

**MINUTES
HOLLY HILLS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
OCTOBER 16, 2015**

The October meeting of the Board of Directors was held at the home of Chuck Jalovec, Treasurer. Cecile Glendening, President; Toby Lane, Vice-President and NAFN Chair; Ann Little, Secretary; and Elaine Scrivner, CORE President, were present. Bruce Gurcsik, Design Review Board Chair, was out of town but submitted his report via email. Cecile called the meeting to order at 7:05 PM.

HOMEOWNERS' FORUM: No Presentations.

APPROVAL OF MINUTES: Board members voted to approve the minutes of August 13, 2015.

PRESIDENT'S REPORT: Cecile Glendening reported that there is interest in having a neighborhood-wide yard sale in 2016, probably near the end of April. There is already a group of homeowners who are willing to organize it. Ann Little moved that the yard sale plans be approved, Chuck Jalovec seconded the motion, and the motion passed.

VICE-PRESIDENT'S REPORT: Toby Lane described current landscaping issues.

- Terry's weekly work has continued as normal. The vacant lot maintenance is on budget with 14 of 20 budgeted cuts to date. I am projecting that we will have one cut in October and two in November for a total of seventeen for the year. (There will be one or two in December but those will be billed in the 2016 budget.) So we should incur a total cost of about \$2800 for the year vs. the \$3300 budgeted. Terry completed the aerated and over seeding of the common areas earlier this month. He is planning to plant the new Linden Tree at the Jones Mill Circle in November.
- Bartlett Tree Experts completed the second treatment for the blight affecting the Junipers at the main entrance. We will do the second Plane Tree root feeding in November at a cost of \$150.
- The diseased Junipers behind the entrance sign wall were removed. I plan to replace them with new Juniper plants later this fall. The five plants that were removed will need to be replaced.
- I have worked with the City, Hertzler and George, and Bill Crawford to develop a plan to correct the drainage problems on his property that are in the Association's landscape easement area. The scope of work and costs has yet to be determined. When they are, we will get three or four bids.

The City recommended that we should put in an 8-inch pipe to carry the runoff to the street storm drain. The first phase of this work will involve installing the pipe and an inlet box that will be protected against erosion by rock and soil fabric. We will also

limb up some trees and remove others to increase the amount of sunlight in the area and then reseed with shade-tolerant grass seed to reestablish the grass cover to prevent more erosion.

During the discussion that followed, Toby informed the Board he plans to spend \$150 for root feeding. The cost of well repairs, yet to be determined, will come out of the Capital Reserve. Also, three homes in Holly Hills are now under contract. They should close before the end of the year.

Regarding landscaping, Ann mentioned that she had heard complaints about Terry's crews. Toby suggested that homeowners contact him directly about specific incidents.

Elaine Scrivner mentioned that she prefers to maintain the grass in the area of the Wax Myrtles on her property, but she wants Terry to continue to trim the shrubbery. Toby will pass the word along to Terry.

TREASURER'S REPORT: Chuck Jalovec told the Board that he is estimating that we will come in at \$1,000-\$1,200 carryover operating dollars. The major variable is the Landscaping/Repair budget. Favorability on that budget could push it even higher. Our average carryover the past four years has been \$6,300. The carryover has gone down as the need for common area work has surfaced.

In view of future landscaping needs, Chuck suggested that homeowners' dues be increased by \$50 to \$275 per year. The Board agreed with his recommendation, which will be presented to the general membership at the upcoming Annual Meeting.

After the October 22 election, Chuck will meet with the new treasurer and help ease the transition. This year Chuck will complete his second term as Treasurer.

DESIGN REVIEW BOARD CHAIR'S REPORT: Bruce Gurcsik submitted the following report.

New Approved Project:

126 Jones Mill Lane – Driveway extension, steps to backyard and concrete repairs.
Project approved.

New Home:

221 Holly Hills Drive – This new home was finished on September 30, 2015. All construction requirements were completed to the satisfaction of the HHDRB. The landscape plan, which was submitted in a timely manner, met Association requirements, as well. An approval letter was provided to Wayne Harbin Builder, Inc. A request for release of the \$5000 deposit was sent to Chuck Jalovec, Holly Hills Board Treasurer.

