

MINUTES OF THE HOLLY HILLS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
OCTOBER 23, 2008

The October 23rd Meeting of the Board of Directors held at the home of Toby Lane was called to order at 7:00 P.M. by President Toby Lane. Other Members present included: Ken Lownes, Jan Krapfl, Nancy Early, Lowell Ruff, Judy Doyle, and Jeanne Gemmell.

HOMEOWNER FORUM

Since no non-Board homeowners were in attendance, no Forum was conducted.

CONFIRMATION OF LOWELL RUFF'S ELECTION TO THE BOARD OF DIRECTORS

Members voted to confirm the appointment of Lowell Ruff to serve on the Board of Directors until the 2008 Annual Meeting. Lowell will assume responsibilities of the DRB Chair. This vacancy was created by the resignation of Doug Wood from the Board of Directors.

APPROVAL OF MINUTES

Board Members voted to approve Minutes of the July 24, 2008 Meeting as written with no corrections.

PRESIDENT'S REPORT

Toby Lane stated that considerable time has been spent "attending to Association business" since the July meeting. He further reported on the following subjects:

- 1) Overall, ongoing Association business is proceeding well.
- 2) Key revisions to the Controlling Documents have been completed. The amendment to the Declaration has been completed and was recently recorded at the Williamsburg/James City County Courthouse. Collection of 140 Proxy votes will insure a 2/3 Quorum required to pass the amendment to the Articles during the Annual Meeting. Changes to the Design and Environmental Standards will not occur until at least next year and after a further review of the existing Standards has been completed.
- 3) The first Community Wide Yard Sale, held on September 27th, was judged to be a huge success based on the number of buyers and the sale results. Karen Thomas, and Ralph and Erica Haag were commended for their organizational skills in spearheading this project. However, the large number of buyers and vehicular traffic called attention to the need for better traffic control and parking guidelines for future sales. The Board will need to address both parking regulations and the scheduling of future sales.
- 4) The Reserve Fund Study required to be conducted in 2009 by Virginia Code has been completed. A copy of this study will be sent to Berkeley Management for inclusion in the Association files.
- 5) The occasional violations of the Rules and Regulations in Exhibit J of the controlling documents tend to occur in three areas: mailbox requirements; over night street parking; and political and contractor signs. Thus far, residents have complied when notified of violations. At least one resident feels that the ban on overnight street parking is not legally enforceable. However, the controlling documents are presented to buyers as a condition of property purchase and should be complied with until or unless changed. Compliance with community regulations helps ensure that the ambiance and integrity of our neighborhood will be maintained.
- 6) Various recent conversations with our residents indicate that they generally seem satisfied with the governance by the Board/Officers and the current operation of the Association. Board Officers and Directors are well-regarded and appear to enjoy community support.

VICE-PRESIDENT'S REPORT

Ken Lownes reported the following accomplishments since the July 24th Meeting

- 1) Trees limbed up in all Common Areas.
- 2) Wax myrtles lowered and thinned out in three locations.
- 3) Detention basin, (BMP), for storm water area weedeated and cut as recommended by the City.
- 4) Replacement of main entrance flowers and shrubs damaged by vehicle losing control and running through the main entrance front garden.
- 5) Soil samples taken from undernourished hollies located inside the main entrance island.
- 6) Application of post pre-emergent weed killer.
- 7) Replacement of several lamps at both entrances and at the holly tree on Reindeer Circle.
- 8) Addition of two sprinklers at the main entrance; one sprinkler in zone one; one sprinkler in zone two.
- 9) Reduced the irrigation system watering times for fall.
- 10) Aeration, over seeding, and application of starter fertilizer in all Common Areas.
- 11) Planting of 37 mum plants at both entrances on October 10th.
- 12) Main entrance up lights replaced on the sixteen American hollies. This included replacing canisters, grill tops and, lamps. Added protective boxes around each canister. No charge for canisters and grill tops which were covered under warranty. Cost of lamps and protective boxes totaled \$183.33.

TREASURER'S REPORT

Jan Krapfl distributed the HHCA Financial Report thru September 2008. Review of Association Operating Accounts shows a current Projected Year End Balance of \$5701.17. Jan stated the only anticipated change in projected expenses could be the \$2466 estimate for printing and mailing the revised governing documents. She also reported that a fifteen dollar annual assessment late fee remains unpaid by one property owner.

Board Members voted to approve Website posting of year-to-date Financial Reports compared to Budget for the year to date as of September 30, 2008.

