

MINUTES OF THE HOLLY HILLS COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
OCTOBER 9, 2006

The October 9<sup>th</sup>, 2006 meeting of the Board of Directors held at the home of Carol Harman was called to order at 7:30 P.M. by Toby Lane, President. Members present were Toby Lane, Carol Harman, Bill Doyle, Nancy Early, Don Koehler, Jan Krapfl, and Alice Morgan.

APPROVAL OF MINUTES:

Board Members voted to approve Minutes from the July 27<sup>th</sup> meeting with minor corrections to the Neighborhood Awareness for Neighbors Committee Report.

PRESIDENT'S REPORT:

Toby Lane announced that his report would be brief but expressed appreciation to Board Members for their openness and team effort during the term of his Presidency. He also stated the City of Williamsburg 2006 Neighborhood Beautification Award Plaque presented to Holly Hills on September 20<sup>th</sup> would be given to Carol Harman in recognition for her efforts and outstanding job in overseeing maintenance of main entrances and neighborhood Common Areas. He further stated that the larger Award Sign would be placed in the ground to the right of the main entrance at the intersection of Jamestown Road and Holly Hills Drive.

VICE PRESIDENT'S REPORT:

Carol Harman reported the following information:

- Twenty dwarf boxwood plants have been purchased for planting in front of the entrances on Holly Hills Drive and Yorkshire Drive. The cost of the plants was \$609.00
- Update on the Jones Mill Common Area: (1) The City of Williamsburg approved removal of the large dead pine tree and Bartlett Tree Experts have been contracted to remove this tree in early November at a cost of \$1066.50; (2) Greenskeepers has completed aeration and reseeding of the JML Common Area and all others as well.
- Following consultation with the property owner at 130 Jones Mill Lane, approval was given to the homeowner to cut sycamore limbs overhanging his property. The homeowner also reported that the community irrigation system is not working on his side of Holly Hills Drive. Knightscape will be scheduled to check this section of the system.
- Regarding the Reserve Study, Carol reviewed the 2005 valuations and recommended no changes for 2007.

TREASURER'S REPORT:

Once again, Bill Doyle reported that the Association is in "very good shape" financially. He distributed August 2006 copies of the HHCA Financial Report which showed the Projected Year End Operating Account Balance is \$15,167. The report also shows the Year End Operating Account Balance 2005 Excluding 2006 Revenues Banked in 2005 was \$15,211. Bill also discussed the discrepancy in the Escrow Liability Account which has existed since 2001. However, he stated that the account has a balance sufficient to cover liabilities for the property deposits made to this account.

Bill also announced that the CORE Committee has not used the \$550.00 2006 Budget Allocation design designated for the Committee's use, if needed.

SECRETARY'S REPORT:

Nancy Early reported that delivery of the Meeting Packets for the October 24, 2006 Annual Holly Hills Community Association Meeting was completed on September 17, 2006. Twenty Packets were mailed to Owners with addresses outside the neighborhood. A Certification of Delivery Notice was signed on September 17, 2006. Bill Doyle has prepared a list of Legal Owners per Title for use at Registration at the Meeting.

#### DRB CHAIRMAN'S REPORT:

Don Koehler reported "a very quiet period" since the last Board Meeting and stated that the DRB has received only two requests for tree removals.

#### CORE REPORT:

Alice Morgan reported the following information:

- A survey will be distributed to residents at the Annual Meeting requesting information, feedback, and suggestions for community activities.
- The Labor Day Picnic was a successful event attended by more than one hundred guests. Several residents commented that holding the picnic inside provided greater opportunity for social interaction among neighbors
- The Fall LEO is scheduled to be held at Colonial Heritage on October 20<sup>th</sup>
- The Holly Hills Illumination Ceremony will be held at Reindeer Circle on December 4<sup>th</sup> at 7:00 P.M.
- Quarterly Socials are planned for new residents beginning in November or December
- The CORE Committee has passed a motion to establish a Fund Raising Committee with restrictions. The Committee has a \$400.00 fund raising goal for the 2006-2007 year.