Ann Little asked if DRB meetings were open to homeowners' attendance. Cecile said most of their business does not require meetings. Ann then mentioned that she would like to see one or two women appointed to the DRB. Elaine Scrivner agreed. Cecile said it was up to the Chair to select members of the board.

SECRETARY'S REPORT: Ann Little reported the Annual Meeting packets were mailed on September 21. Thanks to Cecile's follow-up email, 68 proxies have been received so far. (Minimum representation for a quorum is 56, 33% of the homeowners of record.)

She also announced that the Williamsburg Library's auditorium has been reserved for the 2016 Annual Meeting to be held on October 20.

NAFN CHAIR'S REPORT: Toby Lane submitted the following report.

- Anita Roberts and Anne Payne are now Co-Chairs of Neighbor-to-Neighbor. They replaced Mary Ann Durboraw and Patti Broderick.
- We have recently welcomed new neighbors Clif & Karen Brigham at 224 Yorkshire Drive, Vernetta Williams at 236 Yorkshire Drive, and Steve & Kathy Carper at 221 Holly Hills Drive.
- We are well into hurricane season at this point in time. So far, this has been a quiet season. This makes the fourth year in a row of no significant weather events in our neighborhood.
- Don Cashen died recently. Don and Carol were longtime residents prior to moving to the Landing in 2007. Both were good friends of Holly Hills. Carole was active in the formation of CORE and Don served on the Board as a Director and as President.

CORE PRESIDENT'S REPORT: Elaine Scrivner told the Board that

- The fall picnic was cancelled, despite an attempt to reschedule, due to continuing inclement weather. The money that was collected from homeowners was returned.
- Upcoming CORE activities include a LEI (Let's Eat In) Party and a trip to Smithfield.
- There will be no Illumination Night Party per se, but arrangements will be made to collect stuffed bears and to give homemade cookies to emergency workers. More information will be included in the Holly Hills Gazette.

When the Gazette was mentioned, Chuck said that publication is being very well managed. Board members agreed that Carol McCartney is doing an excellent job as editor.

- CORE members are concerned about the appearance of the main entrance. Some would like to see a more formal treatment of the area and no flowers in the median.
- CORE members also have concerns about mailboxes that need painting, inappropriate garbage can placements, and lawn care issues.

There was a brief discussion regarding these last items—especially lawn issues. Cecile and Toby suggested that individuals contact members of the Board if such problems persist. If appropriate, official actions can be taken.

UNFINISHED BUSINESS: Cecile announced the recommendations of the Nominating Committee. Helen Darnell, Matt Broderick, and Bruce Gurcsik have been nominated to serve on the 2016-2018 Board of Directors. Anne Payne and Brian Chopp have been nominated for two-year terms on the Nominating Committee.

CALENDAR OF EVENTS: As a result of the Board's decision to approve plans for community-wide a yard sale, the sale will be listed on next year's calendar for late April.

The Board also agreed to schedule discussion of the Annual Meeting's agenda during its July meeting.

There being no further business, Chuck moved the meeting be adjourned. With unanimous approval, the meeting ended at 8:08 PM.

Respectfully submitted,

Ann Little

Secretary

MINUTES
HOLLY HILLS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
AUGUST 13, 2015

The August 13th meeting of the Board of Directors was held at the home of Cecile Glendening, President. Chuck Jalovec, Treasurer; Ann Little, Secretary; and Toby Lane, NAFN Chair, were present. Bruce Gurcsik, Design Review Board Chair, was out of town but participated via speakerphone until Toby Lane was named Vice-President. Cecile called the meeting to order at 7:08 PM. This August meeting was necessary when there was not a quorum of Directors available for the required July Board meeting.

HOMEOWNERS FORUM: No presentations.