The Board also voted to approve payment of the Community Yard Sale expenses which totaled \$164.79.

Regarding the transfer of Escrow funds to a CD, the Board voted to authorize transfer of \$20,000 into a Sun Trust no penalty for early withdrawal thirteen month CD paying 4.1% compounded interest.

Capital Reserve Study funding requirements are projected to total \$1500 in 2011 and \$2004 in 2012.

Review of the 2009 Proposed Budget reveals a projected net loss of \$3340 and a recommendation that Annual Association Dues be set at \$200 per lot during the coming year. Based on the current 2008 year end carryover projection of \$5701.17 and the estimated net loss per the proposed 2009 budget, the carryover at the end of 2009 would be \$2361.

SECRETARY'S REPORT

Reference 7/24/08 Meeting Minutes

DRB CHAIR REPORT

Lowell Ruff reported DRB approval of the following requests received since the July 24th meeting:

- 1) 216 Holly Hills Drive-----Rear Garden Fencing.
- 2) 128 Holly Hills Drive-----House Addition and Accessory Building in Rear.
- 3) 257 Sir Thomas Lunsford Drive-----Repair/rebuild Entry Steps and Railing.
- 4) 105 Pipe Kiln Court-----Installation of Two Skylights.

Lowell thanked DRB members Doug Wood, Bruce Gurcsik, Paul Lensch, and C.J. Trosclair for sharing their time and knowledge on behalf of the community

Following Lowell's report Toby Lane presented updates on Case 2007-1, and the new home construction site, where trees were cut down without DRB approval.

CORE COMMITTEE REPORT

Judy Doyle reported that the Committee had held its monthly meeting earlier in the day and announced that a Ladies Coffee is scheduled to be held on November 13th. The December Lunch Bunch will be held on December 3rd, at Two Rivers Country Club. Holiday activities sponsored by CORE will include the Holly Hills Illumination scheduled to be held at Reindeer Circle on December 8th, (Rain date is December 9th), and a neighborhood group outing to attend a performance of Handel's Messiah at St. Bede's on December 10th. Judy also announced that a committee has been formed to review current social activities and solicit suggestions for future functions.

NEIGHBOR AWARENESS FOR NEIGHBOR COMMITTEE REPORT

Jeanne Gemmell presented a progress report on 2008 NAFN Objectives:

- 1) Update of Directory/Data Sheet information for participating residents.
** Completed in Spring
- 2) Update list of "At Risk" Residents.
** Completed in Spring
- 3) Identify additional CERT Trainees, especially in Area 5.
**Five residents enrolled for fall CERT training, but the City cancelled the training program due to insufficient enrollment.
- 4) Recruit an Emergency Response Representative in Area 1.
- 5) Complete "New Resident Welcome Information" on the Website in conjunction with CORE
- 6) Conduct periodic CB radio communication drills
** Conducted in Spring and Fall
** Preparation for Hurricane Hannah, under the direction of Bob Harman, provided a good opportunity to test NAFN readiness. Bob worked with City of Williamsburg Sector 7 personnel and NAFN team members to ensure readiness to provide pertinent updates.

UNFINISHED BUSINESS

- 1) Revised Governing Documents:
** On October 15th the amendment to Declaration containing 132 signatures was recorded at the James City County Courthouse.
- 2) Landscape Improvements:
** Wax myrtles at three locations along Holly Hills Drive have been pruned, lowered, and thinned out for better growth. Severe pruning should not be necessary for several years.
** Three compacta hollies from the side banks need to be transplanted to the entrance island.
- 3) Community Yard Sale:
** Reference President's Report

- 4) Reserve Study:
** Completed copy of study sent to Berkeley Management for inclusion in Association file.
- 5) Update Case 2007-1:
** Progress reported. Residents have signed contract with local lawn service firm.