#### NEIGHBORHOOD AWARENESS FOR NEIGHBORS COMMITTEE REPORT:

Jan Krapfl distributed a report containing the following information:

- Meetings continue to be held with Area Teams. The Committee is developing a "Household Emergency Preparedness" sheet for residents. A list of "at risk" residents is also being compiled so that the needs of these residents will receive priority attention in the event of an emergency or crisis.
- CB radios worked well during tropical storm Ernesto with one exception: Area I
- A special thank you was expressed to Toby Lane who cut up a large fallen tree which blocked passage on Yorkshire Drive. Reports of the fallen tree to the City received no response so that Toby returned later in the day to remove additional portions of the tree so that vehicles could enter and exit the area.
- Holly Hills and Walnut Hills experienced considerable storm damage from Ernesto. More than twenty five trees were reported to have blown down during the storm
- Residents are reminded to request proper identification from solicitors appearing in the neighborhood

#### OLD BUSINESS:

- Update JML Common Area Cleanup: See Vice President's Report

- Final Review 2007 Proposed Budget: No changes were recommended or suggested
- Update Case 2006-2: No reports received about noise violations. Improvement noted
- Update Accounting/Audit Procedure: Approval of change to GAAP requiring Accrual Accounting for HHCA Annual Report. This change will be reported to Berkeley, Lent, & Hawthorne at a scheduled meeting
- Reserve Study Update: Review to continue

NEW BUSINESS:

- Discussion of CORE Support Budget Support Line Item: \$500.00 has been allocated in The 2007 Budget for CORE use, if needed
- Discussion of Nominating Committee Issues: Toby Lane expressed concern about the lack of communication between this year's Committee and the Board of Directors which contributed to "issues" during this year's selection process. Committee Chair, Elaine Scrivner, presented a summary of the 2006 selection process. Committee Member, Bob Harman, distributed a report containing seven suggestions which could be helpful to future HHCA Nominating Committees. The suggestions provide for Members interested in serving with information about submitting a nomination and would enable all Members to learn about the proposed Nominees prior to the Annual Meeting. The Committee was asked to report back to the Board regarding the formulation of a well-defined process for the future selection of candidates to the Board of Directors.
- Proxy Solicitation: The need for Proxy solicitation was stressed to insure that 2/3 of Members eligible to vote (112 out of a total 168) be present or represented by Proxy in order to call for a vote of the proposed Amendment changes at the October 24<sup>th</sup> Annual Meeting.
- Annual Meeting Sign In Process: Nancy Early reported that the Legal Owner Per Title List will be used to register both Members in attendance at the Meeting as well as record Proxy Forms. Three residents have volunteered to facilitate the sign in process
- Review Annual Meeting Agenda: No additions or deletions were made to the scheduled agenda
- Rules Enforcement Resolution: Board Members voted unanimously to accept the Resolution for a Rules Enforcement Policy to be formulated and presented to Members
- Discussion of Need for Institutional Memory: Members were in agreement that a document recording procedure needed to be implemented to reference significant Board decisions
- Fourth Quarter Calendar Review: The calendar was reviewed. The next Board Meeting is scheduled to be held on November 9<sup>th</sup> at Bill Doyle's home at 7:30 P.M.

There being no further new business, the meeting was adjourned at 10:35 P.M.

Respectfully Submitted,

Nancy Early

MINUTES OF THE HOLLY HILLS COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JULY 27, 2006

The July 27, 2006 meeting of the Board of Directors held at the home of Toby Lane was called to order at 7:40 P.M. by Toby Lane, President. Members in attendance were Toby Lane, Carol Harman, Bill Doyle, Nancy Early, Don Koehler, Jan Krapfl, and Alice Morgan. President Toby Lane welcomed Alice Morgan, newly elected CORE President, who will be attending Board Meetings as CORE representative during her term of office.

**APPROVAL OF MINUTES:**

Board Members voted to approve Minutes from the April 27, 2006 meeting with no corrections.

