

MINUTES OF THE HOLLY HILLS COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JANUARY 25, 2007

The January 25, 2007 meeting of the Board of Directors held at the home of Don Koehler was called to order at 7:30 P.M. by Bill Doyle, President. Members present were Bill Doyle, Ken Lownes, Bill Crawford, Nancy Early, Don Koehler, Jan Krapfl, and Alice Morgan

#### HOMEOWNER FORUM

President Bill Doyle announced that a period of time not to exceed 15 minutes at the beginning of each Board Meeting should serve as a forum providing homeowners with an opportunity to communicate their concerns and opinions to Members of the Board of Directors. He also stated that residents are welcome to attend regularly scheduled and special Board Meetings.

#### APPROVAL OF MINUTES

Board Members voted to approve without corrections the minutes of the October 9, 2006 Board Meeting.

#### PRESIDENT'S REPORT

Bill Doyle welcomed newly elected Members Ken Lownes and Bill Crawford to the Board of Directors. He emphasized that Members should function as a team employing a cooperative approach in all matters related to community issues and improvements.

Bill provided Members with a Meeting Protocol Outline. Prior to each regularly scheduled meeting he provided time frames for 1) Requesting Agenda Items (Three Weeks Prior); (2) Draft Agenda Distribution (Two Weeks Prior); (3) Draft Minutes Distribution (One Month after Minuted Meeting); (4) Draft Agenda Item Notes Distribution (Two Weeks Prior); (5) Distribution of Possible Draft Resolutions (Two Weeks Prior); (6) Responses from Members regarding Suggestions of Additional Information for Consideration at Board Meetings (One Week Prior); (7) Availability of Draft Agenda and Pre-Meeting Notes to Association Members on the Community Website when fully operational

Special and regularly scheduled Board meetings will begin with an Open Forum lasting not more than 15 minutes for Members who wish to attend and express their concerns, opinions, and suggestions related to Community issues.

Business Meetings will be conducted in accordance with "relaxed" Roberts Rules of Order unless control of the Meeting becomes problematic.

All information concerning the Neighborhood or the Association should be communicated in Reports presented by each Director at the beginning of each Meeting. Distribution of a summary of these reports together with Pre-Meeting Notes will expedite this portion of the Meeting and allow Members more time to ask questions and offer responses to the information presented in individual reports.

Discussion during the Unfinished Business and New Business portions of the Meeting should be directed toward establishing a position or action to be taken by the Board.

Meetings scheduled during 2007 will begin at 7:00 P.M. and should be concluded within two hours.

#### VICE PRESIDENT'S REPORT

Ken Lownes reported meeting several times with Carol Harman to review the Vice-President's duties and responsibilities. He also plans to meet with representatives from both Greenskeepers and Knightscares to review maintenance schedules and contracts.

Ken also mentioned that two wax myrtle trees on Holly Hills Drive have been replaced and all wax myrtles have been fertilized.

#### TREASURER'S REPORT

Bill Crawford distributed an outline of Treasurer Activities for the period January 1-January 25, 2007. He also distributed copies of the January 2007 HHCA Monthly Financial Report showing a Forecast Year End Operating Accounts Balance of \$10,839.37.

January 2007 Revenues revealed a Total Income of \$15,450.00 with expenses totaling \$2915.78 resulting in a Net Income of \$12,534.22 for the period January 1- January 24, 2007.

Bill distributed copies of the Design Review Board Record of Receipts & Disposition of Refund form for use by the DRB.

Bill also requested that the Board approve the establishment of an Operating Contingency Fund.

#### SECRETARY'S REPORT

Nancy Early reported she will prepare a draft of the Annual Meeting Minutes for review at the April 26<sup>th</sup> Meeting.

#### DRB CHAIRMAN'S REPORT

Don Koehler reported receiving six requests from Homeowners for property changes and/or improvements: one request for window replacement; three requests for tree removal; one request for fence installation; and one request to change house trim color. All requests were approved by the DRB.

Don also reported that Joe McCartney and Fred Barton will continue to serve with him on the DRB Committee.

#### CORE REPORT

Alice Morgan reported that the Neighborhood Illumination held in December was a successful event helping to usher in the Holiday Season.

More than twenty residents participated in the January Progressive Dinner.

Future scheduled social events include the next LEO which will be held at the Williamsburg Lodge on February 23<sup>rd</sup>; Annual Dinner Dance at Ford's Colony Country Club on March 10<sup>th</sup>; Spring Fling Picnic on April 21<sup>st</sup> with a raindate of April 22<sup>nd</sup>. A Sunday Afternoon Social for new residents will be held on March 5<sup>th</sup> with three of five new families planning to attend. Future gatherings for new residents are planned to be held semi-annually.

#### NEIGHBOR AWARENESS FOR NEIGHBORS REPORT

Jan Krapfl presented a summary of 2006 NAFN objectives and progress toward achievement of those goals.

- She reported that thirty eight residents currently serve on the NAFN Team.
- Al Friedrich has been recruited as the new Area 5 Coordinator.
- An Emergency Procedures Plan has been finalized and NAFN booklets have been distributed to each Member/Officer.
- A procedure for CB radios has been completed. Radios have been distributed to all Area Coordinators, ER Representatives, and CERT Teams.
- Meetings were conducted with individual teams from each Area.

- There was a need for additional CERT trainees in Areas 2, 4, and 5. Greg and Kathy Ballentine from Area 2 graduated from the training class for 2006 and are now CERT qualified.

Currently the City of Williamsburg has 42 CERT Trainees. Holly Hills CERT Trainees (7) represent 16.7% of the total number. Sector 7 has a total of 10 members.

Regarding recruitment of a back-up for her position, Jan reported that Bob Harman has agreed to act as Back-Up Coordinator.

Current NAFN activities include: utilizing Block Captains to disseminate information to their respective residents and authorizing a Traffic Study to be conducted by the City Police Department to deal with the issue of speeding on Holly Hills Drive.

