

**MINUTES OF THE HOLLY HILLS COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
October 22, 2009**

The October 22 meeting of the Board of Directors was held at the home of Toby Lane, President. Toby called the meeting to order at 7:00 p.m. The other members present included Janis Wood, Lowell Ruff, Carol Harman, and Glenn Cann, 2010 Board nominee.

**HOMEOWNER FORUM:** Since no other non-Board homeowners attended the meeting, we did not conduct a homeowner's forum. The Board confirmed the appointment of Carol Harman as Director and her election to Vice President.

**APPROVAL OF MINUTES:** Board members voted to approve the minutes of the July 23, 2009 meeting as written with no corrections.

**PRESIDENT'S REPORT:** Toby reported that the Association's business is proceeding normally, and that we are well set for the annual meeting on the 28<sup>th</sup>. We have enough proxies in hand to be reasonably sure of a quorum, and there are no weighty or contentious items on the agenda, so attendance may be light. Our meeting tonight is also pretty much routine. He also shared the following:

1. Case 2009-3: This case deals with an unpaid annual assessment on a vacant lot, and the Association's decision to file a lien. Toby thought it was the first time the Association had ever filed a lien. He also said he believed that state law provides for payment for up to five years of unpaid assessments if and when a property is sold, but the Controlling Documents provide that our recourse is to file a lien.
2. Mail Service in Holly Hills: See New Business.
3. Case 2009-4 – On Street Parking Issue: Toby reported that this problem seems to be resolved. His letter to the homeowners resulted in a strongly worded response of indignation and refusal. Since that time, however, the instances of on street overnight parking have reduced significantly. Although there was no agreement, the homeowners appear to have the neighborhood's interest at heart.
4. Shortly after our July meeting, we appointed Carol Harman to the Board as a Director and elected her Vice-president to complete Ray Dominguez' term. Carol hit the ground running and her efforts are really noticeable at our entrances. In particular, the shrub replacement at the HHD entrance is stunning.
5. As this was Toby's last meeting as President, he thanked everyone for their work and commitment to the Board this year, and for the help and support he received from everyone personally.

**VICE-PRESIDENT'S REPORT:** Carol reported that it has been a short time since her appointment to the Board, and that she is enjoying the work so far.

1. Jamestown Road Entry Landscaping: Donna's Landscaping of Toano replaced the shrubs at this entrance for \$2,011. This amount was \$100 less than the bid

because removing the old shrubs required less labor than anticipated. The Board approved paying the \$2,011 from our Capital Reserve account, instead of from Operating Capital.

2. Trimming and Planting: The hollies in the Jamestown Road entry were trimmed and look great, and pansies were planted at both entries.
3. Possible Sod Replacement – Jamestown Road entrance: Our groundskeepers, Terry’s Landscape, suggested installing new sod in the strip between the curb and sidewalk this fall. We have not received a cost estimate yet. We have treated the nut grass numerous times, and it keeps coming back. Another option is to kill everything off, dethatch and reseed.

**TREASURER’S REPORT:** Jan was not at the meeting, but sent her report. The Board discussed the following:

1. HHCA Financial report (actual results) through September 30, 2009: The projected operating account year end balance is \$7,871.37.
2. Expenses have been adjusted to reflect what is conservatively expected for the balance of the year.
3. The Board approved the September 30, 2009 website report.
4. The lien in Case 2009-3 was recorded on September 4, 2009, for \$510.00. We will need to perfect the lien within three years.
5. DRB escrow accounts: Each quarter, the DRB Chairman and the Treasurer will review all outstanding escrow accounts to prevent us from carrying deposits for longer than necessary.
6. 2010 Budget, Reserve Study: Entrance landscaping (\$2,200).  
Scenario 1: Pay for entrance landscaping from operating accounts:  
\$7,870 - projected year end balance in operating accounts  
- 2,200 - entrance landscaping)  
5,670 - balance  
2,375 - 2010 budget deficit

Scenario 2: Pay for entrance landscaping from Capital Reserve  
\$7,870 – projected year end balance in operating accounts  
-2,375 – 2010 budget deficit  
5,495 – 2010 year end projection

**SECRETARY’S REPORT:** Reference July 23<sup>rd</sup> minutes.

**DRB CHAIR REPORT:** Lowell reported on the period from July 24 – October 22. He also thanked his DRB members Paul Lensch, Bruce Gurcsik, Don Koehler, and Doug Wood.