APPROVAL OF MINUTES: Board members voted to approve the minutes of April 23, 2015.

DESIGN REVIEW BOARD CHAIR REPORT: Bruce Gurcsik discussed the written report that was distributed to Board members at the meeting. The four newly approved projects were ordinary requests. The new home is nearing completion.

New Approved Projects

221 Sir Thomas Lunsford Drive – Replacement of roof shingles. Owner is changing the color to gray.

236 Yorkshire Drive – Painting exterior front entrance.

233 Yorkshire Drive – Painting exterior trim.

401 Yorkshire Drive – Painting front entrance.

New Home

221 Holly Hills Drive – Wayne Harbin Builders is constructing a one-story house at this location. All submission requirements have been met and construction began early in May. The owners and builder addressed several concerns to the satisfaction of the DRB. Variance request for a one-foot driveway setback was denied. Permission for a three-foot setback was approved. (This is common in the neighborhood.) Adequate drainage will be required on the driveway side of the property. Completion is scheduled for September 1, 2015.

The DRB has requested timely submission of the landscaping plan, which has yet to be provided. It will insist that sizeable mature trees be included to replace the five trees that had been scheduled to remain but were damaged and/or cleared during construction.

ELECTION OF NEW VICE-PRESIDENT: Cecile Glendening proposed that Toby Lane fill the vacancy that took place on May 27, when Ryan Farish resigned. Bruce seconded the motion and the appointment was approved.

PRESIDENT'S REPORT: Cecile told Board members that Bill Crawford has called a meeting of the Nominating Committee. He plans to present a pitch for volunteers on the

Holly Hills website.

Carol McCartney has brought up the issue of over-hanging trees in her area. Toby said he has been aware of the problem and he will prune them.

VICE-PRESIDENT'S REPORT: After Ryan Farish's resignation, Toby Lane assumed the VP responsibilities. Toby submitted the following report and led a discussion of landscaping issues.

- Terry's weekly work has continued as normal. The entrance hollies have been trimmed and the hedges along HHD [Holly Hills Drive] have been done twice. The yellow sedge weed was spot treated. Terry worked on an irrigation leak at the 130 HHD Common Area. The leak is diminished but not entirely corrected. The rain sensor at the YD [Yorkshire Drive] entrance has been replaced. Vacant lot maintenance is on schedule with 2 cuts per month at this time of the year. These lots have been cut 13 times this year, which is on track for the 20 cuts for the year as budgeted. The Landscape and Irrigation contracts with Terry's have been negotiated for 2016 and they are ready for HHCA [Holly Hills Community Association] approval and signature. Terry provided an estimated cost to add a sprinkler system to the Common Area at 310 YD to be \$3000. (The City would charge \$5800 to provide a meter and water tap.)
- Bartlett Tree Experts completed the first treatment for the blight affecting the Junipers at the main entrance. A second treatment (\$350) is recommended during August, before the cooler weather. Bartlett also did Phosphite 30 treatment for the declining Plane Tree at the entrance. A second treatment (\$150) is recommended but can be delayed until late in the year or even early next year, if necessary.
- Annuals were planted in May at both entrances by the volunteer "Beautification Committee" (Cecile and Bruce Glendening, Beth and Brian Chopp, and Toby Lane).
- A large dead tree near the transformer at the HHD entrance was cut down. The fire blight on the Crabapples at 135 HHD has been pruned. Various lights have been repaired and lamps replaced.
- A bullet light fixture was installed as one of the HHD Holly's up lights to demonstrate using this type of lighting rather than the well lights, which have continuing maintenance requirements.
- The Junipers behind the HHD entrance wall came down with a bad case of bagworms this year. They have been treated for the bagworms, but may not be salvageable.

Toby called attention to his 11-page assessment of the HHCA Common Areas document, an email attachment he had sent to Board members late June. The final version of that document will be posted on the Holly Hills website.