**PRESIDENT'S REPORT:**

Toby Lane announced that Holly Hills has been selected to receive the 2006 City of Williamsburg Neighborhood Beautification Award. Carol Harman was recognized for her outstanding efforts in overseeing the maintenance of neighborhood entrances and common areas. Toby also suggested that a letter be sent to Greenskeepers informing them of this award and thanking them for the quality of their services rendered to the community.

Toby also reported speaking to Homeowners at 304 Yorkshire Drive and 320 Yorkshire Drive regarding the issue of their cars being parked on the street in front of these homes. Homeowners agreed to park all vehicles in the driveways of their respective properties.

The Nominating Committee will be responsible for selecting candidates for three Board positions. Candidates for the Board will be presented for election to the membership at this year's Annual Homeowners Meeting scheduled to be held on October 24<sup>th</sup>. Committee members are Elaine Scrivner, Darryl Addington, and Marilyn DeRosso. Toby will contact the committee regarding meeting schedules for the selection of candidates for the Board positions.

Toby stated the goal of having a 2/3 quorum present at the October 24<sup>th</sup> Annual Meeting so that members can vote to make minor changes to 1) Amendments to the Articles of Incorporation and (2) Amendments to the Declaration of Covenants, Easements, and Restrictions.

**VICE PRESIDENT'S REPORT:**

Carol Harman reported the following information:

- In May Waxleaf Begonias were planted at both entrances. The 400<sup>th</sup> Anniversary Garden suggestions from the Virginia Extension Service were not followed because of the recurring deer and rabbit problem with entrance plantings.
- In early June Knightscares repaired the main watering system along Holly Hills Drive. The company reported that the well pump may have been knocked off line during a thunderstorm. The well pump is being monitored in the event additional maintenance or replacement is required.
- Regarding the Jones Mill Lane Common Area, Greenskeepers was contacted to repair the grassy part of the Common Area in front of the Morris and Cashen properties. The need for this repair was decided during discussion with owners. As part of the fall maintenance program, soil will be added to the area and reseeded is scheduled to be done. There may be additional costs for the soil.

Carol also presented background information relevant to the Renovation Proposal for the Jones Mill Lane Common Area. Further discussion of this topic was scheduled for later in the meeting.

#### TREASURER'S REPORT:

Bill Doyle announced that the community is in "good shape" financially further adding that expenditures to date for the current fiscal year are less than those amounts budgeted. Once again, he reported that Annual Homeowners Dues for 2007 will remain at \$165.00 .

Bill distributed a Summary Financial Report-2006 for the period January 1,2006 thru June 30,2006 showing that the amount in the two Operating Accounts totals \$32,145.96. The report also reveals that the Year End Operating Account Balance 2005 excluding 2006 revenues banked in 2005 was \$15,211. The summary also projects a Year End Operating Account Balance of \$14,859.94

To facilitate his presentation of accounting and audit issues, Bill distributed a handout entitled "Review of Accounting, Financial Reporting, and Controls." He discussed ,in detail , Reasons for Review; Findings; and Compilation, Review or Audit. At the conclusion of his presentation, Bill offered the followed recommendations:

- The Board support a change to GAAP requiring Accrual Basis of accounting for the HHCA Annual Report providing the costs of this procedure are not substantial..Bill stated that the reasons for this change are to comply with the Virginia Code and the HHCA Bylaws.
- If this change is not made,,Berkeley Management should be advised to provide the CPA with necessary disclosures to ensure that the Compilation, Review or Audit does not contain Qualifying Statement and that a clean report is obtained.
- Because of substantial costs involved and the minimal exposure of the Association to financial risk from errors, fraud, and other abuses, Bill recommended that that the Board support continuing the Annual Compilation and require that these be free of any Qualifying Statements to the fullest extent possible.

#### SECRETARY'S REPORT:

Nancy Early reported that the Williamsburg Library Auditorium has been reserved for the Annual Homeowners Meeting scheduled to be held on Tuesday, October 24<sup>th</sup> at 7:00 P.M.

