

**MINUTES**  
**HOLLY HILLS COMMUNITY ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**October 22, 2012**

The October 22<sup>nd</sup> meeting of the Board of Directors was held at the home of Carol McCartney, CORE President. Also present were Steve Chapin, President; Jim Mathis, Vice President; Wayne Durboraw, Secretary; Chuck Jalovec, Treasurer and Bruce Gurcsik, Design Review Board Chair. Toby Lane, NAFN Chair, was unable to attend. Steve Chapin 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:** Board members voted to approve the minutes of the August 14, 2012 meeting as written with no corrections.

**PRESIDENT'S REPORT:** Steve Chapin reported that he received correspondence from a property owner with concerns about political signs, street parking and the storage of garbage cans which can be seen from the street. Steve left a message with the owner explaining that according to Association rules two political signs were permitted to be displayed 4 weeks prior to the election and must be removed within 2 days after the election. The covenant regarding street parking is unenforceable since the city allows parking on the streets. Steve suggested that the complaining neighbor discuss his concerns with the offending neighbor regarding the unsightliness of the garbage can storage. Steve has not heard back from that individual. In addition, Steve is addressing another resident's landscaping issues and will report back to the Board at the next meeting.

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

- All misspelled street signs have been replaced.
- Several street lights have been replaced.
- Sprinkler system well pump at the Holly Hills Drive entrance required an emergency repair due to a bad coil. Toby Lane contacted Toano Well and Pump Company in Jim's absence and repairs were made. It was noted during the service call that the pump control box was corroded and needed to be replaced. The Board authorized the replacement at a cost of \$475.
- Jim will request Dominion Power to repaint certain light posts that require attention.

**TREASURER'S REPORT:** Chuck Jalovec reported the following:

- There are 3 outstanding late fees of \$15. Chuck will instruct Berkeley to add those fees onto the applicable 2013 assessment bills.
- During the review of the September Financial Reports, Chuck noted that vacant lot maintenance is running higher than expected. Apparently, there were unexpected charges during the winter months and the monthly spring and summer bills are running higher than anticipated. Jim Mathis will contact Terry's Landscaping and inform the Board via email the reason for these charges.
- The 2013 Annual Budget was approved as submitted.

- Chuck suggested that we consider changing the Vice President's responsibility of overseeing all property maintenance. Chuck felt this was a lot of responsibility for one individual and that we should consider a committee to handle this function. It was pointed out that the Bylaws do not provide for a committee and that it was outside the authority of the Board to make such a change.

**SECRETARY'S REPORT:** Wayne Durboraw reported the following:

- Wayne obtained the signatures of all the Directors to properly document the adoption of the new Complaint and Copy Policies that passed in August under the Association's Bylaws: Action Without A Meeting (Article 4.0, Section 4.9). A copy of that resolution is attached to the minutes.
- The Board established that owners of record on October 25, 2012 were eligible to vote at the 2012 Annual Meeting.
- Wayne will reserve the meeting room at the Williamsburg Regional Library for the 2013 Annual Property Owner's Meeting on Thursday, October 24, 2013. If that date is unavailable, he will attempt to reserve a meeting room sometime between October 17<sup>th</sup> and October 23<sup>rd</sup>. Subsequent to the meeting, Wayne was able to reserve the meeting room for October 24, 2013.

**DRB CHAIR REPORT:** Bruce Gursik reported that the DRB had received two informational requests pertaining to tree removal and a house painting change of color. No actions or approval were requested. In addition, Bruce reported that due to Ken Gustafson's resignation the DRB was one member short. Bruce presented Norm Baker's name for Board appointment to the DRB. The Board appointed Norm to fill the vacancy.

**CORE COMMITTEE REPORT:** Carol McCartney, CORE President, reported that CORE continues to be very active. Carol said the group is looking forward to a lecture event this week when the ladies travel to Richmond on October 25<sup>th</sup> to the Virginia Museum of Fine Arts followed by a neighborhood Fall Picnic this Sunday, October 28<sup>th</sup>. In December CORE will host the annual Holly Hills Grand Illumination.