NEW BUSINESS

- 1) Review 2009 Proposed Budget:
**Reference Treasurer's Report
- 2) Discuss Annual Meeting Details:
**Reviewed Annual Meeting Agenda
- 3) Adopt Articles Amendment
**The Board voted unanimously to adopt the amendment to the Articles and recommend it for approval to the Members. Members will be asked to vote to approve the proposed amendment to the Articles at the Annual Meeting.
- 4) Confirm Appointment of Linda Stephens to the Nominating Committee
** A motion to confirm Linda Stephen's appointment to the Nominating Committee was passed by acclamation.
- 5) Nominating Committee Update:
**The 2009 slate of candidates for election to the Board of Directors includes the following nominees: Ray Dominguez (two year term); Janis Wood; (two year term) and Lowell Ruff (one year term). Nancy Early and Chuck Morgan have been presented as candidates to serve two year terms on the Nominating Committee
- 6) CORE Budget Line Item:
** CORE voted to keep a \$500 CORE Support Line Item for use on a contingency basis.
- 7) Entrance Lighting:
**Reference Vice-President's Report
- 8) 2009 Landscape and Irrigation Contracts:
**The 2009 Contract with Terry's Landscaping will total \$24,750. Terry's will also provide HH with an Irrigation Contract bid. KnightScapes has submitted a proposal of \$645 for maintenance of the community irrigation system during 2009.
- 9) Landscape Grant Program:
** The City of Williamsburg will be granting Beautification Awards ranging between \$300-\$500 in 2009 to neighborhood associations and community organizations for use in planting entrance gardens. Board Members were unanimous in agreeing that Holly Hills should submit an application to this program
- 10) Website Records Retention
**Following discussion, Board Members agreed that the Announcements and Forum postings should be archived to a CD annually. The disc of archived files will be prepared by the Webmaster and forwarded to the Secretary for the Association for retention in the files.

There being no further business, the Meeting was adjourned at 9:05P.M.

Respectfully Submitted,

Nancy Early
Secretary

MINUTES OF THE HOLLY HILLS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
JULY 24, 2008

The July 24th Meeting of the Board of Directors held at the home of Ken Lownes was called to order at 7:00 P.M. by President Toby Lane. Members present were Toby Lane, Ken Lownes, Jan Krapfl, Nancy Early, Doug Wood, and Judy Doyle.

HOMEOWNER FORUM

No non-Board homeowners were in attendance at the Meeting. Therefore, no Homeowner Forum was conducted.

APPROVAL OF MINUTES

Board Members voted to approve without correction(s) Minutes of the April 24, 2008 Meeting.

PRESIDENT'S REPORT

Toby Lane reported no "troubling" neighborhood issues or problems requiring Board attention at this time. He further noted that Association business is "proceeding normally" and advised Board Members to look ahead to fall and the Annual Meeting in October.

Toby also provided an update on the following matters:

- 1) Document Revision--- Attorney Susanna Hickman reports that she has reviewed Association Documents so that the revision process is nearing completion. She is also preparing the required paperwork for approval by the Membership and filings at the Williamsburg-James City County Courthouse. Susanna also estimates that her fee should not exceed \$1500.00
- 2) Community Website--- Satisfaction with the evolution and success of the website. Toby encouraged greater use of the website as a communication tool to increase resident awareness of community issues, activities, and concerns.
- 3) Reserve Study---Completion of the 2009 Reserve Fund Study as required by the Virginia Code has been accomplished with the exception of minor changes which may be necessary. The 2009 Study presents a 20 year projection of the Reserve Fund requirements and status. The community is currently financially stable and as a result of conducting the Study, it is recommended that a contribution of approximately \$500 per year be made to the Reserve Fund to maintain adequate funding in this account.
- 4) Nominating Committee--Bob Harman reports that Don Ness has resigned from the Committee so that a replacement is needed to fill this position until the October Annual Meeting. He also stated that the remaining Committee is proceeding with the process of candidate selection for presentation to the Membership at the October Meeting.

VICE PRESIDENT'S REPORT

Ken Lownes reported the following accomplishments since April 24th:

- 1) Mulching of crepe myrtles along Holly Hills Drive at McDaniel's and Sargeant's as well the area around Jones Mill Circle.
- 2) Planting of 164 summer annuals at both community entrances on 5/5/08.
- 3) Shrubbery trimming
- 4) Application of insecticide to all shrubs
- 5) Replacement of several entrance light bulbs
- 6) Replacement of three broken sprinkler heads and repair of one leaking sprinkler head
- 7) Increased sprinkler system watering times for summer
- 8) Cutting tree branches interfering with the tops of wax myrtles along Holly Hills Drive at three locations

- 9) Planting of fifteen red vinca in the front Main Entrance garden and seven vinca in the garden at the back of the entrance due to ingestion of the previously planted salvias by a resident groundhog.

TREASURER'S REPORT

Jan Krapfl distributed a HHCA Financial Report thru June 2008. The report shows that in June (2008) Berkeley Management adjusted the additional lawn maintenance charge of \$1599.33 back to 2007 since this amount was an overlooked December expense. The official revised compilation report from Berkeley will reflect this adjustment. Review of Operating Account balances reveals a 2008 Projected Year End Balance of \$6208.59.