After reviewing insurance quotes from three area agencies, it was decided to renew the existing Business Insurance Policy with Nationwide Mutual Insurance Company . The annual premium for this policy is \$1241.00.

#### DRB CHAIRMAN'S REPORT:

Don Koehler stated that the past quarter was a "relatively quiet time" for the DRB. Seventeen requests for approval were made since the last Board Meeting. These requests were as follow:

- Painting-----2 Requests
- Window s-----1 Request
- TreeRemoval-----9Requests
- Landscaping-----3Requests
- Re-Model-----1 Request
- Walk-thru-----1 Request

Don also emphasized that Homeowners must obtain permission from the City of Williamsburg before cutting trees on their properties.

#### CORE COMMITTEE REPORT:

Alice Morgan reported that the newly elected officers plan to meet on August 4<sup>th</sup> to prepare an Operating Budget for the coming year. She also inquired about the status of the Daffodil Planting Proposal recommended by the Core Beautification Committee. Toby Lane reiterated that Vice-President Carol Harman will review requests for bulb planting in Common Areas.

Alice also reminded members that the CORE-sponsored Labor Day Picnic is scheduled to be held on Monday, September 4<sup>th</sup> at 4:00 in the cul-de-sac in front of 136 Holly Hills Drive.

#### NEIGHBORHOOD AWARENESS FOR NEIGHBORS COMMITTEE REPORT:

Jan Krapfl reported that Emergency Procedure Manuals have been revised and distributed to all NAN volunteers at meetings held in each of the five neighborhood areas. Each Area Coordinator and CERT has received a CB radio for use in case(s) of emergency. Drills are scheduled to fine tune use of the CB communication system. Jan also stressed the importance of identifying "At Risk Residents."

Several residents have reported the appearance of solicitors without proper identification in the community. Neighbors are asked to contact the Police Department about any such individuals.

Jan also mentioned that neighborhood fire hydrants and the frames on speed limit signs are in need of painting.

#### OLD BUSINESS:

- No complaints have been received regarding mail delivery issues
- Trash pickup mailbox stickers are ready for distribution to residents
- President Toby Lane has written an article addressing concerns about speeding on neighborhood streets. The article will appear in the July issue of the GAZETTE.
- Update Case 2006-1: Compliance with Board directives. Satisfactory resolution of case.
- Update Case 2006-2: No recent complaints; no further action deemed necessary

#### NEW BUSINESS:

JML Common Area Issues: Following discussion of various options regarding modification of the Common Area, a compromise approach was reached which includes the following course of action:

- Improvement of the grass area in front of the Cashen and Morris properties. Carol Harman will work with Greenskeepers to facilitate this improvement during Fall maintenance work.
- Provisions will be made to remove the large dead pine tree and other dead or dying plants in the area
- Selective removal of some of the smaller pines across from the Tan and Crawford properties leaving the rest of that area as it currently exists.

Accounting/Audit Procedures: See recommendations under Treasurer's Report

Schedule for Preparation of 2007 Budget: Bill Doyle will prepare budget in time for inclusion with materials to be mailed with Annual Homeowners Meeting Packets no later than September 25<sup>th</sup>

Insurance Update/Renewal: See Secretary's Report

Reserve Study Update: Report submitted 2005

Annual Meeting: Nancy Early will mail and deliver Meeting Packets prior to September 25<sup>th</sup>. She will also make provisions for a Registration Table outside the Library Auditorium and receive Proxy Votes. Prior to the meeting, contact with residents will be made to determine the number of Homeowners planning to attend the meeting.

- Review Calendar for Next Quarter: Focus was on preparation for the October Annual Homeowners Meeting

There being no further new business, the meeting was adjourned at 10:05 P.M.

Respectfully Submitted,

Nancy Early  
Secretary

MINUTES OF THE HOLLY HILLS COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
APRIL 27, 2006

The April 27<sup>th</sup> 2006 meeting of the Board of Directors held at the home of Nancy Early was called to order at 8:10 P.M. by Toby Lane, President. Members in attendance were Toby Lane, Carol Harman, Bill Doyle, Nancy Early, Don Koehler, and Carol McCartney. Jan Krapfl was absent from the meeting.