On a non-CORE related issue Carol reported that a neighbor had told her he heard a gunshot in the ravine behind his house last Sunday morning about 6:00AM. It was the consensus of all the Board members that this is a legal issue, not an Association issue. In the future, the police should be notified immediately if gunshots are heard as it is illegal to discharge any firearm within city limits.

**NEIGHBOR AWARENESS FOR NEIGHBOR (NAFN):** Steve Chapin reported in Toby's absence the following:

- Information and details of the 3 burglaries in Holly Hills were provided to all residents via email and the recent issue of the Holly Hills Gazette. Toby is unaware of any progress on solving these crimes or returning any of the stolen items.
- We are nearing the end of hurricane season (November 30<sup>th</sup>) and it looks like it has been a non-event this year.
- We continue to look for someone to take over the Neighborhood Watch Coordinator that Allan Cooke has done so well for many years. Any suggestions would be appreciated.

- During the past year we have 11 families join the neighborhood and 3 deaths. We currently have 5 rental properties in Holly Hills.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- Steve Chapin reported that a review of the Reserve Fund showed that the assets seemed adequate to cover future liabilities.
- Steve Chapin will send an email to new Board nominees to set up an organizational meeting of the new Board members at the conclusion of the Annual Meeting.
- The Board agreed to meet at the home of Chuck Jalovec on January 10, 2013 at 7:00 PM.

There being no further business, the meeting was adjourned at 8:25 PM.

Respectfully Submitted,

Wayne Durboraw  
Secretary

DRAFT



## HOLLY HILLS COMMUNITY ASSOCIATION

### Action Without A Meeting Resolution

**WHEREAS**, Bylaw, Article 1.0, Section 1.9, provides for Action Without Meeting, and as the Directors felt that it was in the best interest of the Association to take action without a meeting, and;

**WHEREAS**, the Board wishes to comply with the new Complaint Compliance Policy as required by Virginia law and the CIC Ombudsman Regulations, and;

**WHEREAS**, the Board wishes to comply with the new Document Request Copy Policy as required by Virginia Law, and;

**WHEREAS**, it is the unanimous decision of the Board to approve these two policies as developed by Tarley Robinson, PLC;

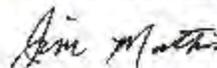
**NOW THEREFORE**,

**BE IT RESOLVED**, that we, the undersigned, being board members of the Holly Hills Community Association, a Virginia nonprofit corporation, hereby consent to the above action by the Board of Directors without a meeting.

Date: August 23, 2012

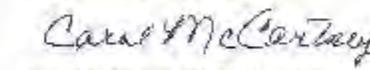
  
Steve Chapin, President

  
Bruce Guresik, Design Review Board Chairman

  
Jim Mathis, Vice President

  
Toby Lane, NAFN Chairman

  
Wayne Durboraw, Secretary

  
Carol McCartney, CORI President

  
Chuck Jalovec, Treasurer

**MINUTES**  
**HOLLY HILLS COMMUNITY ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**August 14, 2012**

A meeting of the Board of Directors was held on August 14<sup>th</sup> at the home of Wayne Durboraw, Secretary. Also present were Steve Chapin, President; Jim Mathis, Vice President; Toby Lane, NAFN Chair; and Carol McCartney, CORE President. Chuck Jalovec, Treasurer, was unable to attend. Ken Yeager a property owner also attended the meeting. Steve Chapin called the meeting to order at 7:35 PM.

Steve addressed the Board stating that since it was not a regular meeting we would dispense with the usual meeting format. Accordingly, the Directors and Board Member reports would not be given.

Steve reviewed the meeting agenda which was to 1) discuss the new state legal requirements for homeowners associations to adopt "Complaint" and "Copy" policies, 2) to discuss finding a replacement for Ken Gustafson, Design Review Board Chair due to his resignation, 3) discuss the city's request for curbside garbage pick-up, 4) discuss some property maintenance issues, and 5) to discuss the association's Annual Property Owners Meeting logistics including the 2013 financial budget. Steve requested that in the interest of time that the Board defers consideration of any financial assistance to CORE. There were no objections to deferring the CORE discussion to a later Board meeting.

