

**MINUTES
HOLLY HILLS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
October 20, 2011**

The October 20th meeting of the Board of Directors was held at the home of Wayne Durboraw, Secretary. Also present were Bill Doyle, President; Jim Mathis, Vice President; Dawn Julien, Treasurer; Lowell Ruff, Design Review Board Chair; and Jean Stevens, CORE President. Bill Doyle called the meeting to order at 7:00 PM.

HOMEOWNER FORUM: Since no non-Board homeowners attended the meeting, the homeowner's forum was not conducted.

APPROVAL OF MINUTES: The Board members voted to approve the minutes of the July 28, 2011, meeting as written with no corrections.

PRESIDENT'S REPORT: Bill Doyle reported that all business activities of the Association appear to be in good shape. The only problem Bill addressed during the quarter was to clarify misinformation provided by a contractor advising residents that the city would provide a second pick-up of storm debris. Since the city provided only one pick-up, Bill informed the contractor and affected residents that it was their responsibility to remove debris.

VICE-PRESIDENT'S REPORT: Jim Mathis reported the following:

- Plans to add some fall color to Holy Hills' entrances soon.
- A couple of street light malfunctions are being addressed.
- Fire hydrants have been painted throughout the development with the exception of Yorkshire Drive which will be addressed shortly.
- Common area storm clean-up took a day and was performed by John McKown. Also, Terry's Landscaping performed extra storm cleanup at no additional charge during the week after the storm.
- The residents' response to the request to paint mail boxes has been positive. Most residents complied with the request and the neighborhood looks better.
- Going to check with Joe McCartney regarding electrical configuration by the trees in front of Joe's house and make necessary repairs to a broken electrical outlet.

TREASURER'S REPORT: In reviewing the September 30th Financial Report, Dawn Julien reported that the negative Miscellaneous Expense of \$324 monthly expense in September was garage sale fees received. Miscellaneous expense should return to normal once police and other garage sale payments are made. In summary, the HHCA is on track financially. In addition, Dawn reported the following:

- Moved that the September 30, 2011 Financial Report be posted to website. The motion was approved.
- Escrow funds have been returned to the Sochas (124 Sir Thomas Lunsford). The account will remain open for future use with interest earnings of \$111.91.

- Sun Trust CD matured on July 29, 2011. The balance of \$10,401.01 was moved to Chesapeake Bank at a rate of 1% for 13 months maturing on September 16, 2012. Chesapeake Bank offered the best rate of the banks compared.
- The status of 108 Pipe Kiln remains unchanged. Unpaid membership dues and lot maintenance fees total \$1,580. The City Attorney advises that no action has been taken to set a date for auction of the property. The City has not received any tax payments and no reason was given for the delay.

SECRETARY’S REPORT: Reference the July 28, 2011 minutes.

DRB CHAIR REPORT: Lowell Ruff reported that the DRB addressed the following requests:

- 409 Yorkshire Drive – Tree Removal – Approved
- 225 Holly Hills Drive – Tree Removal – Approved
- 413 Yorkshire Drive – Fencing – Approved
- 229 Sir Thomas Lunsford – Generator - Approved

CORE COMMITTEE REPORT: Jean Stevens, CORE President, reported that the organization continues to remain very active. The fall picnic for all residents was held on October 2nd at the home of Janis Wood. Lecture by Dick Keiser, Secret Service Agent in Charge of the Whitehouse during the Nixon, Ford and Carter administrations was held in September. A trip to Jefferson Lab is planned for November, the annual Illumination will be held on December 5th and Tom McDaniel will discuss his book in January.

NEIGHBOR AWARENESS FOR NEIGHBOR (NAFN): In Toby Lane’s absence, Bill Doyle reported as follows:

- On August 27th, hurricane Irene arrived with moderate winds and heavy rain. Holly Hills lost numerous trees, twelve homes were damaged and the development was without power for 44 hours. The NAFN emergency response activities were activated and residents were provided pre-hurricane preparation reminders and block captains checked residents’ status after the storm. All worked well.
- On August 23rd a 5.9 magnitude earthquake centered in the Mineral, VA area was felt in the Williamsburg area. No damage was reported in Holly Hills.
- We continue to search for someone to fill the position of Neighborhood Watch Coordinator to replace Allen Cooke who resigned after many years of faithful service.