Jan concluded her report with an outline of the following NAFN 2007 Objectives:

- Update Directory /Data Sheet information for participating residents
- Conduct Traffic Study to increase Neighborhood safety
- Prepare and distribute a Household Emergency Preparedness Guide
- Update the "At Risk" Residents List
- Recruit additional CERT trainees, especially in Areas 4 and 5

#### UNFINISHED BUSINESS

On the issue of Potential Liability Obligation for Construction Deposit Escrow, the Board approved passage of Resolution #1/2007 titled Action to Dismiss Potential Liability Obligation for Construction Deposit Escrow. A copy of this Resolution is on file in the Secretary's Records.

#### NEW BUSINESS

- Vacant Lot Maintenance:
  - In 2006 maintenance costs for the seventeen vacant lots maintained by the Association totaled \$3840. However, annual assessment income of \$200 per lot totaled \$3400 so that costs budgeted for this expense was exceeded by \$480.00. Rather than increase assessments for 2007 to cover the cost over-run incurred in 2006 and anticipated higher costs this year, Ken Lownes recommended modifying the vacant lot mowing schedule to reduce maintenance costs in 2007. Members approved the recommendation to schedule an alternate (every other week) mowing schedule. Ken will inform Greenskeepers of this mowing schedule change.
- Common Area Maintenance
  - Ken reported that some of the holly bushes at the Main Entrance require attention and recommended removing dead branches from these plants and applying a special fertilizer to their root systems. Ken also recommended removal of the cluster of junipers at the far end of the island and re-landscaping this area in Fall of 2007
  - Ken also discussed the visibility problem presented by the height of the hollies at the upper end of the Main Entrance and suggested cutting back the branches of these hollies to improve visibility for drivers.
  - Ken also reported on plans to plant a red, white, and blue garden at both Entrances to add color and to help commemorate the Jamestown 2007 Celebration.
- CORE Reimbursement for Illumination Expenditure:
  - Members voted to approve reimbursement in the amount of \$148.39 to the CORE Committee for the purchase of lights, electric cables, and other decorative materials which were used to decorate for Illumination 2006 and will be continue to be used for future annual Illumination decorating.
- Neighborhood Council of Williamsburg:
  - Board Members voted to approve 2007 membership in this community organization which provides a forum for neighborhood representatives to discuss a variety of issues and concerns related to the quality of life in City neighborhoods. The Council meets on the first Saturday of each month at 8:00 A.M. in the Municipal Building at 401 Lafayette Street. Annual membership

dues are ten dollars for 2007.

- Cost Sharing with McCale for Maintenance of the Property Bordering Geddy and the streets of Jones Mill Lane and Holly Hills Drive:
  - Board Members voted to authorize President Bill Doyle to approve payment of the \$1350 annual expenditure amount for the Homeowners Association's fifty percent of the total \$2700 cost for maintenance of this property in 2007.
- Seminar Highlights: Advanced Legal Aspects of Homeowner Associations. Bill Crawford distributed a summary of this seminar held on January 20<sup>th</sup> co-sponsored by James City County and Kaufman & Canoles legal firm.
- Review Status and Formalize Special Projects Presented at the December Organizational Meeting
  - Bill Crawford was appointed to oversee the revision of Governing Documents. Bill reported his January activities related to this task. The Document Review Process will include consultations and meetings with former HOA Presidents to receive their input for this project. A committee will be formed to study suggestions and make recommendations for this "line by line" review of governing documents.
  - Formation of an Audit Committee: Following discussion, it was decided that a formal Audit Committee would be inappropriate in view of the community's size and Annual Budget. However, Board Review of Financial Controls and Considerations resulted in Board Members voting to approve Resolution 2007-2 titled Financial Transactions. A copy of this Resolution is on file in the Secretary's Records.
  - Status of Document Retention:
- President Bill Doyle distributed a Records Retention Outline to each Member to insure that there is compliance with the current Records Retention Policy.
  - Secretarial Records: Nancy Early reported that some required documents are missing from files prior to 2006. Efforts will be made to locate missing documents to insure compliance.
  - DRB Records: Don Koehler reported that his Committee's records are in compliance with retention requirements.
- Governance Considerations:
  - Holly Hills Website:
    - Nancy Early reported that the community resident who volunteered to help establish the community website is no longer available to assist with this project because of extended absence from the community.
- President Bill Doyle and Board Members agreed that the website is a high priority since it will provide an excellent medium for communicating information to community residents. Bill volunteered to chair a Website Committee and appointed Nancy Early and Bill Crawford to serve on the Committee with him. Bill outlined two phases for the Committee: Phase 1- Identification of Domains and Selection of a Service Company and Phase 2- Design Content of the Website and Functionality. Establishment of Operating Contingency Fund: Board Members voted to approve Resolution 2007-3 titled Action to Establish an Operating Contingency Fund. This fund is intended for use as a plan for the funding of unanticipated natural disaster expenses such as the removal of fallen trees and debris from Common Areas. A copy of this Resolution is on file in the Secretary's Records.

Following review of the Annual Calendar for the next quarter, the Meeting was adjourned at 10:30 P.M.

The next regularly scheduled Board Meeting will be held at 7:00 P.M. on April 26<sup>th</sup> at the home of Nancy Early.

Respectfully Submitted,  
Nancy Early  
Secretary

MINUTES OF THE HOLLY HILLS COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS SPECIAL MEETING  
APRIL 10, 2007

The April 10<sup>th</sup> Special Meeting of the Board of Directors held at the home of President Bill Doyle was called to order by Bill Doyle at 7:30 P.M. Members present were Bill Doyle, Ken Lownes, Bill Crawford, Nancy Early, Don Koehler, Jan Krapfl, and Alice Morgan.

Bill Doyle reported that the Holly Hills website is current operational and stated that the website contains general information about the area and the Holly Hills Community Association in an open format which will be available to residents without restriction on the Internet. Information on this part of the website is in the Public Domain.