**APPROVAL OF MINUTES:** The Board members voted to approve the minutes of the July 26, 2012 regular Board meeting as written with no corrections.

**COMPLAINT AND COPY POLICY:** Steve Chapin reported that he had done some internet research of the new Virginia regulations that were added to code 55-530 that require homeowner associations to:

- Establish a written process for resolving association complaints from members and citizens.
- Adopt the association's written complaint procedure by September 28, 2012.
- Ensure the association's complaint procedure conforms to the minimum requirements contained in the Regulations.
- Make the association complaint procedure readily available upon request and include it as an attachment to the resale certificate or the association's disclosure packet.

After considerable discussion by all members present it was unanimously decided that the Board would take the recommendation of Berkeley Property Management Company and retain the services of Tarley Robinson, PLC to:

1. Prepare a Complaint Policy and Complaint Form as required by the Virginia law and the CIC Ombudsman Regulations.
2. Prepare a Document Request Copy Policy as required by Virginia law.
3. Legal fees for this service will not exceed \$525.00.

It was further decided that once a draft of these policies is received, the Secretary will distribute them to all Board members electronically and request their adoption of these policies as permitted under Article 4.0, Section 4.9 Action Without A Meeting of the association's By-Laws. A favorable indication by all Board members of acceptance of these policies upon receipt of this email will enact the policies and eliminate the need for an additional meeting. Signatures of the Board Members can be obtained at the next regular Board meeting.

**DESIGN REVIEW BOARD CHAIRMAN:** Steve Chapin reported that Ken Gustafson resigned due to health reasons. Steve stated that according to Article 4.0, Section 4.1, of the association's By-Laws, "...Should a vacancy occur mid-term for any cause, the remaining members of the Board shall have the authority to appoint a replacement who will serve the unexpired portion of the term of the Director being replaced."

Wayne Durboraw and Steve had discussed the vacancy and they decided to see if any of the current members of the Design Review Board would be interested in becoming Chairman. Wayne was happy to report that Bruce Guresik who has been a member of the Design Review Board for many years was willing to become Chairman. After a short discussion, the Board unanimously approved the appointment of Bruce to Ken's remaining term which will expire on December 31, 2013.

**GARBAGE PICK-UP CHANGES:** Steve Chapin received a call from the city regarding the city's garbage collection procedures. Holly Hills is currently designated as a "non-curb-side" garbage collection community. The ramification of this designation to the city is that the collection company is paid \$2.00 more per month per resident. Since there are approximately 150 households, the city is paying a surcharge of \$300 per month or \$3,600 per year. Since about 80% of the residents of Holly Hills currently put their trash at the curbside a savings could be realized by the city if they changed the community to a "curbside" designation. If this voluntary action is adopted, the city would provide at no cost to the resident a 90 gallon wheeled trash container which would expedite collection. Some questions remain regarding the mandatory nature of container type and if residents who have physical difficulties in placing the containers at the curbside could still get "back yard" pick-up. Steve is going to see if a city representative could review this change with property owners at the October 25<sup>th</sup> Annual Meeting and be available to answer questions at that time. No further Board action was made at the meeting.

**PROPERTY MAINTENANCE ISSUES:** The Board had a general discussion regarding a few properties in the community. No specific Board action was taken as it was decided to handle the appearance issues on an informal basis and first discuss with the offending owners as stated in the association's Resolution 2006-6.

**ANNUAL PROPERTY OWNERS MEETING AND 2013 BUDGET:** The Board discussed the timing of the 2012 Property Owner Meeting packet. Wayne Durboraw reported that the owners must be notified of the Annual Meeting at least 14 days prior to

the meeting and no more than 60 days prior to the meeting. Accordingly, Wayne would like Berkeley to put the packets in the mail by October 1<sup>st</sup>. Backing up from that point, Wayne is targeting September 15<sup>th</sup> to deliver the packet to Berkeley which would allow them the appropriate time to copy, collate and prepare the 167 envelopes for mailing.