UNFINISHED BUSINESS:

- Bill Doyle summarized the Observations and Conclusions section of his detailed report of Deer Population Issues in Virginia as they relate to Holly Hills. Based upon this report, Bill presented a resolution that the Board of Directors of Holly Hills Community Association takes no action that could decrease the effectiveness of the State’s Deer Population Management Plan. After careful consideration and discussion the Board unanimously approved Bill’s resolution.
- Bill Doyle summarized Toby Lane’s report on the recent Holly Hills Community

yard sale. There were 27 community participants. The weather was great and the crowds were strong. Police officers kept the traffic flowing and only one complaint were noted. It was suggested that future sales be handled in a similar manner and that they be limited to once every three years or more.

- Wayne Durboraw reported that he had received approximately 30 Annual Meeting Proxies to date. It was decided that Bill Doyle would send a reminder email to all owners with a Proxy attached to assure a quorum at the upcoming Annual Meeting.

NEW BUSINESS:

- Bill Doyle will send an email to new Board nominees to set up an organization meeting of the new board members at the conclusion of the Annual Meeting.
- Jim Mathis will negotiate a new contract with Terry's Landscaping.
- The 2012 Annual Budget was approved as presented.
- The Board agreed to meet at the home of Jim Mathis on January 19, 2012.
- Wayne Durboraw will reserve the meeting room at the Williamsburg Library for the 2012 Annual Owner's Meeting on Thursday, October 25, 2012. If that date is unavailable he will attempt to reserve a week earlier date or sometime between October 18th and the 25th.
- The Board reappointed Toby Lane as Chairman of NAFN for the next two years.
- In reviewing the calendar of events the Board established that owners of record on October 15, 2012 were eligible to vote at the 2012 Annual Meeting.

There being no further business, the meeting was adjourned at 8:10 PM.

Respectfully Submitted,

Wayne Durboraw
Secretary

**MINUTES
HOLLY HILLS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
July 28, 2011**

The July 28th meeting of the Board of Directors was held at the home of Dawn Julien, Treasurer. Also present were Bill Doyle, President; Jim Mathis, Vice President; Wayne Durboraw, Secretary; Lowell Ruff, Design Review Board Chair; Toby Lane, NAFN Chair; and Jean Stevens, CORE President. Bill Doyle called the meeting to order at 7:00 PM.

HOMEOWNER FORUM: Since no non-Board homeowners attended the meeting, the homeowner's forum was not conducted.

APPROVAL OF MINUTES: The Board members voted to approve the minutes of the April 28, 2011, meeting as written with no corrections.

PRESIDENT'S REPORT: Bill Doyle reported the following:

- A letter was sent to Holly Hills' residents suggesting that they spruce up their yards and mailboxes. Many residents responded favorably however some of the worst offenders have done little.
- A review of the Reserve Fund showed that the assets seemed adequate to cover future liabilities. Future liabilities were reduced to reflect the recent restoration of the Holly Hills entrance signs.
- Advised by the Nominations Committee that they have three qualified candidates to fill the Board rotation taking place at the end of this year. Those candidates are Steve Chapin, Chuck Jalovec and Don Woolfolk.

VICE-PRESIDENT'S REPORT: Jim Mathis reported the following:

- Nine street lights were repaired by Dominion Power.
- Fire hydrants will be painted in September by Lafayette High School Athletic volunteers.
- Many residents have upgraded or painted their mailboxes and posts. Jim has arranged for special pricing on mailboxes and brass numerals with Ace Hardware, 1230 Richmond Road. Mail boxes \$26.99 and numerals \$4.25 each.
- Terry's Landscaping has replaced the sprinkler control panel, replaced sprinkler heads, and rezoned some sprinklers due to broken wires, planted Begonias and trimmed shrubs and Mondo Grass by the front entrance. In addition they planted begonias and trimmed Mondo Grass by the rear entrance.
- The missing street sign at the corner of Curl Neck Court and Sir Thomas Lunsford Drive will be replaced by the City of Williamsburg.
- Front and rear entrance signs have been repainted by Fine Signs.
- Jim replaced GFI receptacles which were damaged by lightning, replaced six ground fixture lamps at the front entrance and repaired right flood light at the rear entrance.