Much of the ensuing discussion involved budget issues that will require further consideration by the Treasurer. Ultimately the Board agreed that proposals requiring substantial, on-going expenditures should be presented at the Annual Meeting. These items include: changes in entrance lighting, additional maintenance of non-irrigated common

areas, substantial drainage repairs, and arborist services (approximately every five years).

Toby agreed to compile a prioritized list of items that would require an extra assessment for the packet that will be distributed before the Annual Meeting. He will work with Chuck to come up with proposals for an increase to next year's general assessment or a special assessment.

In the meantime, the Board approved blight treatments for Junipers, the installation of a replacement Linden Tree on the Jones Mill Circle, and the replacement of the damaged well cover. Due to these urgent landscaping concerns, previous plans to install NO SOLICITING signs were put on hold.

TREASURER'S REPORT: Chuck Jalovec told the Board that the annual Budget is trending towards a year-end balance of approximately \$1,200 in our Operating Account. This is very tight. He said it has some upside potential to come in slightly higher, maybe in the \$1,500 range. Both these numbers are significantly lower than our on-going numbers from years past, which were in the \$6,500-7,500 range. On the positive side, our Capital Reserve is a solid \$28,000+.

- Chuck will be putting together a preliminary 2016 Budget by the end of August. It is anticipated that this budget will require an increase in the annual dues.
- We have one homeowner with an annual assessment due (\$240, including late fee) and one sales transfer (\$100) due. This is a very good improvement over last year. Chuck will contact both homeowners.

SECRETARY'S REPORT: Ann Little gave Cecile a copy of this year's renewal insurance policy, recently emailed to her from C. J. Jones. Chuck offered to take the signed policy to Berkeley and obtain a copy for the Secretary's files.

- Regarding the preparation of the Annual Meeting packet, past procedures will be followed. The Secretary will assemble materials provided by Board members and the Nominating Committee and deliver them to Berkeley. Berkeley will take care of updating the mailing list and mailing the packet to homeowners.

The packet needs to be ready in time for Berkeley to copy the documents and mail them by September 21. Cecile and Chuck suggested that Berkeley be instructed NOT to include stamps on the proxy return envelopes that will be addressed to the Secretary.

- Board members agreed to reserve the Williamsburg Regional Library auditorium for the 2016 Annual Meeting. October 20th was the preferred date; the 18th and 19th were acceptable alternatives.

NAFN REPORT: Toby Lane shared the following information and timely advice.

- Annabelle Socha has taken on the responsibilities of Block Captain in Area 4.

- The new City trash removal is now in place. Everything seems to be working smoothly.
- Now that we are well into hurricane season, it would pay for homeowners to check their emergency storm supplies and be as prepared as possible for a lengthy power loss.
- The City will be offering a CERT training course this fall. Interested parties can contact either Bob Harman or Toby for details. This training is good experience whether or not you want to participate in the City's emergency response program.

After the NAFN report, Ann mentioned that there have been complaints among her immediate neighbors about the placement of bright yellow stickers on mailboxes of residents who have temporarily stopped newspaper deliveries. She said they feel this could pose a security problem. Requests to stop this practice have resulted only in a minor change: the stickers have been moved from the front to the side of the mailbox.

CORE REPORT: CORE President Elaine Scrivner was not able to attend the meeting, but she sent word that plans are underway for the fall picnic.

The Board agreed to meet on October 15, 2015 at 7:00 PM at Bruce Gurcsik's home at 321 Yorkshire Drive (pending his approval).

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

Respectfully submitted,

Ann Little

Secretary

**MINUTES
HOLLY HILLS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
APRIL 23, 2015**

The April 23rd meeting of the Board of Directors was held at the home of Ann Little, Secretary. Cecile Glendening, President; Ryan Farish, Vice President; Chuck Jalovec, Treasurer; Bruce Gurcsik, Design Review Board Chair; Toby Lane, NAFN Chair; and Lois Ullman, CORE President, were present. Cecile Glendening called the meeting to order at 7:07 PM.