APPROVAL OF MINUTES:

Board Members voted to approve Minutes from the January 26,2006 meeting and the Minutes from the Special Meeting held on March 13,2006 to review Case 2006-1.

PRESIDENT'S REPORT:

Toby Lane reported satisfaction with the "state of the community" and reported no new issues for consideration.

VICE PRESIDENT'S REPORT:

Carol Harman distributed a written report to Board Members. The report contained the following information:

- \*\*\*The annual contract with Knightsclapes has been signed and paid
- \*\*\*Carol met with the new owners of Greenskeepers to review the current contract
- \*\*\*Thirty wax myrtles were planted along Holly Hills Drive on 3/01/06. The cost of the trees was shared equally between Greenskeepers and the Homeowner's Association. Ken Lownes has volunteered to water the new trees for the next twelve months.
- \*\*\*Waxleaf begonias will be planted at the front entrances for the summer months. Permanent evergreens will be planted in the fall in the areas occupied by the begonia plants.
- \*\*\*Greenskeepers refunded the 2005 overpayment in the amount of \$2214.67. A check in this amount was received by Berkeley Management on 3/27/06

TREASURER'S REPORT

Bill Doyle distributed a Financial Report to Board Members for the period January 1,2006 thru March 31,2006. The amount in the two Operating Accounts (Money Market and Checking) totals \$41,241.00.

Bill projected the 2006 Year End Balance excluding 2007 revenues banked in 2006 to be \$12,473.00. This amount represents a \$2738.00 reduction in Operating Balance from the \$15,211.00 2005 Year End Balance.

Bill also stated that there should be no problem maintaining the reduced \$165.00 Annual Dues amount charged to Homeowners for both 2007 and 2008. He reported that only three Property Owners have dues outstanding for the current year.

According to Bill, the Homeowner's Association Accounts are in "good shape". He also noted receipt of the first payment for the McCale Property.



**SECRETARY'S REPORT:**

Nancy Early reported that the Williamsburg Library auditorium has been reserved for the Annual Homeowner's Meeting on October 24, 2006. She will also review premiums for the Association's Business Insurance Policy and discuss her findings at the July meeting.

**DRB CHAIRMAN'S REPORT:**

Don Koehler reported meeting three times with the Homeowner in Case 2006-1. The Homeowner has completed six of the seven requirements outlined at the 3/13/06 Special Meeting. The final requirement involves exterior siding and is expected to be approved in coming weeks.

David Bugin informed Don that he is purging old files and DRB records prior to 2003. Records from 2003 onward will continue to be maintained by David.

Don also reported the current balance of the Escrow Account is \$35,355.00

Don has met three times with Berkeley staff since the January meeting and made twenty six site visits to homeowner properties.

In recent months twenty requests have been received by the DRB for property improvement. The requests are as follow:

New Construction-----	2 Requests
Fences-----	3 Requests
Porch Enclosures-----	2 Requests
Tree Removal-----	4 Requests
Addition to Property-----	1 Request
Land Improvement-----	1 Request
Paint Color Change-----	5 Request
Repair-----	1 Request
Air Conditioner Enclosure-----	1 Request

**CORE COMMITTEE REPORT:**

Carol McCartney reminded Board Members that the Spring Fling Picnic is scheduled to be held on Sunday , April 30<sup>th</sup> starting at 3:00 P.M. She also announced the new slate of CORE officers who will assume office in May. Alice Morgan is the new CORE President. Board Members thanked Carol for her outstanding service to CORE and the Holly Hills Community during her Presidency.

Carol also encouraged Board Members to submit articles of interest to the HOLLY HILLS GAZETTE. The deadline for the summer issue is July 15<sup>th</sup>.