TREASURER'S REPORT: In reviewing the June 30th Financial Report, Dawn Julien reported that the Developer Fee has been received and all lot maintenance fees have been received. Monthly lawn maintenance was high due repairs to the irrigation system, however year-to-date landscaping expenses are within budget levels. In summary, the HHCA is on track financially. In addition, Dawn reported the following:

- Moved that the June 30, 2011 Financial Report be posted to website. The motion was approved.
- One open escrow account – Socha, 124 Sir Thomas Lunsford.
- Sun Trust CD matures on July 29, 2011. Still shopping around for best rate as a decision must be made by August 5, 2011. Currently Chesapeake Bank has the highest rate of 1.0% for 13 months. Sun trust is currently offering 0.5% for a 9 month CD. We are currently waiting for a more competitive offer from Sun Trust or will switch to Chesapeake Bank.
- The 2010 Tax Return is complete and will be posted to the HHCA website.

SECRETARY'S REPORT: Reference the April 28, 2011 minutes.

DRB CHAIR REPORT: Lowell Ruff reported that the DRB addressed the following requests:

- 124 Sir Thomas Lunsford – Landscape Plan – Approved
- 227 Sir Thomas Lunsford – Landscaping Change – Approved
- 129 Sir Thomas Lunsford – Replace Roofing – Approved
- 425 Yorkshire Drive – Satellite Antenna – Approved

CORE COMMITTEE REPORT: Jean Stevens, CORE President, reported that the organization is doing well and they recently elected three new Officers. The fall picnic for all residents is planned for October 2nd at the home of Janis Wood. Future plans for the lecture series include a talk presented by Dick Keiser, Secret Service Agent in Charge of the Whitehouse during the Nixon, Ford and Carter administrations and a trip to Jefferson Labs, both to take place in the fall. A night at the museum is planned in January and a trip to Washington, D.C. for a tour of the State Department is tentatively scheduled for next April.

NEIGHBOR AWARENESS FOR NEIGHBOR (NAFN): Toby Lane reported as follows:

- There were two Neighborhood Watch issues since our last meeting. One was the National Drug Takeback Initiative and the second involved gunshots in the Longhill Woods neighborhood. Both of these items were communicated to our residents via the announcement feature of the Holly Hills website.
- The summer CERT training class conducted by the City of Williamsburg is ongoing.
- Contact information has been updated for Holly Hills' newest residents, Aimee and Patrick Harding at 140 Holly Hills Drive.
- Sadly, one of our oldest residents, Ken Dunning has died.
- While we have had our share of severe weather, Toby was unaware of any activation of the EOC during the past three months.

- Allen Cook is resigning from his position as Neighborhood Watch Coordinator. Allen has done a great job but feels he is ready to pass the torch. We are looking for a replacement for Allen.

UNFINISHED BUSINESS:

- Bill Doyle gave a brief summary of his ongoing research regarding Deer Population Management. Bill noted that state wide the deer population has remained relatively constant the last several years. Bill reported that he has emailed Jack Tuttle, City Manager of Williamsburg, requesting a meeting to consider an agenda for an informational forum on Deer Management and Hunting Safety Regulations. When Bill receives a response from Mr. Tuttle, he will gage the resident's interest and a formal information session or a small meeting of those with concerns will be scheduled.
- HHCA fees in the amount of \$1,580 are due for 108 Pipe Kiln Court. City Attorney advises no action has been taken to set a date for auction of the property. No specific reason was given for the delay and the City has received no payment of taxes. Ultimate collection of this amount is possible but is questionable.
- Toby Lane reported that plans for the Holly Hills' yard sale are progressing. The sale will take place on September 10th with no cost to the association. Costs associated with advertising, security, etc. will be borne by the participants. Flyers announcing the yard sales will be distributed in August.
- Wayne Durboraw reported that he believes that Holly Hills' insurance coverage is consistent with the requirements stated in the association by-laws. In addition, Wayne reported that the insurance policy with Nationwide was renewed effective July 28, 2011 and will expire July 27, 2012.
- Bill Doyle reported that in addition to the three new Board Members presented by the Nominations Committee, he believes that they will need to replace one or two members of that committee. Bill will check with the Committee.