1. One repair/replacement in kind
2. Two landscaping reviews
3. Two final inspections/release of surety
4. One minor architectural change

**CORE COMMITTEE REPORT:** There was no report as Carol was unable to attend the Board meeting.

**NEIGHBOR AWARENESS FOR NEIGHBOR (NAFN) COMMITTEE REPORT:** Jan was not at the meeting, but the board covered the following in her absence:

1. The Board read Jan's October 22 letter in which she submitted her resignation as NAFN Chair after eleven years. She added that NAFN is a strong Team, especially with Bob Harman, Emergency Response Coordinator, and Allen Cooke, Neighborhood Watch Coordinator. Also, pursuant to NAFN Resolution 2009-1, she nominated Toby Lane as the new NAFN Chair, and recommended that the Board appoint him to a two year term effective January 1, 2010.
2. The Board also discussed the value of having both the CORE President, and the NAFN Chair attending our board meetings. They both represent people that the Board does not always have access to, and their opinions and comments are invaluable.

**UNFINISHED BUSINESS:**

1. Landscape maintenance: At our last meeting, we discussed the heavy workload to maintain the common areas and entrances, and agreed that the Vice-President should not have to complete this work. Instead, we agreed that we should add this work under "scope of work" in our existing landscape maintenance contract. Toby agreed that he would revise the contract for the rest of this year, and get estimates for these jobs for next year. This primarily involves planting the annuals each Fall and Spring. These are currently covered as optional extra work under the landscape maintenance contract so no further changes are necessary.
2. Annual Meeting: Toby asked each Board Director to prepare an annual meeting report, and discussed the agenda, logistical issues, and everyone's responsibilities.
3. Case 2009-4 Update: see President's report, item 3.

**NEW BUSINESS:**

1. Mail Delivery Issues: Toby reported that a homeowner contacted him two times about the timing and quality of Holly Hills' mail delivery. The homeowner believed that it was appropriate for the Association to deal with Postal Service problems on his behalf, and that it would also be more effective. Although Toby did not agree that the Association should resolve mail issues, he did contact the postal service about the homeowner's complaints. He also offered to include this issue on our agenda for general discussion and consensus. The Board did discuss whether the Association should get involved in solving these kinds of problems. After much discussion, the Board agreed that Toby should present this issue to a larger audience of homeowners at the annual meeting. We also discussed that, if there were other homeowners who felt that the mail service should be treated as Association business, Toby could prepare a letter of complaint to the Postal Services from the Board.

2. Fix the Record Date per VA Code 13.1-844: This section of the Code provides for fixing a record date for the annual meeting. The record date is the as of date for Membership in the Association, and would be important if a ballot vote was necessary at the annual meeting. We do not have ballot votes, so it is more or less academic in our case, but there is no harm in fixing the date. It was suggested that we use October 16, 2009, for the record date, which is the latest update of the City property records prior to the annual meeting. The Board approved October 16, 2009 as the Record Date.
3. Appoint NAFN Chair per Resolution 2009-1: The Board appointed Toby Lane as the new NAFN Chair for a two year term effective January 1, 2010.
4. Reserve Study Review: Toby presented a comprehensive “Reserve Study” which he prepared originally in July 2008 and updated in September 2009. This evaluation should be reviewed annually, and, per state statute, redone at least every five years, making the next major update due in 2015. The Board approved using Toby’s updated 2009 Reserve Study.
5. 2010 Landscape and Irrigation contracts: Carol will negotiate with Terry’s Landscape to rebid the landscape maintenance contract. Carol is very happy with their work and does not think we need to get outside estimates at this time.
6. 2010 Budget Recommendation: The Board confirmed the proposed 2010 Budget to be presented and voted on at the annual meeting.
7. January 2010 Board meeting date: The Board agreed that the January meeting will be held on the 21<sup>st</sup> at 7:00 p.m. at Carol Harman’s house, 101 Jones Mill Lane.
8. Annual Meeting Date, 2010: The Board set the date for the 2010 Annual Meeting on October 20<sup>th</sup> at 7:00 p.m. at the Williamsburg Library. Janis will make the reservation immediately, and take the payment to the Annual Meeting.
9. Yearly Organizational Meeting: An organizational meeting is required by the Bylaws within 30 days of the annual meeting. This year’s organizational meeting will be held immediately following the annual meeting at the Library.
10. Review Calendar of Events and Processes: The Board discussed what still needed to be done this calendar year, and each Director’s responsibilities.