Jan also reported the following:

- 1) A late fee of \$15.00 for late payment of 2008 Association Dues remains unpaid despite efforts to contact the lot owner.
- 2) The 2007 Tax Return and Compilation Report has been received from the Lent & Hawthorne Accounting firm.
- 3) Meeting with Toby Lane and Ken Lownes regarding projected year-end expenditures and preparation of the 2009 Annual Budget.

SECRETARY'S REPORT

Nancy Early stated that Nationwide Insurance representative Jeff Johnson has reviewed Article 9.0 of the Association Bylaws and reports that the current Association policy is in compliance with the provisions and insurance requirements of this Article. However, he expressed reservations about Section 9.5 and the Association's ability to enforce this provision relating to individual homeowner insurance coverage. Toby Lane agreed to contact Attorney Susanna Hickman regarding possible deletion of this section.

DRB CHAIRMAN'S REPORT

Doug Wood reported the following approved requests since April 24th:

- 1) May 5th: 245 Yorkshire Drive--- Addition to house by conversion of an open deck into a sunroom
- 2) June 8th: 129 Holly Hills Drive---Installation of white picket fence in rear of house

Doug also stated that the DRB is reviewing a request from Joel Sheppard for return of his firm's \$5000 escrow deposit for construction of the new house at 126 Jones Mill Lane.

CORE REPORT:

Judy Doyle reported that CORE currently has twenty-two members and announced that the group is busy planning the annual Labor Day Picnic scheduled to be held on Monday, September 1st, beginning at 4:00 P.M. Flyers announcing the event will be distributed to homeowners after August 1st.

NEIGHBOR AWARENESS FOR NEIGHBOR COMMITTEE REPORT

Jan Krapfl announced that the NAFN Team "continues to do a good job" and commended Jeanne Gemmell and Bob Harman for their efforts on behalf of the neighborhood. Jeanne assumed responsibility for reviewing the new data sheets and preparing updated summaries of this information. Bob Harman continues to provide strong leadership to Emergency Response Team members and retains a close working relationship with City of Williamsburg ER personnel.

Neighborhood Watch: The recent theft of two purses from unlocked cars parked in neighborhood driveways focuses attention on increased resident vigilance. Residents are advised to contact Police regarding suspicious activities or actions of non-resident persons who have no legitimate reason for being in the neighborhood.

Emergency Response/CERT: Scott Orr recently completed the CERT training program and Marion & Toby Lane completed the refresher course. Bob Harman has identified the following five residents who plan to enroll in the fall training program: Allen Cooke (Area 2); James Greer (Area 2); George Wolters (Area 4); Al Friedrich (Area 5); and C.J. Trosclair (Area 5). If all complete the training program, Holly Hills will have at least two CERT trained residents in each of the five neighborhood areas with the exception of Area 3. A total of thirteen residents will have completed the CERT training program.

UNFINISHED BUSINESS

- 1) Revised Governing Documents: Toby Lane stated that the Bylaws, and Design & Environmental Standards "are ready to go", and the amendments for the Covenants and Articles have been prepared. Attorney, Susanna Hickman will provide guidance on the approval requirements for all the new documents. Also reference the President's Report.
- 2) 2008 Landscaping Improvements: Ken Lownes expressed satisfaction with the services provided by Terry's Landscaping and has already asked Terry to prepare a 2009 budget. He also reported that the wax myrtles along Holly Hills Drive will be trimmed into uniform hedges.
- 3) Community Yard Sale: Karen Thomas, Erica Haag, and Ralph Haag are coordinating plans for this event scheduled to be held on September 27th. (See also this item under New Business below.)
- 4) Website Status: Webmaster Bill Doyle has written a comprehensive article appearing in the July/August edition of the Holly Hills Gazette. Bill's article provides an overview of the web site as well as updates on changes in the web site contents. 92% of Lots are now subscribed to the website.
- 5) Case 2007-1: Complaints continue to be received about the condition of the residents' lawn and gardens. Toby Lane continues to meet with the residents in an effort to secure a lawn service for regularly scheduled maintenance of this property.
- 6) Reserve Study: Reference President's Report