Based upon the association's current financial reports, it was the opinion of the Board that the 2013 Budget would be essentially the same as the 2012 Budget and have no change in property owner fees. The Budget and fees must be accepted by the Board prior to the Annual Meeting and will be on the agenda for the October 22<sup>nd</sup> Board Meeting.

**NEW BUSINESS:**

- The Board agreed to meet at the home of Carol McCartney on October 22, 2012, at 7:00 PM.

There being no further business, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,

Wayne Durboraw  
Secretary

**MINUTES**  
**HOLLY HILLS COMMUNITY ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**July 26, 2012**

The July 26<sup>th</sup> meeting of the Board of Directors was held at the home of Wayne Durboraw, Secretary. Also present were Steve Chapin, President; Jim Mathis, Vice President; Ken Gustafson, Design Review Board Chair; Toby Lane, NAFN Chair; and Lois Ullman, CORE Vice President. Chuck Jalovec, Treasurer, was unable to attend. Steve Chapin 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:** Board members voted to approve the minutes of the April 26, 2012 meeting as written with no corrections.

**PRESIDENT'S REPORT:** Steve Chapin reported that he received correspondence concerning Case 2007-1 and he believed that the owners were taking appropriate action to maintain the lawn's appearance. In addition, Steve requested comments from the other Board members regarding the appearance of the neighborhood. Other Board members commented that they had received some complaints which included lack of weed control, shrubbery removal and miscellaneous clutter on some properties. No specific Board action was taken as it was decided to handle the appearance issues on an informal basis.

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

- The shrubs have been trimmed at the front and rear entrances.
- Colorful flowers have been planted at the front entrance.
- Jim is trying to locate the cause of circuit breaker problems with the lights on the east side of the front entrance.
- Still attempting to get the fire department to paint fire hydrants in the Phase I area of the neighborhood. He is expecting an answer soon on when they may be painted.
- One broken sprinkler head on the well island on Holly Hills Drive.
- Several landscape lamp lights have been replaced.
- The misspelled Sir Thomas Lunsford signs should be replaced soon as a city work order will be written tomorrow.
- There has been no major tree damage during the recent storms and all street lights are working properly.

**TREASURER'S REPORT:** Chuck Jalovec was unable to attend the meeting. However, he sent via email the June Financial Reports. He noted that as of June, the financials are essentially on target. Chuck further noted that some of the earlier reports reflected some errors in the year-to-date balances but the June report reflect the correct balances. The June year-to-date collections of property owner fees reflect 7 owners have

not remitted their dues, however, three were collected in July and will be recorded on the July financials. Accordingly, the remaining 4 property owners will be contacted soon.

**SECRETARY'S REPORT:** Reference the April 26, 2012 minutes.

**DRB CHAIR REPORT:** Ken Gustafson reported that the DRB addressed the following requests:

- 121 Sir Thomas Lunsford – House Addition – Approved
- 237 Sir Thomas Lunsford – Landscaping – Approved

**CORE COMMITTEE REPORT:** Lois Ullman, CORE Vice President, reported that the newly elected CORE Board would be having an organizational meeting next week. Lois noted the success of the lecture series which have been attended by approximately 500 people since their inception. She also reported that they had a very successful neighborhood party the Wood's home on Memorial Day and that the next CORE lecture event is a ladies trip to Richmond on October 25<sup>th</sup> to the Virginia Museum of Fine Arts.