There being no further business, the Meeting was adjourned at 9:47 p.m.

Respectfully Submitted,

Janis Wood  
Secretary

**MINUTES OF THE HOLLY HILLS COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
July 23, 2009**

The July 23rd meeting of the Board of Directors was held at the home of Janis Wood, Secretary. Toby Lane, President, called the meeting to order at 7:00 p.m. The other members present included Jan Krapfl, Lowell Ruff, and Carol McCartney, the new CORE President.

**HOMEOWNER FORUM:** Since no non-Board homeowners attended the meeting, we did not conduct a homeowner's forum.

**APPROVAL OF MINUTES:** Board members voted to approve the minutes of the April 23rd meeting as written with no corrections.

**PRESIDENT'S REPORT:** Toby reported that the Association's business is proceeding normally, and that we had several important subjects on our agenda, including the NAFN Resolution, the maintenance of our entrances, and the short term rental item. We also need to begin looking ahead to fall and the Annual Meeting. He also shared the following:

- We all put in extra time this month dealing with a DRB Exception for front loading garage doors, a difficult decision with potential ramifications for either approval or denial. Toby believes that we did a good job and ultimately came up with the right choice.
- For the first time since Toby's Board involvement, we need to deal with non-payment of an annual assessment. We will probably need to file a lien against the property as provided in the Declaration and section 55-516 of the Virginia Code.
- Although not on the agenda, we discussed the current case of residents who regularly and continuously park their own vehicles on the street. This is in direct violation of Section 6.4 of our Declarations, a largely unenforceable section that prohibits residents from on street parking; it does allow, however, this practice for short term visitors and overnight guests. We do not make a point of enforcing this section, but have used it informally (and successfully) to encourage residents to not park on the street. Currently, residents of one property have refused to respond to our informal request. Therefore, we sent a letter to the residents (a more formal approach) with hope for the desired outcome.
- Ray Dominguez, our Vice-President, has resigned due to other commitments preventing him from performing this job the way he wanted to. We know that he was also discouraged about the VP's huge responsibility for the common area maintenance and the Board plans to review this issue tonight. We will give serious thought to the amount of personal time and effort currently required to handle the VP assignment.

**VICE-PRESIDENT'S REPORT:** In the temporary absence of a Vice-President, Toby put together a quick summary of activities for our meeting:

- Our landscape maintenance contractor seems to be on track and keeping the common areas mowed, edged, and neat per the contract. Since our last Board meeting, they have also energized the sprinkler systems, sheared the American holly trees at the Holly Hills Dr. (HHD) entrance, and trimmed the wax myrtles along HHD. The hollies and wax myrtles are now due for a second trim, and an application of post emergent herbicide is due later this month. Vacant lots were mowed on Wednesday the 8<sup>th</sup> and will be done again on the 29<sup>th</sup> (every other week).
- As part of our agenda, we will be discussing the Holly Hills' entrances, HHD and Yorkshire Dr. (YD). The low holly shrubs under the American hollies at HHD have been looking shabby for some time. To improve appearances, Ken Lownes moved some around, but ultimately recommended replacing them. We will get some replacement suggestions and pricing from several firms in early August. If we agree to replace them, and cost is not a hindrance, we may do the work this fall (best time to plant shrubs). Otherwise, we may want to budget for this work next year.
- We recently added more annuals to the beds at the upper end of the HHD island and the YD entrance. Although the selection was limited, the price was right (\$35), and we bought impatiens to fit in with existing ones at YD and several multi-colored lantana for the HHD island to replace the marigolds that were eaten by deer and rabbits. We won't buy more annuals until we switch over to winter ones this fall. Note: we probably won't use mums again due to their cost, the work to procure and plant, and the short time they remain attractive (one early frost spoils them).