NEW BUSINESS

- 1) Review Financial Forecast: Toby Lane, Jan Krapfl, and Ken Lownes continue to meet to project upcoming and anticipated expenditures as well as reviewing increases and decreases in previously allocated budget amounts, e.g. legal expenses; possible removal of the \$500 CORE Committee contingency.
- 2) Annual Meeting Schedule: The schedule leading to the 2008 Annual Meeting on October 28th was reviewed. Each Officer has a copy for their use. This schedule shows preparing a proposed 2009 budget by mid September in time for mailing out the Annual Meeting Packet in late September.
- 3) Insurance Renewal: Nancy Early reported that the Association's Nationwide Policy is scheduled to renew on 7/29/08. The annual premium for the 2008-2009 renewal is \$1363.00.
- 4) Nominating Committee Update: Reference President's Report
- 5) Yard Sale Budget: Board Members voted to allocate \$150.00 to cover expenses for the Community Yard Sale.
- 6) Holly Hills Gazette: Concern was expressed about "articles without authors" appearing in the summer edition of the paper. Board Members were unanimous in their opinion that all articles should identify the author or the source from which the article was printed. Toby Lane will speak to Carol McCartney about this matter.

There being no further business, the Meeting was adjourned at 8:44 P.M.

Respectfully Submitted,

Nancy Early,
Secretary

MINUTES OF THE HOLLY HILLS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
APRIL 24, 2008

The April 24th Meeting of the Board of Directors held at the home of Nancy Early was called to order at 7:30 P.M. by Toby Lane, President. Members present were Toby Lane, Ken Lownes, Jan Krapfl, Nancy Early, Doug Wood, Alice Morgan, and Jeanne Gemmell.

HOMEOWNER FORUM

Judy Doyle, newly elected CORE President, attended the Meeting at the invitation of Alice Morgan. She thanked Board Members for the opportunity to attend the Meeting and stated that she was in attendance as a CORE representative with no Forum issues to discuss.

APPROVAL OF MINUTES

Board Members voted to approve Minutes of the January 24, 2008, Meeting with no corrections.

PRESIDENT'S REPORT

Toby Lane stated "the business of the Association is proceeding well.," and expressed appreciation to Board Members for their efforts, competence, and dedication to community affairs.

He also mentioned the following items:

- 1) The Walsingham 5K Race through the streets of Holly Hills on April 19th was a successful event without incident.
- 2) The Community Website continues to evolve and currently has an enrollment in excess of 90% of Members subscribing to this service. Webmaster Bill Doyle remains hard at work adding a Pet Directory, investigating inclusion of a Classified Listings section, adding new photos, as well as updating the Online Directory.
- 3) Member comments regarding proposed changes to the Governing Documents have been incorporated into the final review of the Documents which will be submitted to Attorney Susanna Hickman for a legal review and final formatting.

VICE PRESIDENT'S REPORT

Ken Lownes announced the following accomplishments since the January 24th Meeting:

- 1) Collection of soil samples in all turf areas. Where required, lime was applied to raise soil pH . Where necessary, gypsum was applied to lower the pH level. Cost of the soil samples collection was \$165.00.
- 2) First and second applications of combination pre-emergent and fertilizer were applied to turf areas.
- 3) The irrigation system was turned on. Six rotor heads in the system required replacement.
- 4) Fertilization of shrubs, crepe myrtles, and ornamental trees.
- 5) Receipt of an Arbor Day Award from the Williamsburg Area Garden Club.
- 6) Mulching and edging of all shrubs and tree beds.
- 7) Replacement of one wax myrtle along Holly Hills Drive

On the subject of landscape improvements, Ken reported that eight compacta hollies planted in the main entrance island have been cut to a height of eighteen inches to improve visibility for drivers exiting Jones Mill Lane. He also announced plans to plant summer annuals with a red, white, and blue garden theme at both community entrances.

Ken also recommended that a \$300.00 supplementary charge be added to the 2008 landscape maintenance

contract with Terry's Landscaping. This charge reflects the fee for maintenance of the common circle at the end of Jones Mill Lane which was previously maintained by residents of this area. Board Members voted unanimously to approve this Change Order No. 1, to the 2008 landscaping contract.

TREASURER'S REPORT

Jan Krapfl distributed and presented a Financial Report thru March 31, 2008. Review of the Report revealed Year-to-Date Actual Revenues of \$31,834.03. The 2008 Total Revenues Budget is \$33,975.00. Annual Association Fees for one vacant lot remain unpaid. Year-to-Date Actual Expenses total \$12,036.42. The 2008 budgeted amount for Total Expenses is \$41,665.00. Review of operating account balances reveals a 2008 Projected Year End Balance of \$2,320.97.