NEW BUSINESS:

- The Board reviewed Bill Doyle's draft of the information package to be sent to residents for the Annual Meeting. Dawn Julien will draft a 2012 Budget which will be included in the package. Bill will request an updated member list from Berkeley. Wayne Durboraw confirmed that the Williamsburg Library auditorium has been reserved from 6:30 – 9:00 PM on October 26th for the annual meeting
- The Board agreed to meet at the home of Wayne Durboraw on October 20, 2011, at 7:00 PM.

There being no further business, the meeting was adjourned at 8:00 PM.

Respectfully Submitted,

Wayne Durboraw
Secretary

MINUTES
HOLLY HILLS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
April 28, 2011

The April 28th meeting of the Board of Directors was held at the home of Jim Mathis, Vice President. Also present were Bill Doyle, President; Wayne Durboraw, Secretary; Dawn Julien, Treasurer; Lowell Ruff, Design Review Board Chair; Toby Lane, NAFN Chair; and Jean Stevens, CORE President. Bill Doyle called the meeting to order at 7:05 PM.

HOMEOWNER FORUM: Since no non-Board homeowners attended the meeting, the homeowner's forum was not conducted.

APPROVAL OF MINUTES: The Board members voted to approve the minutes of the January 31, 2011, meeting as written with no corrections.

PRESIDENT'S REPORT: Bill Doyle reported that the Association seems to be running smoothly. There have been several homeowners seeking guidance for various maintenance services and a suggestion that we expand the classified section of the website. In addition Bill reported that McCale Associates has agreed to pay their share of the maintenance for the common area around the Geddy property and to pay the annual amount rather than semi-annual payments.

VICE-PRESIDENT'S REPORT: Jim Mathis reported that he is attempting to get a list of all malfunctioning streetlights and will see that repairs are made. Jim is going to investigate the refurbishing of the Holly Hills sign at the main entrance on Jamestown Road. In addition, Terry's Landscaping has completed weed control and mulching of the common areas. There was a discussion concerning the worker's maintenance of a lot on Yorkshire Drive which is supposed to be maintained by the lot owner. Jim will contact Terry's to make sure they are aware they are not to maintain that area.

TREASURER'S REPORT: In reviewing the March 31st Financial Report, Dawn Julien reported that the Developer fee has been billed, lawn maintenance included a onetime charge for mulching and the reserve account was funded at \$800 rather than the budgeted \$773 to meet minimum balance funding requirements. In summary, the HHCA is on track financially. In addition, Dawn reported the following:

- Moved that the March 31, 2011 Financial Report be posted to website. The motion was approved.
- One open escrow account – Socha, 124 Sir Thomas Lunsford.
- An extension has been filed by the accountant for the HHCA tax return due on March 15th. The accountant will prepare the return and forward when finalized.
- HHCA fees in the amount of \$1,580 are due for 108 Pipe Kiln Court. Sale of the property should be judicially approved in May; however, the sale will not take place before the fall of this year. Ultimate collection of this amount is possible but is questionable.

- One homeowner is delinquent on annual dues. In addition, there are three lot owners who are delinquent. Before the lot owners are billed the penalty amount, Dawn will ascertain that the original bills were sent in a timely manner.

SECRETARY’S REPORT: Reference the January 31, 2011 minutes. In addition, Wayne Durboraw reported that he had reviewed the prior Board resolutions and that they were in order.

DRB CHAIR REPORT: Lowell Ruff reported that the DRB addressed the following requests:

- 140 Holly Hills – Rear yard fencing – Approved
- 320 Yorkshire – Hot Tub – Approved
- 129 Holly Hills – Verbal request for second driveway – Denied

CORE COMMITTEE REPORT: Jean Stevens, CORE President, reported a very active quarter for CORE including a coffee held in March for the women of Holly Hills. On May 10th there will be a tour of the Lee Hall Mansion and Endview Plantation with lunch at the Boxwood Inn. On June 4th a neighborhood spring gathering is planned. While the garage sale is not a CORE event, Jean mentioned that the Holly Hills Garage Sale is tentatively scheduled for September 10th.