**TREASURER'S REPORT:** Jan distributed and discussed the following:

- HHCA Financial report (actual results) through June 30, 2009: The projected operating account year end balance is \$4,478.57.
- Based on current projections, we are over budget by \$134.
- Our current projections removed revenue for Annual Dues, Lot Maintenance Fees and Late Fees totaling \$510, which were the Unpaid Balances for an individual lot discussed at our last meeting. Since then, we have learned of a new address for the lot owners and mailed two statements. To date, we have received no payment and are currently seeking legal advice to place a lien on the property.
- The Board voted and approved the website posting of the June 30 HHCA Financial Report.
- CD: As discussed at our last meeting, our 7 month CD matured on May 29. It was for \$20,000 at 4.02% (APR 4.1) and generated \$472.45 in interest. After exploring current CD interest rates, which have dropped considerably, and holding discussions with the Board and CJ at Berkeley, we invested with Sun Trust as follows: 1) a 13 month CD for \$10,000 at 2.18% (APR 2.2%); and 2) a Money Market account holding the \$10,472.45 balance, currently paying 1.15%, while we await the possibility of reinvesting at a higher interest rate. The Board formally voted and approved this two pronged investment plan.

- 2010 Budget: Jan will distribute the draft proposed budget to Directors and Officers for review by 9/4. She needs input by 8/15 from Core Committee Support; Landscaping/Repairs and Lawn Maintenance; Miscellaneous Expense; Vacant Lot Maintenance; and Website Fees.

**SECRETARY’S REPORT:** Reference April 23 minutes.

**DRB CHAIR REPORT:** Lowell reported on the period from April 23–July 23. The DRB received and adjudicated the following requests:

- New structures: House at 241 Sir Thomas Lunsford (STL); garage at 105 Robert Cole Court (RCC); and pergola at 201 Parke Court (PkC).
- Structure change/addition: 268 STL.
- Outcomes: The DRB approved two of the above requests, but denied the garage at 105 RCC and pergola at 201 PkC.
- Case 2008-1: It is now closed and the construction surety has been released.

**CORE COMMITTEE REPORT:** Carol reported that CORE continues to thrive and now has a total of 24 members. CORE plans to have the usual neighborhood-wide activities this year: LEO, Progressive Dinner; Spring Fling; Fall Picnic; Illumination; and the Ladies’ Coffee. Various monthly activities such as Book Club are open to all ladies in the community.

- New CORE neighborhood-wide activity: Karen Thomas suggested a Lecture Series involving our own friends and neighbors, and the CORE Officers recommended establishing a \$25.00 honorarium for those speakers. Carol asked whether HHCA would be able to underwrite this cost. After much discussion, the Board suggested that CORE assume the costs initially, and, if the activity is successful, the Board will reconsider underwriting the costs for the honorarium.
- CORE Contingency Fund: Carol asked whether this fund (\$500) could be used to pay for Binders/Welcome Packets (\$29.38) and Printing & Copying (\$97.59) for a total of \$126.87. The Board stated that the contingency fund was only to be used for emergency and permanent item expenses. Therefore, CORE will have to continue funding these items.
- Additional expenses for publishing the Gazette: Carol is no longer able to use the printers at the Williamsburg Police station free of charge, so she will have to pay another entity to print the newspaper. Jan said that she would set up a “house account” at the UPS store guaranteeing no more than \$.04 per copy. The Board voted to assume the additional printing costs for the Gazette because it benefits the entire neighborhood.
- Holly Hills DVD: Carol is working on a DVD which will showcase the neighborhood’s entire history and that of many of its residents. Once she completes this vast project, she will offer it for sale through CORE to raise money for neighborhood activities.

