needed.
- City of Williamsburg permit, outstanding since 2001 – a pressure breaker valve required by the City for the well supplying the irrigation system was never installed. City Inspector Robert Hale

(Code and Compliance) met with Carol Harman and Joe McCartney to discuss the requirement. This must be done ASAP. Joe McCartney has been authorized to proceed with the work. Estimated cost is \$300.

Treasurer's Report:

Toby reported that there is still one late property dues outstanding. There is one property maintenance fees outstanding.

To date, Berkeley has not paid their share of landscape maintenance (\$669.00). These payments are due on January 5, and July 15.

After discussion, the Board decided that after one notice of late fees with no payment, these fees will be carried over to the next billing in December. The motion was made by Mike and seconded by Marjie that this be accepted and that this new practice begin at this time. The motion carried.

Secretary's Report:

The newly revised Bylaws and Design Environmental Standards are nearly complete.

DRB Report:

Mike reported that Hauser's builder has completed repairs, the common area has been restored and the temporary post removed.

CORE Report:

Carol reported that the second annual Labor Day celebration will be held on September 6 at the island in front of Durboraw's.

The new Holly Hills directory will be completed this fall.

Amplifying equipment will be ordered for use at community activities.

Neighborhood Awareness for Neighbors Report:

Jan reported that she and Bob Harman will be meeting with the city to clarify the rules of the disaster plan. Holly Hills has five area representatives who will also be meeting.

Jan will be meeting with our CERT people and is looking for a couple of additional people to go to training in September.

All of the data sheets for Holly Hills residents will be updated in the next couple of months.

Old Business:

The Reserve Fund audit has been completed.

The updated Bylaws and Design & Environmental will be sent to Berkeley where they will be included in the disclosure packet for new homeowners.

The drainage problem on the Crawford property will be taken care of when the weather permits.

New Business:

Lighting upgrades for the entrances to Holly Hills were discussed and the Board will meet with Joe McCarthy to discuss his proposals.

Carol H., Mike and Toby will prepare the preliminary 2006 budget.

Carol McC. will get estimates for the cost of the directory including all fees.

The Board discussed the purchase of walky talkies for use in our neighborhood preparedness. We would need 29 (10 sets) which would be distributed to key community members; CERT trained, Community coordinators, etc. The motion was made by Mike and seconded by Carol that we purchase this equipment. The motion carried.

Carol H. will check on two dead trees on Association property near the Lane and Morris residences.

The meeting was adjourned at 9:0 p.m. The next meeting will be held at the home of Mike Hecker on October 13.

**Minutes of Holly Hills Community Association
Board of Directors Meeting
April 28, 2005**

The April meeting of the Board of Directors, held at Marjie Ness' home, was called to order at 7:30 p.m. by Matt Broderick, Chairman. Those in Attendance were Matt Broderick, Carol Harman, Toby Lane, Marjie Ness, Mary Ann Durboraw, and Jan Krapfl. Mike Hecker was out of town.

The minutes of the January Board of Directors meeting were approved with changes.

President's Report

Matt Broderick reported on the recent meeting of the Neighborhood Council of Williamsburg. The City budget is 29 million dollars with 1/3 coming from property taxes. Water charges will increase by 3.8% in the middle of the year. EMS fees might be proposed with insurance companies being billed. Williamsburg provides 25% of the budget (6.6 Million dollars) for the James City/Williamsburg Schools. There are 732 school age children in Williamsburg.

Walsingham has gone out of its way in working with neighbors regarding their proposed addition to their parking lot. Lighting will be located to shine into parking and minimize any light on adjoining neighbors property. An embankment, fence and plantings are included in their plans.

The General Meeting of the Association will be held on October 19 at the Library.

Vice-President's Report

Carol Harman reported that the contract with Nightscape has been signed for the coming year. Their fees are \$55.00 per hour for the first employee and \$25.00 for an additional employee. Joe McCartney and Fred Barton will be available "on call" for minor work. Greenskeepers work has been O.K.

One wax myrtle was replaced due to winter damage.

Treasurer's Report

Toby Lane reported that we are slightly behind in expenditures, which is not significant. There are two homeowners whose yearly assessment is not paid and two lot owners' maintenance fees are outstanding,

Secretary's Report

A new contact list was distributed.

Our liability insurance will not cover us if a contractor makes a mistake or gets injured. Each contractor should have his own liability insurance. Holly Hills residents can be hired for minor repairs such as sprinkler heads.

DRB Report

Mike Hecker is away. Any questions should be directed to Joe McCartney or Fred Barton.

The DRB will act on the proposal by the Addingtons to build a high fence across the back of their property.

CORE Report

Mary Ann Durboraw asked if the Community Association would be willing to subsidize the purchase of microphone equipment. Matt responded that it was a reasonable request and should be done.

Neighborhood Awareness for Neighbors Committee Report

Jan Krapfl reported that there have been no significant events in the community during the last three months.

Five Holly Hills residents have been trained for emergency response. Walkie-Talkies are being considered as part of emergency response for Holly Hills.

Old Business

The Reserve Funds Audit is not completed. When complete it will be sent to Berkeley to be put in the tax files.

There is approximately \$8,000.00 excess in the operating funds from escrow (builder's non-compliance, etc.). The use of these funds was discussed and it was decided to use the money for the benefit of the entire community rather than to put it in an account.