HOMEOWNERS FORUM: No presentations.

APPROVAL OF MINUTES: Board members voted to approve the minutes of January 14, 2015.

PRESIDENT'S REPORT: Cecile Glendening reported the following:

A resident has reported a problem with two dead trees in the 20-foot landscaping easement along her property line. She offered to replace the trees, but was concerned about damage to the irrigation system.

The Board agreed to accept the offer to replace the trees. Cecile will meet with the resident to help identify the location of the irrigation line.

VICE-PRESIDENT'S REPORT: Ryan Farish reported that Toby Lane introduced him to Terry the day before. Board members reiterated concerns about landscaping issues—especially the condition of the entrance and other common areas. In the past, Terry had said that additional money would be needed fix the common areas. Bruce Gurcsik suggested that Ryan consult with a local nursery, Ken Lownes, or Carol Harman. Toby suggested that Ryan meet with Ken Lownes to get recommendations. He said a special assessment might be possible if a plan were drawn up and voted on by the HOA.

Ryan expressed concern about the hassle of changing companies. Chuck suggested that Ryan see if he could establish a working relationship with Terry. According to Toby, emails about specific issues have been effective in the past. In the meantime, Bruce asked Ryan to inquire why Terry has been so late getting to Area 1.

At the end of the discussion it was agreed that Ryan and Toby should consult with Ken Lownes.

TREASURER'S REPORT: Chuck Jalovec reported the following:

1. Through March 31 we have not had any Landscaping/Repairs expenditures so I reduced the year-end projection down to \$4,000 from a budget of \$5,000. This put our projected year-end checking account balance into positive territory. Just a reminder that our year-end balance from 2014 was reduced significantly due to our landscaping work in

the common areas. We still have \$2,500 in our operating contingency reserve fund. I believe the Landscaping/Repair budget is operating as designed.

2. As of April 21, we have 3 delinquent annual dues. One was incorrectly sent to the builder and not the lot owner. I've asked Berkeley to correct this. Additional notices have been sent to the lot owners.

3. We are tracking 3 delinquent lot maintenance fees. Late notices will be sent to these owners.

4. Somehow the State Corporation Commission (SCC) fee has been moved from April to December. I am following up with Berkeley to see what changed. This is the document that shows who is on the Board and what position they hold. It certainly makes more sense that it would be due in December.

In response to Chuck's question about Bill Doyle's website bill, Cecile said she will forward it to him.

DRB CHAIR REPORT: Bruce Gurcsik reported the following:

New Approved Projects:

- 153 Holly Hills Drive – Landscaping and retaining wall.
Homeowner reported that a two-tier retaining wall was needed to stabilize the hillside below driveway.
- 120 Holly Hills Drive – Ironwork added to front of home.
Homeowner wanted to add some matching ironwork on the house to complement existing design.
- 277 T. Lunsford Drive – Landscaping project.
Homeowner was interested in replacing extensive mulched area with grass and repairing existing stone wall.
- 208 T. Lunsford Drive – Deck modification and dormer, both within the existing footprint of the house.
The homeowner plans to transform screened porch to a heated/cooled sunroom. Also, a new shed dormer on rear of house is included in this project.

New Home:

- Wayne Harbin (builder) 221 Holly Hills Drive – Proposal Phase.

SECRETARY'S REPORT: Ann Little reported that she had spoken with C. J. Jones, at Berkeley, about retention schedules. In response, he sent her a sample of the Greensprings Association schedule, which differed from other retention schedules included in the Secretary's files. Toby explained that, according to Virginia codes, each HOA is responsible for making its own retention schedule. He said that, in accordance with Section 8 of the Bylaws, Holly Hills does have a retention schedule.

Rather than taking more time at the Board meeting, Ann and Cecile agreed to meet to discuss the management of documents at a later date.