Bill further explained that the website design provides a secured level for "Members and Residents Only" which is accessible with a User ID and Password after Members have registered for the site. Registration/subscriber information will be monitored to protect against intrusion by Non-Members. It should also be noted that any Subscriber misusing the site will be denied access to the secure area of the site. The following describes features and information which will be available in the Members Only area:

- Organization and contact information for the Board of Directors; CORE Committee; and NAFN Team Members and Participants.
- Contact information currently published in the Holly Hills Directory distributed to residents.
- Two Available Discussion Forums:
  - The first forum is intended for use by Board Members and Officers only although the content of this forum can be read by all subscribers. The intent of this forum is to create transparency in Board considerations and actions. This legal requirement has presented compliance issues in the past without an adequate communication process.
  - The second forum is a Suggestion Box which allows Members to raise questions; make comments; or offer suggestions for consideration by the Board. Input by Members into this discussion forum will be monitored and responses will be made to responsible suggestions.
- Minutes of Board Meetings and Association Member meetings.
- Financial Reports and Annual Budgets.
- Announcement of Board Committee Appointments and Member Meetings.
- Announcement of Holly Hills Social Events and Activities.
- Crime Watch and Neighborhood Security Announcements.
- Polls and Survey Results

In summary, the website will facilitate two way communications between the Board and Members of the Association as well as provide access to current information about issues, events, and activities within the community. Bill also stressed that safeguards have been incorporated into the website design to reduce Internet Security problems while providing Members with accessibility to information

Following his website presentation, Bill distributed copies of Holly Hills Community Association Resolution 2007-4 titled: Electronic Communication / Holly Hills Website. The Resolution, in part, resolves that the following actions be taken:

1. A total of \$400 is appropriated for the construction and twelve months operation of the Holly Hills Website.
2. The President is authorized to sign a contract with Community 123 for the construction of the Website and commitment to 12 months subscription not to exceed \$400.
3. The President, in addition to his other duties, will function as Website Administrator or Web Master and develop a potential successor.
4. The Website Administrator or Web Master will consult with the appropriate Officers in the continuing development of the Website and significant changes in the Website will require policy

- approval of the President with subsequent ramification by the Board of Directors.
5. While the President serves in the dual role policy, approvals by the President will require the concurrence of at least one other Director.

Board Members voted unanimously to approve the Resolution.

There was also limited discussion about the recent Leasing Questionnaire and Cover Letter mailed to owners. It was decided to discuss this topic further at the next regularly scheduled Board Meeting to be held on April 26<sup>th</sup>.

The meeting was adjourned at 8:45P.M.

Respectfully Submitted,  
Nancy Early  
Secretary

## Presidents Report

Bill Doyle outlined a revision of the Meeting Protocol which he introduced in January.

1. Prior to Meeting
  - a. Request Agenda Items. (*Four Weeks Prior*)
  - b. Draft Agenda Distributed (*Three Weeks Prior*)
  - c. Draft Minutes of last meeting Distributed One Month after last Meeting
  - d. Draft Agenda Item Notes Distributed (Two Weeks Prior)
  - e. Possible Draft Resolutions Distributed (Two Weeks Prior)
  - f. Members May Respond with Suggestions of Additional Information for Consideration at Board Meeting up to One Week Prior
  - g. Draft Agenda and Pre-Meeting Notes available to Association Members on Web Site once Online.
2. Meeting
  - a. Meetings will begin with an Open Forum for Members who wish to attend the Board Meeting Time limited to 15 minutes.
  - b. Business Meetings will follow “relaxed” Roberts Rules of Order unless Control of the Meeting becomes a problem.
  - c. Generally all information about the Neighborhood or the Association should be communicated within the Reports at the beginning of the Meeting. If a summary of these Reports can be distributed with the Pre-Meeting Notes this will expedite this section of the meeting and allow more time for members to ask questions or make comments about the information reported.
  - d. Generally all discussion during the Unfinished Business and New Business sections of the Meeting should be directed towards establishing a position or action to be taken by the Board.
  - e. Meetings should be concluded within two hours

He also reviewed complaints received from residents.

1. Complaints continue to be received about speeding along Holly Hills Drive.
2. Complaints from residents about RV parked in neighbor’s driveway by visiting family. Problem resolved by departure of family.

## Vice President’s Report

Ken Lownes reported completion of the following projects:

1. Weedeat and cleanup the back edge of the (17) vacant lots.
2. Acquire a copy of the original (1993) landscape plan from the City.
3. Remove leaning tree on the Getty property.
4. Remove tree hanging over the street from vacant lot at 200 Yorkshire Drive.
5. Prune out dead branches from hollies at the entrance.
6. New wax myrtles’ care and weed control.
7. Power wash bricks at both entrance signs.
8. Edge the grass strips on each side of the hollies at the entrance.
9. Crawford, Doyle, Koehler, Lownes fertilize shrubbery because of Greenskeepers contract dispute.
10. Repair lights at Yorkshire entrance.
11. Meet with Greenskeepers several times.
12. Repair grass damage by BFI trash truck
13. Irrigation system started up with several repairs.



## Treasurer' Report

Bill Crawford distributed copies of the Association's Financial Accounts Balances as of April 25, 2007. The Total Balance for the four accounts (Operating; Escrow; Capital Reserve; and Capital Money Market) was \$84,839.22 with a projected balance of \$84,081.30 after payment of a \$757.92 outstanding check. He also distributed copies of the Balance Sheet prepared by Berkeley Property Management. Bill commented "Berkeley is doing a great job for us right now. No complaints in either direction."

## Secretary's Report

See Approval of Minutes for January 25, 2007 Meeting and April 10, 2007 Special Meeting.

## DRB Chairman's Report

Don Koehler reported receiving only one request. The request for a window change was denied.