SECRETARY'S REPORT

Reference 1/24/08 Meeting Minutes

DRB CHAIRMAN'S REPORT

Doug Wood presented a report that listed the following Approved Requests:

- 1) February 21: 118 Jones Mill Lane - Enclosure of existing screen porch; four foot addition to existing patio; installation of a pergola over the patio with the addition of a staircase from the patio to the ground
- 2) February 13: 320 Yorkshire Drive - Addition to existing house
- 3) March 5: 153 Holly Hills Drive - Landscaping Project
- 4) March 5: 106 Robert Cole Court - Generator Installation
- 5) March 26: 204 Holly Hills Drive - Construction of Dependency

Doug also reported that he met with Don Koehler and Toby Lane on April 24th to resolve perceived conflicts between Articles 4 and 5 of the Design Review Standards. The perceived conflict resulted from the fact that the copy of the Standards which had been given to Doug by Don Koehler contained an old version of Paragraph 4.04. Discovery of this outdated information resulted in clearer understanding of procedures to be used in future DRB reviews.

During a meeting on April 24th with Toby Lane and C.J. Jones of Berkeley Management, it was discovered that what appeared to be a forfeited \$5,000 construction escrow deposit had not been credited to an Association operational account. C.J. Jones will confirm this forfeit so that the Board can discuss the matter of this deposit.

CORE COMMITTEE REPORT

Alice Morgan announced election of the following CORE Officers for the 2008-2009 Year: President: Judy Doyle; Vice-President: Jean Stevens; Secretary: Marcia Partch; Treasurer: Debbie Gursik. Alice also reported that 83 neighbors and guests attended the April 27th Spring Fling. Regarding the CORE request that the HOA purchase holiday flags and hardware, it was decided that the new officers will determine a method to evaluate resident interest in this purchase proposal.

NEIGHBORHOOD AWARENESS FOR NEIGHBOR COMMITTEE REPORT

Jeanne Gemmell outlined the following 2008 Objectives:

- 1) Updating Directory/Data Sheet Information for Participating Residents: Progress to date reveals that 127 households returned data sheets. Eighteen households either failed to return sheets or elected not to participate in this program. Twenty-one NAFN members attended a Team Meeting held on March 25th. New materials were distributed containing more definitive outlines of responsibilities and program processes.

- 2) Update List of "At-Risk Residents : Nine residents are currently identified in this category.
- 3) Identify Additional CERT Trainees: Bob Harman has received a list of residents indicating an interest in the CERT Training Program . Volunteers continue to be needed in Area 5. Scott Orr is enrolled in the spring training class.
- 4) Identify an Emergency Response Representative in Area 1.
- 5) Complete New Residents Welcome Information on the Community Website.
- 6) Conduct Periodic CB Radio Communication Drills: The first drill was held on April 12th . The next scheduled drill will be held on May 7th. Radio drills will continue on the first Wednesday of each month at 4:45 P.M. on Channel 21.

It was also announced that Diana Havel will replace Kris Gregg as Block Captain in Area 2.

UNFINISHED BUSINESS

- 1) Revised Governing Documents: Reference President's Report: Item #3. Board Members voted unanimously to approve transfer of the final review to Attorney Susanna Hickman.
- 2) Neighborhood Directory Update: All Directory information will be submitted to Bill Doyle for revision and updates. Board Members voted unanimously to approve the cost of re-printing an updated Directory.
- 3) Landscape Improvements for 2008: Reference Vice-President's Report.

NEW BUSINESS

- 1) Community Yard Sale: Board Members voted approval for this event to be held on a Saturday after September 1st. Residents who have expressed interest in organizing the sale will be asked to present a more detailed report of plans for this event at the July Board Meeting.
- 2) Change Order to Landscape Maintenance Contract: Reference Vice-President's Report.
- 3) Website Classified Ads Section: Discussion of this topic resulted in a decision to further research planning details of this addition to the community Website
- 4) Nominating Committee: The Committee (Bob Harman, Chair; Don Ness; and Marilyn Dominguez) is expected to select candidates for the two vacancies which will occur at the completion of the two-year terms being served by Ken Lownes and Nancy Early.
- 5) Backup Battery for Association PA Speaker: Board Members voted to approve a \$32.00 expenditure for the purchase of a new battery.
- 6) Electronic vs. Hard Copy of the Holly Hills Gazette: Although the Gazette is now available for reading on the Website, Board Members voted unanimously to retain hard copy delivery of this publication.
- 7) Reserve Study: The last study was completed in 2004 and a new study will need to be conducted in 2009. Toby Lane reported findings from a Workshop he and Ken Lownes recently attended on the Subject of Reserve Study preparation . Board Members authorized the President to submit requests for the cost of preparing Reserve Study proposals.