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

- In preparation for the hurricane season, we have completed an update of the data sheets and contact numbers for all residents.
- We have had some personnel changes on the NAFN Team. Ruth Hecker is now the N-to-N representative for Area 5, replacing Cynthia Cashore. Rita Porterfield is the N-to-N representative for Area 3, replacing Phyllis Barton. Margaret Gunn has taken on the dual role of N-to-N Co-Chair, replacing Phyllis Barton, and has also become a N-to-N representative in Area 1. Audrey Wingate is now a Block Captain in Area 2, replacing Kathy Jefferson. We welcome the new NAFN Team members and thank them for agreeing to serve. We also express our gratitude for the time and commitment of the previous volunteers.
- We continue to look for someone to take over the Neighborhood Watch Coordinator position that Allen Cooke has done so well for many years. If you know of someone who might be willing to take on this role please contact Toby.
- There is a CERT training scheduled for 4 Saturdays in September. The training is great and is recommended for anyone who has not previously had this training. Please contact either Toby Lane or Bob Harman if you would like to take advantage of this opportunity.

**UNFINISHED BUSINESS:**

- Wayne Durboraw reported that the Insurance Policy has been renewed with Nationwide Insurance at a cost of \$1,439 which was \$9 less than last year's policy cost of \$1,448.

**NEW BUSINESS:**

- Steve will provide the Nominating Committee with the requirements of two Directors to replace Jim Mathis and Wayne Durboraw who will have completed their 2 year terms at the end of this year. In addition, the nominating committee

will need to examine their needs for replacements. It was noted that we need the slate of candidates no later than the first week of September to allow time to assemble property owner packets for the Annual HOA Meeting, and mail them in compliance with the Association By-Laws.

- Wayne Durboraw distributed a tentative draft of the property owner's Annual Meeting packets for review by the Board members. Wayne noted that in addition to the pages reviewed, we must include a draft of the 2011 Annual Meeting minutes, a proposed 2013 Financial Budget and the slate of new Directors and Nominating Committee members to be voted on at the 2012 Annual Meeting. Toby Lane suggested that Chuck prepare a budget which is essentially the same as the 2012 Budget. Wayne will make certain that the Annual Meeting packets are prepared and distributed according to the Association's By-Laws.
- The Board agreed to meet at the home of Ken Gustafson on October 22, 2012, at 7:00 PM.

There being no further business, the meeting was adjourned at 8:05 PM.

Respectfully Submitted,

Wayne Durboraw  
Secretary

**MINUTES**  
**HOLLY HILLS COMMUNITY ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**April 26, 2012**

The April 26<sup>th</sup> meeting of the Board of Directors was held at the home of Steve Chapin, President. Also present were Jim Mathis, Vice President; Wayne Durboraw, Secretary; Chuck Jalovec, Treasurer; Ken Gustafson, Design Review Board Chair; Toby Lane, NAFN Chair; and Jean Stevens, CORE President. Steve Chapin 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:** Board members voted to approve the minutes of the January 19, 2012 meeting as written with no corrections.

**PRESIDENT'S REPORT:** Steve Chapin reported that it was relatively quiet during the last quarter. He did state that he had received some comments from some property owners expressing concerns about the maintenance of some of the properties. Other Board members said they had received similar complaints which included lack of weed control, shrubbery removal and miscellaneous clutter on some properties. Since the overall appearance of the neighborhood affects all property values it was decided that Steve would write a letter addressing these problems to be included in the next publication of the Holly Hills Gazette.

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

- He will be replacing six lamps which were probably damaged during mulching activities.
- The misspelled street signs should be replaced by the city soon.
- Colorful plants will be planted soon at the two Holly Hills entrances.

**TREASURER'S REPORT:** Chuck Jalovec reported that he is working with Berkeley Realty Management to be more responsive. Specifically he has requested that they inform him when bills are paid so that he has timely information. In addition, Chuck will contact UPS so that they will send bills to his attention and make sure they are aware that CORE bills are sent to the new CORE Treasurer, Janis Wood. Chuck will remind Berkeley to send information to the CPA for accrual basis compilation and tax return preparation.