## CORE Committee Report

1. **January 28 New Neighbor Dessert Social** was held at the home of Alice and Chuck Morgan and co-hosted by Carol and Joe McCartney; Phyllis and Fred Barton; and Mary Ann and Wayne Durboraw. Three new families attended and provided positive feedback to their hosts. Another "New Neighbor" Social is planned for the the fall to welcome new families moving to Holly Hills since January.
2. **February 23, 2007 Let's Eat Out (LEO)** hosted by Ian and Diane Carr and Jane and Bob Taylor held at the Williamsburg Lodge proved to be a lovely evening for all residents who attended this function. Seventy-two responses were received but the Lodge was only able to accommodate sixty-four people. The Carrs and the Taylors provided wine and hors d'oeuvres for the cocktail hour and guests ordered dinner from the menu with separate checks being provided. Mary Ann Durboraw was the Core member in charge.
3. **March 10 Dinner Dance** was cancelled because the Dinner Dance committee did not receive the required number of invitations to hold the event.
4. **April 21 Spring Fling** was another successful neighborhood gathering attended by Sixty-one residents who enjoyed an assortment of libations and a Pot Luck Dinner. A total of fourteen Raffle prizes were awarded to winners and raised \$218.00 for theCORE Committee. Judy Crawford was Chairperson for this successful event.
5. **New Core Officers for the Year June, 2007-May, 2008** were elected at the April 26<sup>th</sup> CORE monthly meeting held at the homoe of Ada Lou Turner. New Officers are: Elaine Scrivner, President; Judy Crawford, Vice President; Chris Jalovec, Secretary; and Marilyn Dominguez, Treasurer.

## Neighbor Awareness for Neighbor

1. One of the 2007 NAFN objectives was to "Identify additional CERT trainees, especially in areas 4 and 5."
  - a. Bob Harman, NAFN Emergency Response Coordinator and Co-chair, and Bob Emory, Area 4, are attending the intensive CERT Training with the City of Williamsburg.
2. Traffic Study by the City of Williamsburg regarding speeding on Holly Hills Drive.
  - a. Here are the results of the traffic study, provided by Officer Baines:
    - i. Study performed on Holy Hills Drive just prior to Jones Mill Lane
      1. 6AM Friday March 2 2007 through 3:30 PM March 12, 2007 6311 Vehicles during that time period
        - a. 6-12 MPH 75 Vehicles
        - b. 12-19 MPH 519 Vehicles
        - c. 19-25 MPH 2754 Vehicles
        - d. 25-31 MPH 2673 Vehicles

- e. 31-37 MPH 279 Vehicles
  - f. 37-43 MPH 9 Vehicles
  - g. 43-50 MPH 2 Vehicles
3. Subsequent discussions with Officer Baines indicated that with 5% of the vehicles going over 31 and 47% of the vehicles going over the posted speed limit, there was still a threat to the safety of our community.
  4. Jan asked Officer Baines to break down the above statistics on whether the vehicles were cars or trucks, which might help pinpoint the majority of the problems. I also asked him to provide further recommendations, including the radar that he suggested, on how to control this problem.

### **Unfinished Business**

1. Website Status-Bill Doyle reported that the Community Website is “up and running”. He also stated that 30 individuals have registered to use the site. He is planning to distribute a brochure in the near future which will describe the website and registration for its use by residents.
2. Governing Documents Update: Bill Crawford distributed draft copies of the Governing Documents Revision Program outlining the purpose and process involved in this undertaking.
  - a. Bylaws-Directors authorized the formation of a Steering Committee comprised of Bill Crawford, Bill Doyle, Toby Lane, Matt Broderick and other Holly Hills leaders to review the Bylaws and report back to the Board with their recommendations for the Bylaws Revision. Bill Crawford distributed an Outline for Draft revision of the HHCA Bylaws which delineated the objectives of Bylaws Revision.
  - b. Declaration & Covenants- Bill Crawford distributed draft copies of an Amendment to Article 1.0- Definitions of Member of the Amended Declarations of Covenants, Easements and Restrictions, Holly Hills Subdivision dated October 9, 2000 for the purpose of review and consideration of presentation to the Members for voting at a later date.
  - c. Articles of Incorporation-Bill Crawford distributed draft copies of Article V with suggested changes to Subsection (b) Page 3, the Articles of Incorporation with suggested change to Section 5.3: Election of Directors After Declarant Control Period. Board Members were asked to review this draft.
3. Status of Document Retention- Bill Doyle delivered records to Secretary Nancy Early which should satisfy retention requirements. She will review files to confirm that compliance is complete.
4. Entrance Hollies and Flowers-Ken Lownes reported that eight hollies will be cut back for better visibility after the Garden Symposium Tour on May 2<sup>nd</sup>. He also announced that the “Red, White, and Blue” gardens will be planted at both entrances in time for the Garden Symposium.

### **New Business**

1. Greenskeepers Contract-Ken Lownes reported on the conflict with the current contract and stated that contract services and provisions will be carefully reviewed for the 2008 contract.
2. Irrigation System & Improvements-Ken Lownes reported that sprinkler heads need to be added to the existing zones to water hollies on the northeast bank of the main entrance.
3. Well Failure-Board Members approved a Motion to authorize payment from Capital Reserves to replace the well pump, motor and pressure tank. Ken Lownes reported that Nancy Early has contacted Nationwide Insurance to inquire about reimbursement for a portion of this expense.
4. Drainage/Erosion Problems at Main Entrance next to the Crawford Property-Ken Lownes described the erosion problem on the easement adjacent to the Crawford lot. The existing swale repaired in 2005 has settled. Bill Crawford has asked the Board to repair the swale to stop erosion of soil and mulch at the bottom of the grassy area and the beginning of the shrub bed. Ken Lownes agreed to obtain cost estimates for correction of this problem.

The next regularly scheduled Meeting will be held at 7PM on July 26<sup>th</sup> at the home of Ken Lownes.

