

**MINUTES  
HOLLY HILLS COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
OCTOBER 13, 2016**

The October meeting of the Board of Directors was held at the home of Matt Broderick, Treasurer. Helen Darnell, President; Toby Lane, Vice-President and NAFN Chair; Matt Broderick, Treasurer; Ann Little, Secretary; Chris Jalovec, CORE President; and Lois Ullman, Nominee for Secretary, were present. Bruce Gurcsik, Design Review Board Chair, did not attend. Helen called the meeting to order at 7:05 PM.

**HOMEOWNERS' FORUM:** No presentations.

**APPROVAL OF MINUTES:**

Helen moved that the minutes be approved. The motion was seconded and it carried.

**PRESIDENT'S REPORT:**

We have had a fairly quiet summer. The most dialogue to come up in the neighborhood has been concerning the group home rental on Woodmere. Toby and I have spoken with Bill Crawford, and Toby has been in touch with City officials and Walsingham's Administration. They are continuing to monitor the situation.

C.J. Jones is no longer with Berkeley. Stephanie Fose is our new agent and contact person there. She can be reached at 229-6810 x221 and [hoadmin@berkeley-realty.com](mailto:hoadmin@berkeley-realty.com).

When I was in the Berkeley office, I received a copy of the 2015 Annual Report that was filed with the State Corporation Commission. I signed that document last December.

**VICE-PRESIDENT'S REPORT:**

1. Regular common area maintenance has continued by Terry per the contract. Terry did the aerating and over seeding the common areas the first week of October.
2. The annuals at the Holly Hills Drive entrance continue to do well. I plan to leave them until frost as long as they look okay. Due to less sunlight, the Yorkshire entrance needed some improvement so some fall annuals were put in to replace some of the failing vincas.
3. Current progress on the 5 Year Plan for 2016 includes the following:
  - Road signage and light poles have been painted.
  - We **have installed** 25 Green Lustre hollies to replace some of the lost shrubs at the Holly Hills Drive entrance.
  - All the other Year 1 items on the plan have been addressed.
4. The contract with Easton Outdoors for the 2017 Landscape & Irrigation Maintenance has been finalized and signed. **Terry's contract ends at the end of this year.** Easton will do a turf maintenance treatment in November on their own ticket as their November treatment is a key component of their 7-step turf maintenance program. Their position is this treatment will reduce their weed and pest control costs during 2017.
5. We will be doing another root feeding on the struggling Plane Tree at the Holly Hills Drive

entrance. Also I have asked Bartlett Tree Experts for recommendations to keep these trees healthier. Their leaf structure was poor this year. Then there was a premature loss of leaves in late August and September that should not have happened, even with the dry weather.

6. The Reserve Study has been updated to make it current for 2016.

7. I have spent some time on the group home issue at the nearby 101 Woodmere Drive in the Woods. Initially there was quite a bit of concern and angst based on poor and inaccurate information. Most of that is sorted out at this time. The Group Home will be operated by Gateway Homes, Inc., under contract with the State. It is a reality and all was handled in accordance with State and Federal law. The home will house up to 8 residents plus around-the-clock supervisory personnel. At this point information and details are available in local news articles, on our website, and from the City. I believe the Woods and Yorkshire Associations are continuing their efforts to get the facility removed. They would accept support from other Associations such as Holly Hills, but have not identified any specific actions or support that I am aware of at this time. The City is preparing some legislation change requests to be submitted to the State General Assembly in 2017 to address the lack of notification and siting issues.

**Board members agreed to wait and see how the issue progresses and to take no action at this time.**

**Toby also recommended that the 5-Year Plan be included as a line item in the budget. Matt agreed.**

#### **TREASURER'S REPORT:**

The HHCA Financial Reports thru September 30, 2016 were mailed separately to all Members. The Association's financial condition is satisfactory.

I am projecting that Operating Revenue Less Expenses for the year will be approximately \$1900 favorable to budget. Provision has been made in this estimate for additional plant replacement/fertilization expenditures of \$1000 sometime in the remaining months.

A reservation has been made at the Williamsburg Library for the 2017 Annual Meeting and secured by full payment.

#### **SECRETARY'S REPORT:**

Insurance Estimate and Payment: Matt and Toby were very helpful in resolving insurance issues that extended into late July, when I was out of town.

Annual Meeting Packet: I inquired if we needed to provide copies of the corrected agenda at the meeting. Board members agreed that that would not be necessary. I also reported that the insert about Airbnbs, mentioned in July's minutes, did not materialize. There was, however, an information form added by Berkeley. Their representative later agreed that the form was not necessary; that they had access to more complete information on the Holly Hills website.

Annual Meeting Update: Lois Ullman has offered to work at the sign-in table. Board members "volunteered" Patti Broderick to assist her. The table will be set up by 6:30 PM.

Matt Broderick inquired about the availability of an overhead projector. He volunteered contact the library and make arrangements for its use.

So far, 49 proxies have been received. Representation of 56 members is necessary for a quorum.

Document Management: In preparation for transferring secretarial duties in January, Ann gave old tax return information to Matt. Toby said old Landscape contracts could be discarded.

**All of this information has been recorded on the website.**

**DESIGN REVIEW BOARD CHAIR'S REPORT:** No updates.

**CORE REPORT:**

Sixty-eight residents have signed up for October 16<sup>th</sup>'s Fall Picnic.

Kathy Albers, Gazette editor, has announced an October 20 deadline for submissions for the November Gazette.

A LEI event is being planned for February under the leadership of Cynthia Cashore. The theme has yet to be determined.

Core is taking on projects to show appreciation to our local police and firefighters. Recently this included deliveries of baked goods.

**NAFN CHAIR'S REPORT:**

We had a fairly quiet summer. There were no significant weather events **until Matthew's arrival last weekend**. There were a couple of reports of unlocked cars in driveways being entered with minor amounts of cash stolen.

We have new neighbors: The Prewitts at 324 Yorkshire Drive, The Kirklands at 401 Yorkshire Drive, The Stepanicks at 238 Sir Thomas Lunsford, and the Hinrichs at 224 Holly Hills Drive.

At the present time I believe there are 7 homes and 3 Lots for sale in Holly Hills. There has been activity at the lots at 112 Sir Thomas Lunsford and 233 Holly Hills Drive, but nothing official that I know of.

Williamsburg National Night Out on August 2<sup>nd</sup> was a great success. Close to 400 City residents turned out for the fun and free food.

**UNFINISHED BUSINESS:**

Helen reported that the Annual Report was sent to the State Corporation Commission.

**NEW BUSINESS:**

Helen mentioned that she would be arranging to post the contents of the Annual Meeting packet on the website. In view of some confusion about the proxy form, Board members agreed that it should be revised next year.

Board members reviewed items on the Calendar of Events, including payment of routine fees and retention of the Management Agent. In response to Matt's recommendation, they agreed with the automatic renewal of Berkeley's contract.

There was a discussion of the timing and content of the annual dues letter. Matt said he would look into that and try to clarify information about the payment deadline and late fee.

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There being no further business, Helen moved that the meeting be adjourned. The motion was seconded and it carried. The meeting adjourned at 8:05 PM.

Respectfully submitted,

*Ann Little*

Secretary