**NEIGHBORHOOD AWARENESS FOR NEIGHBOR COMMITTEE REPORT:**

Jan Krapfl submitted a written report to Toby Lane. Her report contained the following information:

**\*\*\*NAFN Meeting Report--**Jan and Bob Harman have finalized the Emergency Procedure and a CB radio protocol for use in case of community emergencies. It was also noted that Greg and Kathy Ballantine are enrolled in CERT training classes with the city.

**\*\*\*Trash Pick Up--**A flyer containing the new decals will soon be distributed

**\*\*\*Mail Delivery--**No new information or complaints

\*\*\*Beautification—Jan recommended thinning the island on Jones Mill fronting the Cashen and Crawford properties.

**OLD BUSINESS:**

Trash Pick Up Mail Box Stickers---- BFI personnel have designed a new decal scheduled for distribution to residents

Mail Delivery Issues-----No new complaints received or reported

**CORE Beautification Recommendations**

Board Members reviewed each of the ten recommendations submitted by the CORE Beautification Committee on September 22,2005.The following is the Board's reponse to each of the recommendations:

1. Vice President to continue to determine the plantings and maintenance for the entrances.
2. Vice President to determine if and when additional mulch is necessary.
- 3.Vice President to ensure Greenskeepers maintains the Common Areas as per annual contract
- 4.Consideration to be given to obtaining the advice of an arborist concerning what should be done to ensure the health of hardwood trees in these areas .
5. No further action is deemed necessary.
6. Board to decide if crepe myrtles should be planted in suitable areas.
7. No further action is deemed necessary.
8. Vice President to decide if/what/where
9. Vice President to authorize/approve offers by Members to provide and//or plant bulbs.
- 10.Board to decide if to add benches. If so, what kind, how many, and where.

In the matter of Landscape Design and Maintenance Personnel, the Board needs to decide if changes should occur regarding the contracting of landscape maintenance work in future years.

**Holly Hills Website:**

Toby Lane discussed the value of establishing and maintaining a Holly Hills Community Association website as an additional means of providing communication and information with and among Members. Toby volunteered to submit an article to the next edition of the GAZETTE asking for volunteers interested in working on this project..

**NEW BUSINESS:**

Speeding -----Toby Lane will submit an article to the July issue of the GAZETTE addressing the issue of increased vehicular speed on community streets. A written reminder will also be sent to major builders requesting workers to observe posted 25 MPH speed limits. It is hoped this "friendly" approach will alleviate the problem.

Calendar Review-----Board Members reviewed the Association calendar for the next quarter noting the need to review insurance coverage needs for 2006-2007 and to file the appropriate annual form and fee with the Virginia Real Estate Board..

Update Case 2006-1-----As noted in the DRB Chairman's Report, the Homeowner is cooperating fully to satisfy the seven construction requirements outlined for compliance at the 3/13/06 Special Meeting.

Update Case 2006-2-----A letter of notification was mailed to the Homeowners and a copy of the letter was delivered by Toby Lane to the owner in residence. The Police Department has also been notified of this noise violation and has offered advice to abutting residents as to procedures to follow if the problem persists.

The meeting was adjourned at 10:10 P.M.

Respectfully Submitted,

Nancy Early  
Secretary

MINUTES OF HOLLY HILLS COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
APRIL 27,2006

Prior to the meeting, Board President Toby Lane introduced Attorney Elizabeth White, an Association Member and partner in the law firm of Kaufman and Canoles. The firm serves as legal counsel to community associations throughout the Peninsula and Southern Virginia. For twenty years, Elizabeth has worked with planned communities and homeowner associations advising them in all aspects of community business.

Elizabeth's informative presentation reflected her proactive philosophy that homeowner associations should be operated as businesses and guided by well-defined, written operating policies and procedures. She stressed the importance of consistent enforcement of community covenants and regulations

In an effort to minimize conflict, Elizabeth emphasized that community members must be familiar with written policies as well as the process and procedures relating to violations of covenants. When violations occur,, she advised establishing written documentation in communication with non-compliant community members. She also stressed the importance of conflict resolution that avoids litigation, a costly procedure for associations.