Bill Doyle made a motion to enter Executive Session to discuss the working relationship of the board and the recent resignation of Jan Krapfl as chair of the NAFN. The motion was seconded by Don Kohler and passed unanimously.

After returning to the open session of the board meeting it was reported that during the Executive Session two Directors: Bill Doyle and Bill Crawford announced their resignations which were accepted by all three remaining Directors. Following announcement of their resignations, both Bill Doyle and Bill Crawford left the Session immediately.

The three remaining Board Members: Ken Lownes, Nancy Early, and Don Koehler then entered into discussion about selecting replacements for the two Board vacancies created by the two resignations. The names of several residents were suggested as candidates to fill the vacancies. Members agreed to contact candidates to inquire about their willingness to accept appointment to the Board of Directors.

There being no further business the meeting was adjourned at 9:10PM.

Respectfully submitted,

Nancy Early,  
Secretary

MINUTES OF HOLLY HILLS COMMUNITY ASSOCIATION  
SPECIAL MEETING OF THE BOARD OF DIRECTORS  
MAY 2, 2007

A Special Meeting of the Board of Directors, pursuant to the Notice of Meeting" posted at the two entrances to Holly Hills, was called to order at 7:00 P.M. by Acting President Ken Lownes at the home of Nancy Early. Board Members in attendance were Ken Lownes, Nancy Early, and Don Koehler.

No homeowners attended the meeting.

The purpose of this meeting was to fill two Board vacancies created by the resignations of Board President Bill Doyle and Treasurer Bill Crawford. during the Executive Session following the regularly scheduled Board Meeting on April 26, 2007

Acting President Ken Lownes asked for nominations to fill the two existing Board of Directors vacancies.

Don Koehler made a motion to appoint Larry Dantzler to the Board of Directors. Nancy Early seconded this motion. Board Members voted unanimously to approve Larry Dantzler's appointment to the Board of Directors.

Ken Lownes made a motion to appoint Toby Lane to the Board of Directors. Nancy Early seconded this motion. Board Members voted unanimously to approve Toby Lane's appointment to the Board of Directors.

Following approval of these two appointments, Don Koehler moved to name Toby Lane to the position of Board President until the Election of Officers at the October 2007 Annual Meeting. Nancy Early seconded the motion. Board Members voted unanimously to approve this motion.

Nancy Early moved to name Larry Dantzler to the position of Board Treasurer until the Election of Officers at the October 2007 Annual Meeting. Don Koehler seconded this motion. Board Members voted unanimously to approve this motion.

Board Members recognized Bill Doyle's contribution to the Association as Board Treasurer and President as well as his recent efforts to establish a Holly Hills Community Website.

Board Members also acknowledged Bill Crawford's efforts in updating Treasurer's records and time he expended reviewing the Community's Governing Documents.

Telephone calls were made to both Toby Lane and Larry Dantzler to notify them of their appointments to the Board of Directors,

There being no further business, the meeting was adjourned at 7:20 P.M.

Respectfully Submitted,

Nancy Early  
Secretary

MINUTES OF THE HOLLY HILLS COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JULY 26, 2007

The July 26, 2007 meeting of the Board of Directors held at the home of Ken Lownes was called to order at 7:00 P.M. by Toby Lane, President. Members present were Toby Lane, Ken Lownes, Larry Dantzler, Nancy Early, Don Koehler, Alice Morgan, and Jan Krapfl.

HOMEOWNER FORUM:

Resident Doug Wood , retired attorney,, was present for the forum and offered to help the Association with revision of the Governing Documents. Toby Lane thanked Doug for his willingness to be involved with the revision process and invited him to stay for the remainder of the meeting.

APPROVAL OF MINUTES:

Board Members voted to approve without corrections the Minutes from both the April 26, 2007 Board Meeting, and the May 2, 2007 Special Board Meeting.

PRESIDENT'S REPORT:

1. Toby expressed satisfaction with the state of the neighborhood further reporting that Association business appears to be going smoothly.
2. Toby thanked Board Members for their support given to him and Larry Dantzler in the assumption of their roles as Directors and Officers of the Association.
3. Board Members were asked to use the HHCA website regularly and to encourage friends and neighbors to use the website as a communication tool.
4. A recent Board Training Session for Homeowner Associations conducted by Attorney Susan Tarley was both informative and helpful to Board Members who attended the session. Detailed information was provided on the legal aspects of governing documents and the Virginia Code.
5. Recruiting efforts continue to locate a resident to assume the position of NAFN Chair.
6. Decisions regarding responsibility for publication of the Neighborhood Directory and Gazette will be postponed until after the CORE Officers Meeting later this month.
7. Preparations are being made for the Annual Meeting scheduled to be held on October 23, 2007.

VICE PRESIDENT'S REPORT:

Ken Lownes reported the following accomplishments occurring since his April report:

1. Improvements and repairs to the irrigation systems were completed by Knightsapes. Ken and Ken Selfe installed an additional sprinkler head to water grass at the intersection of Holly Hills Drive and Jones Mill Lane.
2. The Red,,White, and Blue Gardens planted at both entrances are thriving and being maintained by Ken. Both Gardens have received "rave reviews " from residents and visitors to the neighborhood. Ken has submitted a nomination from Holly Hills to the Jamestown 2007 Beautification Awards Contest.
3. Eight hollies at the Main Entrance that were earlier cut down to 18" have filled in and been trimmed into a low formal shape.
4. Lower limbs have been removed from all trees in the common areas, circles, and entrances.
5. A new remote rain sensor has been installed for the irrigation controller located at the well station.
6. Sprinkler watering times have been increased due to the summer heat.

7. Caterpillar nests in the crabapple trees have been sprayed.
8. Two additional lights have been added at the Jamestown Road entrance sign.