NEIGHBOR AWARENESS FOR NEIGHBOR (NAFN): Toby Lane reported as follows:

- No security or other issues have occurred during the quarter.
- The scheduled Spring CERT training was cancelled by the city due to a lack of attendance.
- The city has resumed monthly Neighborhood response Teams radio practice drills for hurricane season with Bob Harman, Toby Lane and Allen Cooke participating.

UNFINISHED BUSINESS:

- A discussion of deer population management was deferred pending more study by Bill Doyle.

NEW BUSINESS:

- The Board voted to continue the maintenance of the Community Web Site at an annual cost of approximately \$400.
- Wayne Durboraw will review insurance coverage and attempt to get a letter from Berkley confirming compliance with HHCA Bylaws. He will make certain coverage is in effect for the year beginning July 29, 2011.
- Bill Doyle will review the adequacy of the Reserve Fund.
- Bill Doyle will advise the Nomination Committee of the need to replace three Board members as the President, Treasurer and DRB Chairmen have served their two year terms.
- Bill Doyle will compose a letter/email to all residents reminding them of the importance maintaining their landscaping, mailboxes, etc.
- The Board discussed the process of enforcing covenants. It was the consensus of

the Board that we are not the covenant police. It was pointed out that Board Resolution 2006-6 states “When complaints related to violations involves neighbors, it is most often best to simply discuss the problem with them.” The resolution further states that if the problem is not remedied by this discussion a request for assistance can be made to the HHCA Board President.

- The Board reviewed the HHCA 2011 calendar of events.
- The Board agreed to meet at the home of Dawn Julien on July 28, 2011, at 7:00 PM.

There being no further business, the meeting was adjourned at 8:30 PM.

Respectfully Submitted,

Wayne Durboraw
Secretary

**MINUTES
HOLLY HILLS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
January 31, 2011**

The January 31st meeting of the Board of Directors was held at the home of Bill Doyle, President. Also present Jim Mathis, Vice President; Wayne Durboraw, Secretary; Dawn Julien, Treasurer; Lowell Ruff, Design Review Board Chair; Toby Lane, NAFN Chair; and Jean Stevens, CORE President. Bill Doyle called the meeting to order at 7:00 p.m.

HOMEOWNER FORUM:

Deer Hunting

Homeowners, Ann and Phil Little and Joe McCartney appeared before the board to discuss their concern about bow hunting in the Holly Hills neighborhood. ~~The city of Williamsburg~~ **State of Virginia** can issue a permit under a Deer Population Reduction Program (DPOP) which permits public and private landowners experiencing deer damage to allow bow hunters on their property outside the ~~traditional~~ **regular** deer hunting season. This permit allows ~~bow hunting~~ **killing antlerless deer** from mid-September through March. ~~These~~ homeowners felt there were safety, trespassing and annoyance concerns allowing hunters to have access to the neighborhood for such an extended period. It was pointed out that at least one Holly Hills owner has this permit. It was decided that the next step would be to schedule a Forum with Williamsburg City Officials and others who are knowledgeable about the culling and the DPOP programs ~~responsible for issuing permits~~ so that interested residents could learn of the program and understand its risks and values. It was mentioned that any unilateral action by the board without city support would be difficult if not impossible to enforce. After the Forum further action if necessary can be considered.

Garage Sale

Karen Thomas proposed that Board approve a Holly Hills garage sale. She was willing to coordinate the details and attempt to address problems from past garage sales. Any costs associated with the sale (police, advertising, etc.) would be borne by the participants so there would be no cost to the ~~Association (or HCA)~~ **HOA**. The board approved the proposal and gave Karen permission to target a date which would probably be in the fall and requested that Karen coordinate plans with Toby Lane.

APPROVAL OF MINUTES: Board members voted to approve the minutes of the October 13, 2010, meeting as written with no corrections.