NAFN REPORT: Toby Lane reported the following:

1. We continue looking for a Block Captain for Area 4 to replace Mitzi Emory.
2. The City's contract for trash pickup is up for renewal this year. In July, it is anticipated that a different company will be used, which means we will be getting new trash containers in June. Pick-up days will remain the same, but there will be no exceptions to curbside pickup except for real cases of need.
3. We will be doing its annual contact information confirmation in May and June, in advance of hurricane season. Block Captains will be asked to contact residents to update information sheets.
4. Bob Harman, in his dual role as Emergency Response Coordinator and City Sector 7 Co-captain, is working with the City as part of the Neighborhood Response Teams for responses to any manmade or natural disasters.
5. We would like to recruit additional Holly Hills residents to complete the CERT training offered by the City each spring and fall. Contact Bob Harman or me for more information.

Toby also mentioned that the Williamsburg National Night Out is schedule for August 4. Neighborhoods are encouraged to participate and contribute. (Toby and his wife made a personal contribution last year.) There is free food and a variety of exhibits. He said this is a good way for neighbors to meet each other and get to know the local police.

Bruce moved that Holly Hills donate \$50-worth of door prizes for the National Night Out. Ann seconded the motion, which passed.

CORE REPORT: Lois Ullman reported the following:

1. Results of HH resident survey of activity preference about as expected – about 29% response – positive for picnics, Let's Eat In, Lecture Series (both lecture and travel), Lunch Bunch. Mild interest in the Coffee and Illumination (which may continue).
2. CORE "season" will be over after April 30 meeting with proposed slate of officers:
President: Elaine Scrivner
Vice-Presidents: Carol McCartney
Treasurer: Jean Stevens
Secretary: Lois Ullman
3. Upcoming events:
Tour of Cedar Grove cemetery in Williamsburg, Wednesday, April 29
Spring Picnic, Sunday, May 24 (rain date: Monday, May 25)

CALENDAR OF EVENTS 2015: Cecile led a discussion of upcoming events. The posting of taxes was moved to July and payment of the SEC fee was transferred to December. In June, the insurance coverage should be reviewed (Berkeley handles this) and the Secretary should obtain a copy of the new policy.

Regarding upcoming elections, Bruce agreed to continue as Design Review Board Chair. Cecile will send an email to Bill Crawford, Nominating Committee Chair, regarding the need for a new President and Treasurer.

UNFINISHED BUSINESS: The Board discussed issues relating to posting signs at Holly Hills entrances to discourage soliciting in the neighborhood. They agreed to authorize up to \$400 for three signs reading NO SOLICITING WITHOUT PERMIT. Ryan will work on obtaining approval from the City Planning Commission and will oversee installation of the signs on already existing posts.

NEW BUSINESS: Bruce asked the Board to support a request to have C. J. at Berkeley forward materials to homeowners in a more timely manner. The Board supported the request.

The Board also discussed the deteriorating pavement on Yorkshire Drive. Although work is scheduled for next year, Cecile was asked to send a request to the City Manager, citing the unacceptable conditions and asking that the work be expedited.

The Board agreed to meet on July 31, 2015 at 7:00 PM. Bruce Gurcsik invited Board members to meet at his home at 321 Yorkshire Drive.

There being no further business, the meeting was adjourned at 8:55 PM.

Respectfully submitted,

Ann Little
Secretary

**MINUTES
HOLLY HILLS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 14, 2015**

The January 14th meeting of the Board of Directors was held at the home of Cecile Glendening, President. Ryan Farish, Vice President; Chuck Jalovec, Treasurer; Ann Little, Secretary; and Lois Ullman, CORE President, were present. Homeowners Sarah Farish and Bruce Glendening also attended the meeting. Cecile Glendening called the meeting to order at 7:08 PM.

HOMEOWNERS FORUM: No presentations.

APPROVAL OF MINUTES: Board members voted to approve the minutes of the October 15, 2014 meeting, as amended. The amended minutes and the January 2015 minutes will be sent to Bill Doyle, after Board review, to be posted on the HH website.