Elizabeth invited Board Members to attend the next Homeowners' Association Seminar that her firm co-sponsors with the James City County Planning Board. She presented the Board with a summary from the March 2006 Seminar and also gave the Association a video dealing with the legal aspects of reserves.

Board Members thanked Elizabeth for speaking to the group and sharing her professional expertise on the subject of homeowner associations and the enforcement of community covenants and regulations.

MINUTES OF HOLLY HILLS COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JANUARY 26, 2006

The January 2006 meeting of the Board of Directors held at the home of Carol Harman was called to order at 7:30 P.M. by Toby Lane, President. Members in attendance were Toby Lane, Carol Harman, Bill Doyle, Nancy Early, Don Koehler, Jan Krapfl, and Carol McCartney.

No meeting minutes were approved since the previous meeting was the Annual Meeting. Toby Lane reported that former Board President Matt Broderick has volunteered to prepare minutes from this meeting which will be available at a later date.

**PRESIDENT'S REPORT:**

Toby Lane introduced Nancy Early and proposed her election as a new Board member and Secretary to fill the vacancy created by the death of Marjie Ness. A majority of the Directors present voted to approve her election to the Board and for the Office of Secretary until the 2006 Annual Meeting per Article 4.1 of the Bylaws and Article V Section 5.3 (d) of the Articles of Incorporation.

Board Members were asked to review five 2006 Administrative Resolutions. (See attached) All members voted to approve the Resolutions as presented.

Toby Lane introduced himself as Board President and expressed his hope that this Board would employ a "team approach" in all matters related to the management and maintenance of the Holly Hills Community during his tenure in office. He also advocated an "Open Door" Policy encouraging Board members to be alert and responsive to residents' input and concerns . Toby further asked Board members to exercise discretion when discussing with non Board Members, information received, reviewed, and discussed related to community issues .

The President also encouraged the use of Email as well as telephone meetings and conferencing as a means of facilitating communication among Board members related to community issues.

**VICE PRESIDENT'S REPORT:**

Carol Harman reported meeting with Ken Lownes to discuss planting wax myrtles and/or other plantings along Holly Hills Drive. She is also working with Greenskeepers to replace plants that have died during recent months. Carol also announced:

- Greenskeepers annual contract has been renewed for 2006 at the same cost as the 2005 contract. A notation to the 2006 contract specifies that McCale Development Corporation will share with the Association the maintenance cost of the two Getty parcels .
- Berkeley Management paid a summer Greenskeepers bill twice so that an overpayment credit or refund is expected from Greenskeepers.
- Knightscares contract has been renewed to maintain the community's irrigation system during 2006. Additional charges will be billed separately for On-Call services.
- On 1/17 Carol met with Judy Crawford, Chair of the CORE Beautification Committee, to discuss the committee's community landscaping recommendations. Carol also advised the CORE President to present any future beautification proposals directly to the Board for review and consideration.

#### TREASURER'S REPORT:

Bill Doyle presented a written summary report of community Income/Expenses from January 1, 2005 thru December 31, 2005. He further reported the community is "in good shape if we stick to budget."

Bill also reported on his recent meeting with Berkeley Management personnel including C.J. who is the official account representative assigned to work with the Holly Hills Board. Topics discussed during the meeting included:

- Request for monthly reports with Email attachments(Excel Format) to be sent to the Board Treasurer. Paper copies will also be available for review at the Berkeley office.
- Berkeley suggested opening another interest bearing money market account and depositing operating funds not needed immediately in this account. Operating funds required in the near future would continue to be held in the non-interest bearing checking account.

#### SECRETARY'S REPORT

None

A new Contact List prepared by Toby Lane was distributed.

## DRB CHAIR REPORT

Don Koehler discussed meeting with Berkeley Management personnel to review DRB deposits to and refunds from the Escrow Account. He stressed the importance of improving communication with Berkeley related to the management of DRB funds.