PRESIDENT'S REPORT: Bill Doyle is looking forward to working with each of the Board members during the coming year. Bill commented that his "management style" is to generally take a neutral position to encourage everyone to present their views. In most cases the issues will become clear and the preferred decision will not be controversial. He will in all cases try to lead us to a consensus in the more controversial subjects. Bill also addressed the following:

- Requested Board members review their inherited records and purge the obsolete

files in compliance with the Board's retention policy.

- He reported to the city the need for repairs on Holly Hills Drive which were promptly done.
- Addressed budget and snow removal concerns from a couple of residents.

VICE-PRESIDENT'S REPORT: Jim Mathis reported that common property maintenance was fairly inactive at this time of the year. The sprinkler system was winterized prior to the onset of cold weather. Activity will increase in March.

TREASURER'S REPORT: Dawn Julien moved that we fund the Reserve Account in the amount of \$773 which was the budgeted amount. The motion was approved by the Board. She then gave the following report:

- HHCA is in good financial shape. Finished the year \$64.05 ahead of budget.
- One open escrow account – Socha, 124 Sir Thomas Lunsford.
- Membership in the Neighborhood Council of Williamsburg has been renewed.
- Advised Berkley Property Management to send information to CPA for accrual basis compilation and tax return preparation.
- \$1,045 Fees/Dues are owed to HHCA by the owners of 108 Pipe Kiln Court. Liens have been filed, however it is doubtful the funds will be collected due to the amounts owed for taxes and to the secured creditors.
- Discussed the possible moves to Smart Street Banking. Due to the relatively small size of Holly Hills there appears to be very little benefit of changing to this web based payment system at this time. The Board decided to wait and see what evolves in this area.

SECRETARY'S REPORT: Reference October 13, 2010 minutes.

DRB CHAIR REPORT: Lowell Ruff requested the board approve the retention of the two members of this committee: Bruce Gursik and Paul Lensch. The board approved the request and Bill Doyle signed a letter to each advising them of their appointment and thanking them for their service. Lowell reported that the DRB addressed the following requests:

- 244 Yorkshire – Tree removal
- 102 Jones Mill – Tree removal
- 116 Sir Thomas Lunsford – Tree removal
- 101 Sir Thomas Lunsford – Tree removal
- 124 Sir Thomas Lunsford – Foundation vent size/character
- 132 Sir Thomas Lunsford – Design requirements question

CORE COMMITTEE REPORT: Jean Stevens, CORE President, reported that CORE is attempting to have at least one activity per month. The Grand Illumination took place in December. The new lecture series has been well received by the residents. Among the series thus far has been a tour Ft. Monroe, a "mini" course on Genealogy, and there are more tours and lectures in the planning stages to take place in the spring. There will be a Progressive Dinner this Saturday, February 5th.

NEIGHBOR AWARENESS FOR NEIGHBOR (NAFN): Toby Lane reported as follows:

- The late December snowstorm created no significant neighborhood incidents.
- The Holly Hills website announcement feature reaches 90% of residents.
- There have been two Neighborhood Watch incidents recently: 1) Initiated the Area Coordinator/Block Captain phone tree system to inform residents of home burglaries in neighboring Walnut Hills. 2) Residents were warned on the web site to be aware of the ability to obtain their credit card information via radio scanning devices.
- Citizen Emergency Response Team (CERT) training will take place March 29th – April 16th this year. Interested residents should contact Bob Harman or Toby Lane.
- Holly Hills NAFN remains fully staffed and in place. Toby and the Board would like to thank those who are participating in this program.

UNFINISHED BUSINESS:

- Geddy property maintenance has been resolved by McCale Development.
- Landscape and Irrigation System Maintenance Contracts have been finalized for 2011.

NEW BUSINESS:

- The Board voted the Vacant Lot Maintenance Fee would remain at \$300 for 2011.
- The Secretary will review the current Board Resolution and report at the next Board meeting.
- The Board agreed to meet at the home of Jim Mathis on April 28, 2011, at 7:00 PM.

There being no further business, the meeting was adjourned at 9:35 PM.

Respectfully Submitted,

Wayne Durboraw
Secretary