## **NEIGHBOR AWARENESS FOR NEIGHBOR (NAFN) COMMITTEE REPORT:**

Jan reported the following:

- CERT training: Al Friedrich completed the Spring training class. Allen Cooke attended all but the last day and will complete it the next time CERT is offered, possibly in the fall.
- All Data Sheets have been submitted and new summaries will be provided to Bob, Allen and Area Coordinators next week.
- There is a meeting next week with Area Coordinators to talk about emergency response procedures and expectations. The City just opened their new Emergency operations Center in advance of Hurricane season, and Toby, Allen, and Jan had a tour in early July.
- Emergency Response: Jan gave Toby her City radio so that we have better coverage in Area 1 and possibly within Sector 7. We hope to rely on telephone, computers, and then radios because their reception is not good (even though Toby and Bob bought antennas themselves). They are researching other radio options in conjunction with former Captain White of the Fire Dept., which may result in a recommendation to purchase more radios.

## **UNFINISHED BUSINESS:**

- Neighbor Awareness for Neighbors (NAFN) Organization Discussion: After our last meeting, Toby circulated a draft resolution among the Board and posted it on the website. There were no objections to what the resolution stated, from either the Board or residents. Thus, the Board voted to adopt Resolution 2009-1 and Toby and Janis signed it.
- Nominating Committee Update: The Committee, Nancy Early, Marilyn Dominguez, and Chuck Morgan, tentatively selected three candidates for Director, Glenn Cann, Dawn Julien, and Lowell Ruff, who is willing to stay on as DRB Chairman. They also selected Heike Elfendahl to fill Marilyn's vacancy on this Committee. At the time of this meeting, we believed that the Committee also needed to find one more candidate to complete our Vice-President's unexpired term. (We have since learned that, according to Section 4.1 of the Bylaws, the Board itself needs to appoint someone to complete Ray's term.) Once the Committee has its complete slate, they will provide all of the candidates' biographical summaries for inclusion in the Annual Meeting packet that will be mailed to all residents in September.
- Short Term/Vacation Rental Discussion: Previously, the Board discussed whether we should change our by-laws and/or covenants to prevent short term rentals in Holly Hills. Toby has confirmed that the City's ordinances do prohibit short term rentals and that it would be responsible for prosecuting violators. The Board agreed that since we are protected by City ordinances, we will not propose changing our covenants now, but will reopen the issue if it ever becomes necessary.

## **NEW BUSINESS:**

- Entrances and common areas: Our former Vice-President felt that maintaining these areas (e.g., spraying for deer and rabbits; spring and fall planting; trimming trees and bushes; etc.) was too much for one person to perform. We discussed three options for resolving this issue: 1) drafting resident volunteers to help with these tasks, 2) paying an outside contractor to perform them (estimated \$3-4,000 per year), and 3) including them in the “scope of work” under our existing landscape maintenance contract. We chose the third option because resident volunteers are harder to manage and using outside contractors is not as cost effective. Toby agreed to revise our current landscape contract for the rest of the year, and get estimates for these jobs for next year.
- Insurance Renewal: Our premium increased by \$107 this year and there were a few changes throughout to coincide with recent changes in the law, etc. Janis got a quote from another insurance provider, but they were considerably higher. The Board agreed to stay with Nationwide and to pay this year’s premium. Jan will ask Berkeley to issue the check for the premium.
- Board Resignation: Toby will cover the Vice-President’s duties until we secure a Director replacement for Ray’s unexpired term.
- 2009 Annual Meeting Schedule: Toby distributed a schedule that outlined all of the tasks necessary to prepare for the upcoming Annual Meeting on October 28th at 7:00 p.m. at the Williamsburg Library. The Board discussed the schedule and each Director was apprised of his/her responsibilities.
- Gazette printing costs will be added to the 2010 budget.
- Holly Hills Directory: Jan mentioned that several residents have suggested we revert to the last name first alphabetical format when the Directory is printed again.
- Calendar of Events and Processes: We reviewed what needs to be done during the remainder of the year and confirmed that our next meeting will be at 7:00 p.m. on October 22 at Toby’s home.