## CORE COMMITTEE REPORT

Carol McCartney informed the Board that:

- Revision and updating of the Holly Hills Directory has been completed and copies of the new directory have been distributed to all residents. Board members approved the expenditure of \$249.59 to cover the cost of the directory's printing.
- Repairs to the recently purchased microphone have been completed at no additional cost to the Association.
- CORE seeks to become a self-supporting group as evidenced by recent fund raising efforts.
- The next edition of the HOLLY HILLS GAZETTE will be published and distributed during the last week in February.
- A Spring Fling Picnic for the community is scheduled to be held on Sunday, April 30<sup>th</sup>. Raindate for the picnic is Sunday, May 7<sup>th</sup>
- The Annual Dinner Dance is scheduled to be held on Saturday, April 1<sup>st</sup> at the Ford's Colony Country Club.

## NEIGHBOR AWARENESS FOR NEIGHBOR COMMITTEE REPORT:

Jan Krapfl reported the purchase of eighteen CB radios and batteries further stating "The system works." The Board had previously approved \$910.00 for the purchase of the radio equipment, Actual cost of the purchase totaled \$720.97.

Jan outlined 2006 Committee Objectives:

- Recruitment of an Area 5 Coordinator to fill the vacancy created by the resignation of Ruth Hecker from that position.
- Finalizing Emergency Procedures for the community

- Additional CERT training for volunteers in Areas 2,4, and 5.
- Consideration to appointing an Assistant Chair to the

Committee There was also discussion about providing the Board

President with a CB radio. OLD BUSINESS:

Trash pickup decals are currently being designed by BFI for residents wishing to have backyard pickup service.

Mail misdelivery incidents continue to be reported by residents. A meeting was recently held with the neighborhood carrier and a union representative in an effort to improve mail delivery service. Residents are asked to contact the Postmaster with documented accounts of delivery problems.

Carol Harman distributed a list of ten recommendations prepared by the CORE Beautification Committee regarding improvement of the neighborhood landscape. The Board decided to postpone voting on the proposals until the April meeting to allow members sufficient time to review the recommendations. Carol McCartney requested removal of the deer netting from plants at the Holly Hills entrance gardens.

NEW BUSINESS:

- It was decided to charge a \$200.00 annual fee to vacant lot owners for maintenance of their properties during 2006.
- Discussion of financial support to the CORE Committee was postponed until the July meeting at which time the Committee's financial status will be evaluated.
- Board members approved renewing membership in the Neighborhood Council of Williamsburg. Annual membership is \$10.00. Greg Ballantine is Holly Hills neighborhood rep. Toby Lane requested a copy of the minutes from monthly meetings be sent to the Association.
- Members approved opening an interest bearing money market account for surplus funds from the existing operating funds account. Bill Doyle will contact Berkeley to authorize opening this fourth account.
- Don Koehler updated members about the DRB issue involving homeowners who have made a substantial addition to their home without seeking DRB approval or a city building permit. The DRB mailed a letter to the homeowners on 1/6 informing them of the violations in question.



- The Board discussed and agreed to renew the agreement with McCale Development Corporation regarding 2006 maintenance of the two sections of the Getty property. Terms of this agreement state that the developer will share equally with the Association the costs to maintain these two properties.
- Toby Lane suggested the Board give consideration to setting up a Holly Hills website using the free service at [www.neighborhoodlink.com](http://www.neighborhoodlink.com). Postings to be published would include information about social events; Board meeting agendas and minutes; club meeting events; N-t-N info; and other categories of interest to community residents. Involvement in this project would require the services of a resident volunteer to establish and maintain the site.
- The first quarter calendar was reviewed and it was agreed that (1) Bill Doyle would coordinate with Berkeley billings for 2006 lot maintenance fees; and (2) Nancy Early will Contact the Williamsburg Public Library to reserve the library auditorium for the October 24th Annual Meeting.

The meeting was adjourned at 10:20 P.M. The next meeting will be held on April 27<sup>th</sup> at 7:30 P.M. at the home of Jan Krapfl.

Respectfully Submitted'

Nancy Early  
Secretary