There being no further business, the Meeting was adjourned at 9:45 P.M.

Respectfully Submitted,

Nancy Early
Secretary

MINUTES OF THE HOLLY HILLS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 28, 2008

The January 24, 2008, Meeting of the Board of Directors was held at the home of Jan Krapfl and called to order at 7:00 P.M. by Toby Lane, President. Members present were Toby Lane, Ken Lownes, Jan Krapfl, Nancy Early, Alice Morgan, and Jeanne Gemmell. Member absent: Doug Wood.

HOMEOWNER FORUM

No homeowners attended the Meeting. Thus, no Forum was conducted.

APPROVAL OF MINUTES

Board Members voted to approve Minutes of the October 17, 2007 Board Meeting with correction to the Draft Copy noting that NAFN 2007 Objectives 5 & 6 were completed.

PRESIDENT'S REPORT

Toby Lane welcomed new Members to the Board and stated that the primary responsibility of Directors and Officers is to "act in the best interests of the Association." He also emphasized the importance of open communication and teamwork as pre-requisites for optimal functioning of the Board.

He also reported the following items:

1. All Association business is currently being conducted without problems.
2. On April 19th the Colonial Road Runners are planning a 5K road race through the streets of our neighborhood. The race should impact our streets for less than one hour that day. This event is being held in conjunction with the annual Walsingham Flower and Garden Show.
3. The City's annual after Christmas Deer Hunt resulted in at least ten deer being killed on the property adjacent to Holly Hills..
4. Resident registration and participation in use of the community website continues to increase.

VICE PRESIDENT'S REPORT

Ken Lownes reported the following accomplishments occurring since the October 17th Meeting:

1. Twenty four yellow mums were planted at both entrances.
2. Replacement of burned out bulbs at the Main Entrance and replacement of the Christmas lights outlet
3. Drainage of the irrigation system for the winter season
4. Main entrance hollies were fed with fertilizer, ironite, and milorganite.
5. A total of 121 pansies were planted at both entrances and in the new shrub bed.
6. Replacement of two wax myrtles damaged by weedeaters.
7. Twenty four mums were planted from the entrances in two common areas.
8. Ninety daffodil bulbs were planted in the STL cul-de-sac and thirty-two bulbs were planted in the new shrub bed near the Main Entrance.
9. Fall clean-up of vacant lots including cutting tall grass along the wood lines.

Ken also provided updates on the following three projects:

1. Resolution of the drainage problem from the Association's property onto the adjoining Crawford property. Work on this project was completed on December 3, 2007 at a cost of \$489.42. A swale was dug and a berm was built to route the runoff water into an existing culvert. A second catch basin was added to pipe the additional water into the nearby shrub bed.

- 2 The re-landscaping of the Main Entrance island located at the intersection of Holly Hills Drive and Sir Thomas Lunsford Drive was completed on December 14, 2007 at a cost of \$2314.14. Existing junipers were removed and replaced with low growing shrubs. Six compact hollies were moved from the banks to the Main Entrance island while sparse looking hollies were moved to the bank.
- 3 Terry's Landscaping of Hampton was awarded the Association's 2008 Maintenance Contract for a Total cost of \$21,500.
- 4 The 2008 irrigation system contract was awarded to Knightscares for a total cost of \$585.00.

TREASURER'S REPORT:

Jan Krapfl presented a Financial Report (Actual versus Budget) for the period January 1, 2007 thru December 31, 2007. 2007 Revenues totaled \$34,751 while Expenses totaled \$37,054. However, the Expenses amount includes 2007 lawn maintenance bill of \$1599.33 which was actually paid during January, 2008. An adjustment for this amount will be made to the 2008 Expenses when the Compilation Report is prepared by our Accountant. Jan also reported the 2007 year end Operating Accounts Balance was \$14,406. She announced that she will prepare monthly financial progress reports and distribute them to the Board.

