

HOLLEYBROOKE HOMEOWNERS ASSOCIATION, INC.

October 15, 2019

Meeting was called to order at 7:00 pm by Sharon Jeter at Snow Library. The members present: Sharon Jeter, President; Judy Lamberth, Vice President; Lenora Brothers, Secretary; Michelle Gordon and Eric Lowe; Irene Davidson, Contract Employee.

Prior to the meeting, Lenora emailed the Board members the minutes for September 2019 for review. Judy motioned to accept the minutes for September 2019; Eric seconded the motion. The minutes were accepted with no objections.

Irene read the Treasury Report. As of September 30 , 2019, the checking balance was \$95,451.01 and the money market fund was \$144,203.43. As of October 15, 2019 the check book balance was \$82,174.74. Irene mentioned that for those homeowners with a judgment or a warrant in debt, a court date of October 22 had been scheduled. Irene provide an ACC update from September 18 through October 15, 2019, explaining that ten (10) violation letters were mailed out (grass, illegal cars, trash, various exterior repairs, items being stored in front yard). Judy motioned to accept the Treasury Report; Eric seconded the motion. The Treasury Report was accepted with no objections.

OLD BUSINESS:

Pavilion ~ In response to the inquiry of having a grill and renting a portable potty at the pavilion, Eric indicated that one quote he received from Affordable Sanitation was for \$125.00 for a single potty and \$800.00 for a trailer, plus an optional cleaning fee. Lenora stated that she had contacted the County and the Health Department, and each indicated the only concern would be if there were a hazard due to spillage. Lenora also mentioned that the only concern regarding the use of a grill could be with the liability, but that she had not been in communication with the insurance company. The Board discussed other possible concerns such as the length of use, and selecting a designated area for rental installation, and who would be liable.

Election Committee ~ Judy stated that on October 6, there were three (3) independent residents who volunteered to stuff ballots. Those residents were: Mary Guthrie, Mary Jo Rice and Iris Anthony. Judy also stated that she and Irene were present to observe and answer any questions. A resident asked if the Board had received any calls or complaints about not receiving biographies with their ballots? Irene stated there have been no calls or emails from anyone. Another resident asked if Judy and Irene only observed the stuffing of the ballots? Judy affirmed that at no time did she or Irene touch the ballots or the envelopes until the ballots envelopes were sealed.

Irene confirmed that the counting of the ballots will take place on November 6 (Wednesday) at 6:30 pm at Snow Library, and that the date had been confirmed with each of the candidates. She stated that the election committee will be the only ones opening the ballots and counting; and only the candidates, Irene and one Board member will be allowed to observe. Irene also indicated that she would email the candidates the location of the ballot count and verify who is allowed to observe.

Audit Update ~ Irene mentioned that she had met with Andrew Grossnickle (CPA) to deliver a copy of the liability insurance for 2016 to verify that it had been paid in full prior to the 2017 policy going into effect, and a copy of the 2016 bank statement to verify that the ending balance for 2016 carried over to the January statement for 2017. According to Irene, Mr. Grossnickle indicated that the bookkeeping records appeared to be in order (receipts and balances check out) and that he would provide suggestions with his

report, which is normal when an initial audit for any organization is conducted. A resident asked for confirmation that no money is missing as stated on a social media site. Irene confirmed that according to the CPA there is no money missing. Irene indicated that she hopes to receive the report soon, and that Mr. Grossnickle is willing to meet with the Board but that he will only address questions from the Board and not from the resident members.

Reserve Study ~ Irene stated that when she met with the engineer inspecting the pool last month, he mentioned that the coping stones around the pool were deteriorating and recommended they be replaced. Irene explained that the coping stones are those white stones around the perimeter of the pool where the sides of the pool come up to the deck. According to Irene, the coping stones currently at the pool are the original stones and the concern is those stones that are chipped potentially injuring someone and the stones prevent water from seeping in between the plaster and the shell of the pool potentially creating pockets. Irene mentioned the reason for having the maintenance done now is that it will cost less in the fall rather than wait until the spring, and that the maintenance concern had been brought to the attention of the Board.

Irene also mentioned that she will be meeting with another reserve study engineer the first week of November to complete the inspections.

NEW BUSINESS:

Pool ~ Irene mentioned that she currently has bids for the replacement of the coping stones from two commercial contractors: One from American Pool for \$19,743.50; the other from Commonwealth Aquatics for \$19,685.00. Judy asked if anyone had additional questions before the Board voted on the contracts? Hearing no additional questions, Lenora motioned to approve the repair and the replacement of the coping stones to the main pool (not the wading pool); Eric seconded the motion. Michelle recommended accepting the bid from American Pool based on their familiarity with the pool. By unanimous consent, all agreed to move forward with the repairs to the main pool and award the contract to American Pool. As a follow-up, a resident asked if the reason the pool remained uncovered was due to the recommended repair? This was affirmed by the Board and Irene.

Irene mentioned that the gate to the wading pool is not latching properly and is need of repair. According to Irene, she has a bid for \$1,700.00 from Fredericksburg Fence to replace 6 posts, the gate and hinge, to tighten the cap and replace screws. The Board agreed to look at getting additional bids.

Open Forum for Resident Members ~

Angela Harris inquired about the drainage issues at the entrance of the subdivision. Irene mentioned that Holleybrooke is still on a waiting list with VDOT. Ms. Harris asked if it would help if residents contacted VDOT? Another resident indicated that it would.

7:40 pm ~ Eric mentioned that the Board would be adjourning to Executive Session. The Board members thanked everyone for attending.

7:42 pm ~ Judy motioned that the Board go into Executive Session to discuss ACC violations and update warrants in debt.

8:17 pm ~ Judy motioned to adjourn; Michelle seconded the motion. All agreed.

Holleybrooke Homeowners' Association, Inc.
Board of Directors Meeting
October 15, 2019
Monthly report submitted by
Irene Davidson
Administrative Assistant

Financial Report:

Balance as September 30, 2019 statement
Checking: \$ 95,451.01
Reserve Account: \$144,203.43 (includes interest
\$35.55)

Balance checking as of 10/15/19: \$82,174.74

ACC UPDATE: 9/18 through 10/15/19

10 violation letters (grass, illegal cars, trash, various exterior repairs,
items being stored in front yard).