New Business

The correspondence with Bill Crawford was discussed. There is a problem in drainage between the back of their property and Jamestown Road. There is a steep decline and water is eroding the upper part of the slope. The swale designed to catch water is not functioning properly and there is some concern that this will cause the loss of trees. Matt and Carol will meet with Mr. Crawford to resolve the problem. Mr. Crawford has requested that Greenskeepers resume mowing that area.

After some discussion, it was decided to add more color to the plantings at the entrances to Holly Hills.

The meeting was adjourned at 9:00 p.m. The next meeting will be at Toby Lane's at 7:30 p.m. on July 28.

HOLLY HILLS COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING MINUTES FOR JANUARY 28, 2005

The January Board of Directors Meeting was held at the home of Matt Broderick on January 28. Matt Broderick, President called the meeting to order at 7:30 p.m. Members attending were Matt Broderick, Carol Harman, Mike Hecker, Toby Lane, and Marjie Ness. Also in attendance were Jan Krapfl and Mary Ann Durboraw.

The draft of minutes for the General Meeting of the Association in October was distributed. These minutes will be presented for approval at the next General Meeting.

Following discussion, the Board acted on the following Administrative Resolutions:

1. The Association will add two Officers to the Board: The President of Core, and the Chair of the Neighborhood Awareness for Neighbors Program. These two members will be the incumbent in each position and will serve as long as they are in office. At present they are Jan Krapfl, Chair of the Neighborhood Awareness for Neighborhood Committee, and Mary Ann Durboraw, President of CORE. The new members will have voting privileges unless the law requires the vote of elected officers of the Homeowners' Board. The resolution was passed.
2. The President of the Board will sign contracts agreements, insurance papers, etc. The resolution was passed.
3. The Treasurer of the Board will serve as liaison with the Associations' property manager (Berkeley Reality). The resolution was passed.
4. The Secretary of the Board will manage risk coverage. The resolution was passed.

PRESIDENT'S REPORT, Matt Broderick:

The renewed contract with Berkeley for the year 2005 will continue at the same cost (\$200.00 per month). This contract will continue unless 90 days notice from either party requests termination.

The agreement with McCale Properties for maintenance of their property will continue as established. McCale and the Homeowners association will each pay half of the cost.

\$5,000 will be put in the escrow account from the account of Joel Shepard. This is to insure compliance with builder's commitment.

The Holly Hills Community Association is a member of the Neighborhood Council of Williamsburg. The Home Owners' Association will pay the \$10,00 annual dues. Matt receives agendas and minutes of their meetings and will be happy to share them with the Board. The Holly Hills representative is Greg Ballentine.

VICE PRESIDENT'S REPORT, Carol Harman:

Thirty-seven wax myrtles have been planted as replacements along the retaining fence/wall.

The lighting has been upgraded on Reindeer Circle. There are low voltage lights on the trees and the electrical box has been cleaned and repaired. The entry to Holly Hills has eight new low voltage lights beamed up into the trees. Community members have completed this work. The question arose as to whether we could give a service contract to Holly Hills residents. Licensing and liability coverage will be checked.

Invoices need to be sent to vacant lot owners for maintenance for the year 2005. \$190.00 is the annual fee. Greens Keepers will continue with the maintenance.

TREASURER'S REPORT, Toby Lane:

The year end report was reviewed. It was suggested that the expenses for utilities (electrical and well work) be moved from the landscape account to maintenance for bookkeeping purposes.

Berkeley reported that they have collected \$23,399 out of the yearly budget of \$30,000. Those still owing homeowner fees will be reminded to pay them.

The escrow account has approximately \$8,000.00, which is not due back to builders. It was suggested that the interest from the escrow fund be placed into the regular operating fund on a yearly basis.

SECRETARY'S REPORT, Marjie Ness:

The contact list for Board members was distributed.

The application to reserve the auditorium at the Library for the annual meeting in October will be turned in.

Matt Broderick and Toby Lane will have signature authority if there should be a need .

DRB CHAIRMAN'S REPORT, Mike Hecker:

Joel Sheppard has been notified that he must replace the beech tree that was removed from the construction site (Sir Thomas Lunsford) without authorization. Due to the difficulty in locating another beech, he can replace the tree with one of equal value. A copy of his check in escrow will be sent to the DRB.

CORE COMMITTEE REPORT, Mary Ann Durboraw:

A report on the past year's activities was given and included approximate expenditures. Because CORE has had no fund raising activities recently, the treasurer's account is decreasing.

A discussion was held on providing some funds to CORE for this year with the provision that it would finance activities that would benefit the entire community. Mike Hecker moved that the Board provide \$500.00 to CORE for the Fiscal year 2005. Marjie Ness seconded the motion, and it was passed by the Board. A check will be sent to CORE.

The CORE report has been filed with the minutes of the January meeting.

NEIGHBORHOOD AWARENESS FOR NEIGHBORS COMMITTEE REPORT, Jan Krapfl:

Jan announced that the city wide procedures for emergency response situations would be completed in about six months.

The complete report has been filed with the minutes of the January meeting.

NEW BUSINESS

Matt requested that the Bylaws and Design & Environmental Standards be retyped to reflect changes that have been made. Following completion of this, it will be reprinted, and distributed. Two hundred and fifty copies will be made.

The meeting was adjourned at 9:35 p.m.

The next meeting will be held at the home of Marjie Ness, 365 Sir Thomas Lunsford on Thursday, April 28 at 7:30.