#### TREASURER'S REPORT:

Larry Dantzer distributed summary copies of the Association's Financial Accounts as of June 30, 2007. Balance Sheet dated 6/30/07 reveals Total Assets :\$77,500.64; Total Liabilities: \$20,130.00; Total Equity: \$57,370.64; with Total Liabilities and Equity: \$77,500.64

Revenues and Expenses Year to Date are as follow: Total Income: \$32,051.09; Total Expenses: \$17,931.63;

Board Members also received copies of the Unexpended Budget Report dated June 30, 2007. With the exception of well pump and storage tank repair costs, all other year -to-date expenditures are in line with budgeted amounts. It was also noted that payment for the pump repairs was authorized to be withdrawn from the Capital Reserves Fund.

Larry also reported that all HOA dues have been paid for the current year .

#### SECRETARY'S REPORT:

Nancy Early reported that the current Nationwide Business Insurance Policy expires on July 28<sup>th</sup> and that two other competitor bids have been received for review.

She also stated that the Williamsburg Public Library Auditorium has been reserved for the Annual Homeowners Meeting on October 23, 2007.

#### DRB CHAIRMAN'S REPORT:

Don Koehler reported receiving the following three Homeowner requests which have all been approved by the Design and Review Board: 1) Patio extension; 2) Deck enclosure; and 3) New construction of home by Joel Sheppard at 126 Jones Mill Lane

#### CORE COMMITTEE REPORT:

Alice Morgan announced the election of the following CORE Officers (August 2007-May 20082008): President--Alice Morgan; Vice-President: Mary Ann Durboraw; Secretary: Chris Jalovec; Treasurer: Marilyn Dominquez. The Officers will hold a Planning Meeting on Friday, July 27<sup>th</sup> . The first regularly scheduled meeting for the membership will be held on Thursday, August 23<sup>rd</sup>. At this meeting, CORE members will discuss calendar of events for the coming year. Discussion will also be given to participation in the publication of the Directory and Gazette.

The annual Labor Day Picnic is scheduled to be held on Monday, September 3<sup>rd</sup> beginning at 4:00 in the common area in front of 308 Yorkshire Drive. Invitations to the Picnic will be delivered to residents on August 14<sup>th</sup> .

## NEIGHBOR AWARENESS FOR NEIGHBOR COMMITTEE REPORT:

Jan Krapfl summarized the following 2007 Objectives:

- 1) Updating Directory/Data Sheet information for participating residents. Completed in conjunction with the new Directory issued in March 2007.
- 2) Traffic Study to help make the neighborhood safer. Results of completed Traffic Study reported to the Board on 4/26/07.
- 3) Preparation and distribution of a Household Preparedness Sheet
- 4) Complete NAFN section for the HHCA Website
- 5) Update list of "At Risk" Residents
- 6) Conduct periodic CB Radio Communication Drills
- 7) Identify additional CERT Trainees, especially in Areas 4 and 5. Bob Harman (ER Coordinator & Area 2) and Bob Emory (Area 4) completed CERT Training in April 2007.

Jan 's report to the Board included mention of the following items:

- o NAFN Team Status:
  - Chair--- Jan Krapfl---to identify replacement or Co-Chair
  - Neighborhood Watch Coordinator---Allen Cooke
  - Emergency Response Coordinator---Bob Harman (CERT Certified)
  - Neighbor-to-Neighbor Coordinator--to be filled by CORE Appointment

Objective is to refine responsibilities of each Coordinator Position
- o Website section for NAFN --many documents are in draft format to be reviewed and finalized by new NAFN Team Members as soon as all have been identified  

Website information included in new neighbor Welcome Packets
- o Ten Day Traffic Study
  - o 5413 cars with 237 above 31 mph (4.4%)
  - o 758 pick-up trucks with 46 above 31 mph (6.1%)
  - o 88 trucks with dual axle with 7 above 31 mph (7.9%)

Requested "Selective Enforcement"

## UNFINISHED BUSINESS:

- o Website Status: According to Webmaster Bill Doyle, seventy-nine individuals representing seventy households have registered to use the Community Website. Efforts will continue to be made to enroll additional residents with the goal of registering at least one hundred residents. A Website Information table will be available at the Labor Day Picnic.
- o Governing Documents Revision:: Toby Lane reported that an estimate for Documents Revision has been received from Attorney Susan Tarley. The estimated cost for this project would range between \$5000-\$8000 . After lengthy discussion, the Board decided to present the Membership with comprehensive information regarding this project at the Annual Meeting in October. The Board will then make a final decision about Document Revision at its regularly scheduled Meeting in January,

- o Drainage Problem From Association Property at Main Entrance to Property Adjoining Crawford Lot: Following inspection of the problem area, Toby Lane and Ken Lownes concluded that another drain line connecting to the city sewer needs to be installed. Ken Lownes agreed to contact Dan Clayton at the Public Works Department for permission to tie the new drain into the city sewer drain. Ken will also obtain contractor bids for this project.
- o The total cost of repairs to the well pump including including installation of a new storage tank was \$3185.00. This price includes a five year warranty on material and labor. The insurance claim to Nationwide was withdrawn since the well faikure problem was attributed to normal wear.
- o Garden Symposium Tour: On May 2<sup>nd</sup> participants toured designated Holly Hills Gardens. No report was received regarding the number of individuals who toured the garden properties.