There being no further business, the Meeting was adjourned at 9:15 p.m.

Respectfully Submitted,

Janis Wood  
Secretary

**MINUTES OF THE HOLLY HILLS COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
APRIL 23, 2009**

The April 23<sup>rd</sup> meeting of the Board of Directors was held at the home of Ray Dominguez, Vice President. Toby Lane, President, called the meeting to order at 7:00 p.m. The other members present included Jan Krapfl, Lowell Ruff, Janis Wood, and Judy Doyle.

**HOMEOWNER FORUM:** Since no non-Board homeowners attended the meeting, we did not conduct a homeowner's forum.

**APPROVAL OF MINUTES:** Board members voted to approve the minutes of the January 22nd meeting as written with no corrections.

**PRESIDENT'S REPORT:** Toby reported that it has been a pretty routine year so far and all seems to be going smoothly. He did not have anything particular to report or discuss other than what will be covered in the agenda. Compared to last year, when the Board worked on revising the Controlling Documents, this year seems quiet and laidback so far.

**VICE-PRESIDENT'S REPORT:** Ray Dominguez reported that most of the major projects listed in his last report have been completed. Inclement weather caused a few slow-downs, but the following remaining issues will be addressed as quickly as possible:

1. Dying shrubs in the Holly Hills main island: Several dead shrubs have already been removed, and, as more die, they will also be pulled out. Ray will get estimates for redoing that front area once all of the dead plants have been removed.
2. The Irrigation System will be turned on in May.
3. Ray will talk to our landscape contractor about purchasing (at contractor's discount) and planting new annuals for the entrances.

**TREASURER'S REPORT:** Jan Krapfl distributed and discussed the following:

1. HHCA Financial report (actual results) through March 31, 2009: The projected operating account year end balance is \$4,836.90.
2. We are on budget at this point. The developer even paid before the May billing was sent out.
3. As of this reporting period, there were two outstanding Annual Dues. Both residents had overlooked the invoices and their checks are in the mail. There were also two outstanding vacant lot fees. One owner has since paid and the other had sent a check in February, but Berkeley did not credit it to their account. Berkeley is researching this issue.
4. Additionally, one lot owner has the following outstanding balances: 2008 - \$15 late fee; and 2009 - \$200 Annual Dues, and \$280 lot fee. The owner's address on file with Berkeley (and the City) is no longer valid. The Board discussed several options to recover the outstanding fees, including putting a lien on the property,

but made no decision at this meeting. In the meantime, we will remove these anticipated dues and fees from our year end revenue projections.

5. The 7 month Certificate of Deposit (CD) that we secured in October, 2008, matures on May 29, 2009. It was for \$20,000 at 4.02% (APR 4.1%). The Board voted/approved securing a new CD (under 12 mos. duration with no penalty for early withdrawal). Jan will work with Berkeley Realty to secure the best rates possible.
6. The Board voted/approved the website posting of the March 31 HHCA Financial Report.

**SECRETARY'S REPORT:** Reference January 22 minutes. Also, Toby will give Janis the Holly Hills Tax returns to keep on file with the other Board documents.

**DRB CHAIR REPORT:** Lowell Ruff reported on the period from January 22 – April 23. The DRB received and approved the following eight requests: five relating to landscape, garden and yard improvements, and three having to do with changes or additions to structures. He also received the final landscaping plan for the house at the end of Holly Hills Drive.

**CORE COMMITTEE REPORT:** Judy Doyle reported that CORE had held its monthly meeting earlier in the day and elected the following new officers: Carol McCartney, President; Jean Stevens, Vice President; Debbie Gurscik, Treasurer; and Marcia Partch, Secretary. She said that the Easter Egg Hunt was a big success and that CORE was working on the upcoming Spring Fling (37 neighbors had signed up so far). Judy also mentioned that one of our residents, Ted Kinni, had been commissioned back in the 1990s by Colonial Williamsburg Magazine to write the article "The Masters of Rich Neck." Since CW never actually published the article, he has offered it to us to publish on our Website. This was Judy's last meeting as CORE Committee representative to the Board.