PRESIDENT'S REPORT: Cecile Glendening reported the following:

- Sale of Lot 221 on Holly Hills Drive: Cecile asked Ryan to contact Berkeley about maintenance of the vacant lot.
- Website Changes: Need to revise website documents to reflect changes in Architectural Review fees.
- Complaints about Dog Droppings: Cecile will send an email reminder.
- Main Entrance Christmas Wreath: In response to Cecile's question about responsibility for the project, CORE Chair Lois Ullman reported that Lindy McDaniel and her committee have taken care of this for many years. Board members agreed that their service should be recognized.
- Reappointment of members of the DRB: Lacking news to the contrary, it is assumed that the current members are staying. Bruce Gursik will be consulted for updates.
- Neighborhood Council of Williamsburg (NCW) Membership: The Board agreed to pay the \$10 dues for 2015. Notices of meetings are sent to all email subscribers and all residents are invited to attend.

VICE-PRESIDENT'S REPORT: Ryan Farish reported that he had met with Brian Chopp, who had helped with the transition of responsibilities and making connections with Terry's Landscaping Service. He mentioned continuing issues of concern—grass issues, tree replacement, the picnic area, and entrance landscaping. He plans to meet with Terry during his next visit.

Ryan also inquired about the possibility of working with a different landscaping service. Since contract negotiations take place in August, the Board suggested that he present alternative suggestions at the July meeting.

TREASURER'S REPORT: Chuck Jalovec reported the following:

- We ended 2014 with \$3,898 in our Operating Accounts. This was a significant decrease compared to previous years. The reason was we had about \$4,000 worth of landscaping maintenance costs in two common areas.
- We should consider an increase in association dues if there is a continuing need to update some of our common areas and we want to use Operating Funds to cover the costs.
- Terry's landscaping should continue to show our VP the monthly Vacant Lot Maintenance bills.
- The 2015 bill for annual dues have been sent to all association members.
- I sent a reminder to Berkeley to fund our Capital Reserve Account.

SECRETARY'S REPORT: Ann Little inquired about procedures for filing and retaining documents. The Board decided that the Vice President should keep landscaping contracts and that the Secretary should keep insurance policies. Cecile suggested that Berkeley be contacted about a retention schedule.

CORE REPORT: Lois Ullman, Chair, reported the following:

- The 18th Annual Illumination for the community on Wednesday, December 10, was successful despite weather postponements.
- In November, there was an issue about the delivery of an Illumination flyer to a home with a blocked paper box. The homeowner and NAFN Chair Toby Lane suggested that email notifications be used instead. Many people, however, still prefer hard copies.

CORE policy is not to leave flyers when boxes are sealed. On this occasion, there was a breakdown in communication. Lois emailed explanations to the displeased residents and Toby.

- At the December CORE meeting, members expressed displeasure with the untidy, unkempt appearance of the landscaping at the entrance. Those working on the wreath at the entrance felt that the area needed much attention.
- CORE has many community-related projects. It continues to welcome new members.

NEIGHBOR AWARENESS FOR NEIGHBOR (NAFN): Toby Lane, Chair, was not present, but he sent word that there was a Block Captain vacancy in Phase IV.

Regarding the appointment of the NAFN Chair for a 2-year term (in odd-numbered years), Cecile announced that Toby Lane had agreed to continue to serve.

UNFINISHED BUSINESS: Review of Calendar Events.

- Vacant Lot Maintenance Fee set at \$300.

NEW BUSINESS: In response to concerns about unauthorized soliciting and unwanted flyers, the Board authorized Ryan Farish to contact Toby Lane and the Williamsburg Police Department about replacing the NO SOLICITING sign previously located at the main entrance.

It was also suggested that residents make arrangements with neighbors about monitoring mailboxes and paper boxes when they are away.

The Board agreed to meet on April 23, 2015 at 7:00 PM. Ann Little invited Board members to meet at her home at 101 Pipe Kiln Court.

There being no further business, the meeting was adjourned at 8:35 PM.

Respectfully submitted,

Ann Little
Secretary