#### NEW BUSINESS:

- o Greenskeepers Contract: Ken Lownes reported dissatisfaction with the lawn care services currently being provided by Greenskeepers. For example, the firm skipped cutting on 6/27 and cut the Main Entrance area only on 7/18. No invoice has been received for mowing vacant lots during the months of April, May, and June despite requests for this bill. Consequently, Ken will be seeking contract bids from other Lawn Service firms for 2008.
- o Well Cover Deterioration: Ken Lownes is seeking estimates for this repair job. One handyman Submitted a \$360.00 estimate to complete this job.
- o Juniper Replacement at Main Entrance: As a fall project, the junipers at the end of the entrance island will be removed to improve driver visibility. The junipers will be replaced with lower growing shrubbery.
- o Resolution 2007-3: The Board voted unanimously to rescind this Resolution entitled Action to Establish an Operating Contingency Fund
- o Holly Hills Drive Entrance Lighting: Two new lights have been installed in this area. Reference Vice-Presidents Report, Accomplishments Section, item number eight.
- o Resolution 2007-5: The Board voted unanimously to accept this Resolution entitled Action to Recognize the Consolidation of Lots (201 Sir Thomas Lunsford and 205 Sir Thomas Lunsford).
- o Confirmation of Nominating Committee Appointment: The Board voted unanimously to reconfirm the May 26<sup>th</sup> appointment of Mary Ann Durboraw to the Nominating Committee.
- o Schedule Preparation for Annual Meeting: The Agenda for the Annual Meeting should be prepared by September 4<sup>th</sup>. Date for finalizing the projected Annual Budget is September 18<sup>th</sup>.
- o Status of NAFN: Recruitment efforts are on-going to locate a successor for the Chair Position. Reference President's Report, item number five,
- o Association Newsletter: The Board voted unanimously to continue paying for the cost of paper for editions of the Gazette prepared by CORE..



- o Association Directory: Toby Lane stated that the Homeowners Association is willing to assume responsibility for updating the current directory and publishing future directories. Bill Doyle has volunteered his editorial expertise for these projects.
- o Nominating Committee Status: Toby Lane reported that the Nominating Committee Chair, Bob Harman, has been in regular communication with the Board and has prepared a Handbook detailing practices and procedures employed by the Committee in its selection process of choosing Nominees for election to the Board of Directors.
- o Insurance Review: The Board voted unanimously to renew its Nationwide Business Insurance Policy . The annual premium cost for the policy is \$1236.00 for the period July 28, 2007- July 28, 2008.

The next regularly scheduled Meeting of the Board of Directors Meeting will be held on October 18<sup>th</sup> beginning at 7:30 P.M. at the home of Toby Lane.

There being no further business, the Meeting was adjourned at 9:40 P.M.

Respectfully Submitted,

Nancy Early,  
Secretary

MINUTES OF THE HOLLY HILLS COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
OCTOBER 17, 2007

The October 17<sup>th</sup> meeting of the Board of Directors held at the home of Toby Lane was called to order at 7:00 P.M. by Toby Lane, President. Members present were Toby Lane, Ken Lownes, Larry Dantzler, Nancy Early, Don Koehler, Alice Morgan, and Jan Krapfl.

#### HOMEOWNER FORUM

No homeowners were present for the meeting. Consequently, no forum was held.

#### APPROVAL OF MINUTES

Board Members voted to approve without correction Minutes of the July 26,2007 Board Meeting.

#### PRESIDENT'S REPORT

Toby Lane stated that all Association business appears to be going smoothly and that there were no problems to report. He also thanked fellow Officers and Directors for their dedication and efforts on behalf of the Community.

Toby also recognized outgoing Board Members Don Koehler and Larry Dantzler. He thanked Don Koehler for his outstanding work as DRB Chair. He also expressed appreciation to Larry Dantzler for assuming the responsibilities of Association Treasurer and overseeing the financial affairs of the Community since April.

The following items were outlined as worthy of mention:

1. Discussion with Steve Martin, City Engineer, concerning the BMP, (Drainage basin to the left of the Gregg property on Holly Hills Drive). A City Inspector will inspect the site and inform the Association if any work needs to be done.
2. Board Members were encouraged to use the HHCA website regularly and "talk it up" with fellow residents as a wonderful communication tool that will only improve with greater use.
3. Positive response by Members to the Governing Documents discussion paper. Comments and responses have been shared with Board Members.
4. Expansion and reorganization of the NAFN Program will provide additional strength and flexibility to this neighborhood organization.
5. Neighborhood appearance is outstanding and a reflection of the tireless efforts of Ken Lownes who reports that Holly Hills has received a second Beautification Award.
6. Preparations are in place for the October Annual Homeowners Meeting.

#### VICE PRESIDENT'S REPORT

Ken Lownes reported the following accomplishments since July 26<sup>th</sup>:

1. The red, white, and blue flower garden planted at the Main Entrance has received an award from the Jamestown 2007 Beautification Contest Committee. The award will be presented at a luncheon scheduled to be held on October 21<sup>st</sup>.
2. Spraying bagworms on junipers at two Main Entrance locations
3. Removal of lower tree limbs from trees at the entrance and in the circles
4. Second application of weed killer to crabgrass and nutsedge
5. Irrigation repairs include the replacement of five control valves and eight spray heads; repair of three spray heads and relocation of one spray head. To date, ten control valves have been replaced; sixteen spray heads have been replaced, two new spray heads were added, and two were relocated.
6. Sprinkler watering times were decreased for the fall.
7. Completion of aeration, seeding, and fertilization of all common areas

Unfinished Business

Regarding the drainage problem from the Association property adjoining the Crawford property, Ken met with the City Public Works Department and received preliminary approval to correct the existing problem. He will submit a sketch to the City Engineer to tie into the City storm drain. A local contractor has estimated the cost of the project including the addition of a box with a six inch line to be \$600.00. Work on this project is scheduled to begin in mid-November.

New Business

1. Well-pit cover cave-in was straightened, reinforced, sloped for water runoff, caulked, and repainted. Cost of this repair was \$160.00.
2. Fall landscaping projects include:
  - a. Removal of the junipers at the end of the Main Entrance and re-landscaping this area. Estimate of the cost of this project: \$1400.00.
  - b. Replacement of five compact hollies within the two rows in the center of the Main Entrance Island. Estimated cost: \$500.00.
  - c. Plant two wax myrtles along Holly Hills Drive. Estimated cost: \$100.00.
  - d. Plant mums next week and pansies at a later date. Estimated cost: \$330.00.
3. Regarding the Association’s 2008 Lawn Maintenance Contract: Ken has mailed work requirements to three firms. He has already met with representatives from one firm and is scheduled to meet with a second firm. He has received no response from the third firm contacted.