**SECRETARY'S REPORT:** Reference the January 19, 2012 minutes.

**DRB CHAIR REPORT:** Ken Gustafson reported that the DRB addressed the following requests:

- 405 Yorkshire – Outdoor Fireplace – Approved

- 220 Sir Thomas Lunsford – Tree removal – Approved
- 205 Weston Court – Gutter addition – Approved
- 232 Yorkshire Drive – Change exterior paint colors – Approved
- 320 Yorkshire Drive – Shed addition – Under Consideration
- 121 Sir Thomas Lunsford – House Addition – Under Consideration

**CORE COMMITTEE REPORT:** Jean Stevens, CORE President, summarized CORE activities as follows:

- Great progressive in January.
- Tom McDaniel discussed his book “The Major” in February. Because of great interest by the neighbors the presentation was extended to two nights to accommodate everyone.
- Ladies coffee in March.
- The April Easter Egg Hunt was well attended with approximately 27 children and 50 adults.
- A Lets Eat In (LEI) was held at the Krapfl’s house in April.
- An historic tour of New Kent was held in April.
- A Spring Fling is planned for Memorial Day at the Wood’s house and will include patriotic displays.
- In October CORE is planning a trip to the Richmond Flower Show.

Jean also reported that new officers were elected at the last meeting. The new officers are Carol McCartney, President; Lois Ullman, Vice President; Alice Morgan, Secretary and Janis Wood, Treasurer. Jean mentioned that the Holly Hills Directory was outdated and in need of revision. Toby mentioned that the Directory is usually updated every two years and the last one was updated in 2010. The Board approved the revision of the Directory and Toby said he handle the details. Steve Chapin thanked Jean for her service and the great job she did at CORE over the past two years.

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

- No significant neighborhood incidents to report since the last meeting.
- Linda Stevens, a longtime Area Coordinator for NAFN has recently relocated to North Carolina. Linda was a great Coordinator and her participation will be missed by the NAFN Organization. We are happy to welcome Janis Wood to fill Linda’s responsibilities. A big thank you to Linda for all her contributions, and a warm welcome to Janis and appreciation for her taking on this important role.
- We continue to look for someone to take over the Neighbor Watch Coordinator position that Allen Cooke has done so well for many years. Any suggestions for a replacement would be greatly appreciated.

**UNFINISHED BUSINESS:**

- None.

**NEW BUSINESS:**

- Steve will review the Reserve Fund Study.

- Steve will provide the Nominating Committee with the requirements for 2013 Directors.
- Wayne will review insurance coverage and ascertain coverage for the 7/28/12 – 7/28/13 period.
- Toby reported that Case 2007-1 continues to be a problem. It was decided that Toby would write a letter to the homeowner for Steve's signature which would address the problems.
- The Board agreed to meet at the home of Wayne Durboraw on July 26, 2012, at 7:00 PM.

There being no further business, the meeting was adjourned at 8:15 PM.

Respectfully Submitted,

Wayne Durboraw  
Secretary

**MINUTES  
HOLLY HILLS COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
January 19, 2012**

The January 19<sup>th</sup> meeting of the Board of Directors was held at the home of Jim Mathis, Vice President. Also present were Steve Chapin, President; Wayne Durboraw, Secretary; Chuck Jalovec, Treasurer; Ken Gustafson, Design Review Board Chair; Toby Lane, NAFN Chair; and Jean Stevens, CORE President. Steve Chapin called the meeting to order at 7:00 p.m.

**HOMEOWNER FORUM:**

*Signs*

Bob Harman appeared before the board to discuss his concerns regarding the “No Hunting” sign posted in the wooded area visible from Holly Hills Drive. Bob sent an email to the Board dated January 18, 2012 in which he stated that the “No Hunting” sign was highly visible from the street and that it was his opinion that the sign was a violation of the Holly Hills Community Association’s covenants. The Secretary read Section 6.5 of the covenants to the Board. After a discussion by the Board it was decided that the sign was a clear violation of Section 6.5 of the covenants. The Board asked Ken Gustafson to ascertain if there was any previous communications between the owner and Bill Doyle (past President of HHCA). After understanding any informal agreements between Bill and the owner, Ken will contact the owner and request that the sign be removed or placed in an area where it would not be visible from the road or adjacent lots.