**NEIGHBOR AWARENESS FOR NEIGHBOR (NAFN) COMMITTEE REPORT:** Jan Krapfl, Co-Chair, handed each Board member a complete Welcome Package from the Neighbor-to-Neighbor committee to review during the meeting. The Board members were favorably impressed with what is being given to our new residents and thought that the package as a whole is very informative and helpful.

**UNFINISHED BUSINESS:**

1. **Speeding on Holly Hills Drive:** The City monitored speed off and on throughout the month of April and issued one speeding ticket and two warnings. Their efforts influenced many residents and visitors to slow down, but several continue to speed. Major Geary suggested that we keep informing residents about surveillance and any resulting ticketing, etc. Toby has written one article about this problem in the Holly Hills Gazette and will also post this latest information on the website.
2. **Neighbor Awareness for Neighbors (NAFN) Organization Discussion (continued from our last meeting):** Prior to this meeting, Toby prepared and

- circulated a written white paper to help us continue our discussion about the administration and oversight for the NAFN organization. Ultimately, after weighing all of the options, the Board agreed to assume the oversight and responsibility of NAFN. Toby will draft a resolution to this effect and post it on the website. Prior to doing so, he will evaluate other neighborhoods with these types of organizations. If all goes well, the board will vote at the July meeting to adopt this resolution.
3. **Review of the current Board Resolutions:** To acquaint everyone with the resolutions, especially new Board members, Toby led us through a brief discussion about each of the current resolutions.
  4. **Update Case 2007-1:** Toby continues to encourage the owners of this property to keep up their yard and exterior maintenance. At present, they have agreed to have the yard cut and trimmed every two weeks.
  5. **Secretary's Responsibilities:** Toby reminded us that the Secretary is the Risk Manager for the Holly Hills Corporation. We will need to renew our insurance this summer (July), so Janis will solicit several quotes for coverage.

#### **NEW BUSINESS:**

1. **Case 2009-1:** The shutters of this rental home were in disrepair. The Owner has requested DRB approval to leave the shutters off, rather than replace them.
2. **Case 2009-2:** This case involved cars being left parked on the street overnight. The problem was resolved by talking with the Owner who explained that this was a temporary situation due to ongoing renovation work at the home.
3. **Nominating Committee:** The terms of Lowell Ruff, Toby Lane, and Jan Krapfl will be ending this year. Toby will send the necessary requirements to the Nominating Committee to help them in their nomination and selection processes.
4. **Short Term/Vacation Rental Discussion:** Due to the recent publicity about Kingsmill owners using their homes as vacation rentals, the Board discussed options for preventing this from happening in our neighborhood. Toby will talk with our lawyer to see whether we can cover this in the by-laws, or will need a covenant change (would require 112 signatures).
5. **Holly Hills Garage Sale Discussion:** Judy Doyle said that several people would like to have a garage sale again this year. The by-laws allow us to do this, but we would need to address the following problems experienced last year: 1) shoppers parked on both sides of the streets blocking thru traffic in many cases. We could hire off duty police to manage this problem and recover the costs through fees from garage sale participants; 2) shoppers walked across other yards to get to their garage sale destinations. Again, the off-duty police may be able to prevent this behavior, and 3) we should expect even more shoppers due to last year's success and the quality of goods sold. Word will have gotten around, and this could be a real nuisance to non-participating residents. There are also a number of residents who prefer not to have one at all, so it may be more appropriate to spread the interval between sales to two or more years. At this point no one has come forward officially to request and organize a sale.
6. **Sprinkler System – Backflow Certification:** There is a City requirement to have backflow preventers on sprinkler systems tested annually. We should

probably contact a certified tester to have the backflow preventer at the Yorkshire Drive entrance tested. Lowell Ruff has the name of a certified tester and Ray Dominguez will look into this.

There being no further business, the Meeting was adjourned at 9:05 p.m.

Respectfully Submitted,

Janis Wood  
Secretary