TREASURER’S REPORT

Larry Dantzer reported that the Association’s finances are in “excellent shape” further stating that the 2007 Budget is under expended by approximately \$3000.00. Current assets total \$69,505.52. Current Liabilities total \$20,000 with Current Year Earnings of \$6254.34 and Retained Earnings of \$43,251.18 combined to a Total Equity of \$69,505.52. Total Income year to date is \$34,376.97, while Total Expenses year to date are \$28,122.63. Larry also reported that a Reserve Study conducted every five years is scheduled for 2008.

SECRETARY’S REPORT

Nancy Early reported that the Williamsburg Library Auditorium has been reserved for the October 23<sup>rd</sup> Annual Homeowners Meeting. A new computerized system will be used to register residents.

DRB CHAIRMAN’S REPORT

Don Koehler reported that the DRB received a total of sixteen requests in 2007. The requests are as follows:

- \* Tree Removal-----3
- \* Window/Skylight Installations-----3
- \* Deck Additions-----3
- \* Landscape/Patio Changes-----3
- \* Fences-----2
- \* New Homes-----2
  
- Total Requests-----16

## CORE COMMITTEE REPORT

Alice Morgan reported that the Labor Day Picnic was successful with more than ninety residents attending this event. Twenty four residents enjoyed a recent tour of VIMS followed by lunch at the Rivers Inn Restaurant. She also reminded Members that the Holly Hills Illumination is scheduled to be held on December 3<sup>rd</sup> at Reindeer Circle. The December Holiday Lunch Bunch will be held at the Williamsburg Lodge at noon on December 5<sup>th</sup>. Alice also announced that the winter Progressive Dinner is scheduled for February 9<sup>th</sup> and a Ladies Coffee is planned for March 13<sup>th</sup>.

## NEIGHBOR AWARENESS FOR NEIGHBOR COMMITTEE REPORT

Jan Krapfl presented the following summary of NAFN 2007 Objectives:

- 1) Re-organization of NAFN leadership to strengthen the program and provide additional back-up personnel:
  - o NAFN Co-Chairs-----Jan Krapfl and Jeanne Gemmell
  - o Neighborhood Watch Coordinator-----Allen Cooke
  - o ER Coordinator & Sector 7 Co-Captain-----Bob Harman
  - o Neighbor-to-Neighbor (CORE) Co-Chair-----Phyllis Barton
  - o Neighbor-to-Neighbor (CORE) Co-Chair-----Mary Ann Durboraw
- 2) Updating Directory and Data Sheet Information for participating residents
  - o Completed to in conjunction with issue of new 3/07 Association Directory
- 3) Traffic Study to make neighborhood safer
  - o Study completed. Results reported to Board on 4/26/07
- 4) Prepare and Distribute Household Emergency Preparedness Sheet
  - o Distributed by Allen Cooke to Area Coordinators and Block Captains on 9/18 for distribution to residents. Sheet also posted on the NAFN website
- 5) Completed NAFN segment for the Holly Hills website
- 6) Updated "At Risk" Residents List
- 7) Periodic CB radio communication drills
  - o Drills conducted by Bob Harman with individual CERT and ER representatives
- 8) Identify additional CERT Trainees, especially in Areas 4 and 5
  - o Bob Harman (Area 2) and Bob Emory (Area 4) completed CERT training in April 2007

Jan reported that detailed position responsibility sheets have been developed. She also stated that NAFN documents and materials have been posted on the website.

Regarding delivery of information on new residents to Webmaster Bill Doyle, efforts are being made to institute an e-mail system for delivery of information following delivery of Welcome Packets to new residents.

Jan also reported that two additional radios have been purchased at a cost of \$67.98 .

## UNFINISHED BUSINESS

- \* Website Status---Toby Lane reported that 117 properties are registered for website access. This figure represents 70% of the 167 Lots of Record in the Community.
- \* Revised Governing Documents Status---Toby Lane reported receiving fourteen responses from residents in response to his synopsis of options related to document revision. Respondents were evenly divided regarding internal revision versus allocation of responsibility for this project to lawyers specializing in community document revision. Four options remain under review:
  - (1) Reliance on attorneys at an estimated cost of \$4000.00;
  - (2) Neighborhood Committee revision;
  - (3) Do nothing;
  - (4) Partial modification of existing documents
- \* Drainage Problem at Entrance-----Reference Vice-President's Report

- \* Association Newsletter-----Carol McCartney has agreed to continue as Editor of the Holly Hills Gazette
- \* Association Directory-----Bill Doyle has volunteered to assume responsibility for maintaining an updated Directory
- \* Update: Case 2007-1-----Toby Lane reported satisfactory progress and movement toward resolution of this case

#### NEW BUSINESS

- \* Confirmation of Radio Purchase---Reference NAFN Report
- \* Well Cover Deterioration---Reference Vice-President's Report
- \* Replacement of Junipers/Hollies at Main Entrance---Reference Vice-President's Report
- \* 2008 Landscape Maintenance Proposals-----Reference Vice-President's Report
- \* Annual Meeting---Meeting is scheduled to be held at 7:00 P.M. on October 23<sup>rd</sup>. Information packets including Proxy forms have been mailed to all residents. A paper ballot has been prepared in the event nominations are made from the floor.
- \* Director Terms---Directors elected to the Board will serve two year terms.
- \* 2008 Association Dues---The annual dues will remain at \$165.00 for 2008. Residents will receive bills from Berkeley Management during the month of January.
- \* Organizational Meeting---The Organizational Meeting of Directors will be held following the Annual Meeting on October 23<sup>rd</sup>.

There being no further business, the meeting was adjourned at 9:40 P.M.

Respectfully Submitted,

Nancy Early  
Secretary