*Deer Hunting*

Ann Little appeared before the Board to express her concerns about deer hunting in Holly Hills. She felt it was unsafe to walk in the woods and is opposed to allowing homeowners to authorize hunters on their land under DPOP permits because the season is so long (September thru March) and there is no notification when hunters will be in the neighborhood. The Board pointed out that this issue was discussed several times last year and that the former Association President (Bill Doyle) had done considerable research into the state and local laws governing deer population control. At the October 20, 2011 Association Board meeting, the Board unanimously passed a resolution that the Association would take no action that could decrease the effectiveness of the state’s Deer Population Management Plan. Accordingly, it was the opinion of the Board that no further action would be taken.

**APPROVAL OF MINUTES:** Board members voted to approve the minutes of the October 20, 2011, meeting as written with no corrections.

**PRESIDENT’S REPORT:** Steve Chapin stated that he was looking forward to working with the Board during the ensuing year.

**VICE-PRESIDENT’S REPORT:** Jim Mathis reported that a couple of William and Mary students were issued a summons by the police for rough housing at the Holly Hills

entrance at Jamestown Road and Holly Hills Drive. Minor damage occurred that will require the replanting of one of the shrubs at a cost of \$75. A check for \$100 was received from the boys for retribution. In addition, Jim reported the following:

- New contract with Terry's Landscaping has been signed reflecting a 3% increase from last year's rates.
- Five new lamps will be installed at the entrance in the coming weeks.

**TREASURER'S REPORT:** Chuck Jalovec reported that HHCA finished the 2011 year in good financial shape with total expenses exceeding income by \$192. In addition, Chuck reported the following:

- He is currently working with Berkeley Realty Property Management to have their monthly reporting conform more closely to our formats.
- Berkeley reported that 34 property owner accounts had been erroneously debited twice by Berkeley's bank. Checks have been mailed to the affected property owners.

**SECRETARY'S REPORT:** Wayne Durboraw reported that the auditorium at the Williamsburg Public Library has been reserved for the 2012 Property Owners Meeting on Thursday, October 25, 2012.

**DRB CHAIR REPORT:** Ken Gustafson requested the board approve the retention of the two prior members of this committee: Bruce Gursik and Paul Lensch. The board approved the request and elected them to a one year term for 2012. Ken reported that the DRB addressed the following requests:

- 238 Sir Thomas Lunsford – New generator – Approved
- 204 Holly Hills Drive – Tree removal – Approved

**CORE COMMITTEE REPORT:** Jean Stevens, CORE President, summarized CORE activities as follows:

- In November they sponsored a very well attended tour of Jefferson Labs in Newport News.
- In December they sponsored the annual neighborhood Grand Illumination.
- In January a very successful tour of the Muscarelle Museum preceded by a champagne/appetizers social.
- Tom McDaniel will discuss his recent book about his father titled "The Major" in February.
- A ladies coffee is planned for March,
- An historic tour of New Kent is tentatively planned for April.

Steve Chapin thanked CORE for all they do for our neighborhood.

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

- No significant neighborhood incidents to report since the last meeting.
- A summary of the Holly Hills NAFN program has been included in the Senior Services Coalition "How to Manual" that is being prepared as part of "Making the Greater Williamsburg Area a More Livable Community for Seniors", a program

of the Senior Services Coalition of Williamsburg.

- We continue to look for someone to replace Allen Cooke's position as Neighborhood Watch Coordinator.

**UNFINISHED BUSINESS:**

- There has been no change in the status of the property at 108 Pipe Kiln Court which remains in foreclosure.

**NEW BUSINESS:**

- Chuck will advise Berkeley to send information to the CPA for accrual basis compilation and tax return preparation.
- The Board voted to renew its membership in the Neighborhood Council of Williamsburg.
- The Board voted the Vacant Lot Maintenance Fee would remain at \$300 for 2012.
- The board voted to fund the Reserve Account per budget in the amount of \$796.
- The Board agreed to meet at the home of Steve Chapin on April 26, 2012, at 7:00 PM.

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

Respectfully Submitted,

Wayne Durboraw  
Secretary