SECRETARY'S REPORT:

Reference 10/17/2007 Minutes

DRB CHAIRMAN'S REPORT:

Toby Lane presented Doug Wood's report and stated that the DRB had received the following two requests since the last Board Meeting: (1) Tree Removal and (2) Room addition to an existing home. Doug also requested that the Board review Case 2008-1. (See below)

CORE COMMITTEE REPORT:

Alice Morgan reported the following items:

- 1) The 12/03/07 Holly Hills Illumination was well-attended by neighbors and guests
- 2) The January LEO held at LeYaca was attended by 38 guests
- 3) A neighborhood outing to the the January 26th William & Mary basketball game is planned
- 4) A Champagne Cocktail Party/Progressive Dinner is scheduled to be held on February 9th
- 5) A Ladies Coffee is planned to be held on March 13th from 10:00-Noon at the Porterfield home
- 6) Karen Thomas has joined CORE and is planning a neighborhood Easter Egg Hunt on Sunday, March 23rd from 2:30-4:00
- 7) The Holly Hills Spring Fling will be held on Sunday, April 27th
- 8) Jeanne Gemmell and Jan Krapfl plan to ask Block Captains to update their Data Sheets
- 9) GAZETTE deadline is February 10th
- 10) The following motion was passed at the January 24th CORE meeting:
"Request that the Board begin to consider placing in the 2009 HOA Budget the purchase of two Christmas flags with hardware for each entrance with approximate costs of \$800.00"

NEIGHBOR AWARENESS FOR NEIGHBOR COMMITTEE REPORT:

Jeanne Gemmell announced the following 2008 NAFN Objectives:

- 1) Update Directory/Data Sheet information for participating residents
- 2) Update "At Risk" list of residents
- 3) Identify additional CERT Trainees, especially in Area 5
- 4) Recruit an Emergency Response Representative in Area 1
- 5) Complete new resident information for the community website
- 6) Conduct periodic CB radio communication drills with one drill scheduled prior to Hurricane Season

UNFINISHED BUSINESS:

- o Revision of Governing Documents-----Toby Lane reviewed the three options related to revision of the documents: (1) Do nothing; (2) Complete revision and re-write; or (3) Limited revision and re-write. Following discussion, a motion was made and passed unanimously to undertake a limited revision existing documents. The Board asked Toby to prepare a list of suggested changes to review. When the list of changes is reviewed we will have a legal firm prepare the final language.
- o Drainage Problem at Main Entrance-----Reference Vice-President's Report, Project Updates Section
- o Website Status----- Toby Lane reported that the annual contract with Community 123 will be renewed. He stated that 121 properties are now subscribed to the website which is 73% of the lots.
- o Replacement of Junipers at Holly Hills Drive and Jones Mill Lane-----Reference Vice-President's Report, Project Updates Section
- o 2008 Landscape Maintenance Contract----- Reference Vice-President's Report, Project Updates Section

NEW BUSINESS

- o Case 2008-1 Toby Lane distributed an outline reviewing the chronology of this case which deals with the color of an addition . Following discussion and review of the facts involved in this case, a Motion was made and passed unanimously, stating that the project as completed was in compliance with the Design and Environmental Standards . A letter will be sent to the Homeowners informing them of the Board's decision in this matter.
- o Review 1st Quarter Calendar----- A review was conducted of the 2008 Calendar of Events and Processes for the months of January, February, and March.
- o Establish 2008 Vacant Lot Maintenance Fees-----Currently there are fifteen vacant lots in the community. A Motion was made and passed unanimously to assess a \$280.00 Annual Maintenance Fee to owners of these lots .
- o Appointment of 2008 DRB Members-----A Motion was made and passed unanimously to appoint the following residents to the DRB for a term of one year: Ray Dominguez; Bruce Gurcsik; PaulLensch; and Carlton Trosclair.
- o Review of current Board Resolutions----- A review of each of these Resolutions was conducted.
- o Neighborhood Directory ---- Bill Doyle is prepared to publish an updated directory. It was decided to hold off printing an update and revisit this issue after NAFN has completed an update of the resident Data Sheets.
- o Renewal of Membership in the Neighborhood Council of Williamsburg-----A Motion was made and unanimously passed to renew the Holly Hills membership in the Neighborhood Council of Williamsburg. Jan will authorize Berkeley to make the \$10 membership payment to the Council.
- o Review Agreement with McCale for Landscape Maintenance of Getty Property-----A Motion was made and passed unanimously to share equally with McCale the 2008 annual maintenance fee of \$2050.00 for this property. Thus, the HOA will pay \$1025 and McCale the remaining \$1025 balance of this landscape expense.
- o 2008 Landscape Improvements----- Ken Lownes reported plans to 1) Lower the height of more hollies in the Main Entrance island to improve visibility exiting Jones Mill Lane; and (2) improve grassy areas at the Main Entrance.

- o Final Fall Clean Up of Common Areas and Vacant Lots----- Ken Lownes reported that the total cost of this project was \$1070.

There being no further business, the Meeting was adjourned at 9:50 P.M.

Respectfully Submitted,

Nancy Early
Secretary