

HOLLEYBROOKE HOMEOWNERS ASSOCIATION, INC.

April 16, 2019

Meeting was called to order at 7:03 pm by Judy Lamberth at Snow Library. The members present: Judy Lamberth, Vice President; Lenora Brothers, Secretary; Eric Lowe and Michelle Gordon; Irene Davidson, Contract Employee.

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

Irene read the Treasury Report. As of March 31 , 2019, the checking balance was \$144,885.52 and the money market fund was \$143,907.35. As of April 16, 2019 the check book balance was \$135,448.86. Irene mentioned that the 2 CD's had been renewed at an interest rate of 3%. After a review of the expenses, Eric motioned to accept the Treasury Report; Judy seconded the motion. The Treasury Report was accepted with no objections.

Complaint Procedure ~ Judy mentioned that the complaint procedure that was approved by the Board in March was sent to the Department of Professional and Occupational Regulation (DPOR) for their approval and DPOR requested some changes to the procedure. Judy also stated that once the procedure was approved by DPOR, the complaint procedure would be posted to the Holleybrooke website. Judy motioned to accept the amended complaint procedure; Eric seconded the motion. The amended complaint procedure was accepted with no objections. Each of the Board members acknowledged their approval by written consent with a copy to be sent to DPOR for final approval.

HOA Meeting Dates ~ Judy mentioned that the summer meeting locations has changed to Snow Library, and that the meeting information would be posted on the entrance signs (Holleybrooke and Cobblestone) and on the Holleybrooke website calendar.

Pool Pass Update ~ Irene mentioned the tentative dates to validate pool passes are as follows: May 17 (Friday) at 6:30 pm to 8:00 pm; May 19 (Sunday) at 3:00 to 5:00 pm; May 22 (Wednesday) at 6:30 pm to 8:00 pm; and May 24 (Friday) at 6:30 pm to 8:00 pm. The Board and Irene discussed the anticipated change in pool hours due to the early start for Spotsylvania schools. Irene stated that the association would receive a credit (monetary) for any contracted lifeguard hours not used during the pool season due to the pool closing as in previous years.

Irene stated that the Community Yard Sale is scheduled for June 8th. Irene also reviewed the scheduled dates for pool activities, the hot dog party and the tween party. Irene reminded the Board that the first day of school for Spotsylvania is August 12.

Irene also mentioned that letters would be mailed to the property management companies and home owners of rental properties; and the pool packets will be mailed in a week or so, pending the Board proof reading the pool documents and the content in the mini news update.

Judy also mentioned that anyone is welcome to volunteer at the parties.

Audit ~Eric stated that he has contacted and received bids from three out of four CPA firms regarding the audit of the HOA books. Lenora mentioned that the CPA firms who have submitted bids have not done business with Holleybrooke and are qualified to specifically audit homeowners associations. Michelle mentioned that at the March meeting, some homeowners requested that the Board get several bids for contracts; as requested, the Board sought multiple bids from CPA firms but would welcome additional recommendations.

Reserve Study ~ Eric mentioned that the Board is looking into proposals for a reserve study to be conducted sometime later this year.

Playground ~ Michelle asked Irene for an update on the playground. Irene stated that the new playground equipment has been installed and the only thing left is for the wood carpet to be sprayed in under the new equipment.

Resident Participation ~ Judy opened the floor to those homeowners wanting to address the Board with comments or questions.

Nathan Housey stated that he had indicated an interest in volunteering at the meeting last month, but that no one has contacted him. Michelle mentioned that she is currently working on a link requesting volunteer information that will be added to the Holleybrooke website at a later date. Michelle also stated that the link is a Google address and would require the homeowner to have an email address. Lenora asked that those residents who are interested in volunteering but do not use the internet to please contact the Board by other methods (voicemail or postal service). Mr. Housey asked if, according to the Holleybrooke Bylaws, is it possible for the homeowners to set up an oversight committee?

Julia Bentley asked if it is normal procedure for the Board to have the HOA attorney at the Board meetings? Lenora indicated that it is not normal procedure to have the attorney present, and that the Board requested his presence due to a lot of misinformation being posted to social media. Ms. Bentley asked if the homeowners are paying for the attorney fees given he is representing the Board. Lenora stated that the attorney is not representing the Board and is representing the best interest of the homeowners because of what is being posted to social media.

Charles Knudsen asked if the requested mulch (wood carpet) for the new portion of the playground was part of the original contract? He indicated that he understood Irene to say that the mulch (wood carpet) that was pushed back on the old playground would be reused because it was too high and did not mention that additional mulch (wood carpet) would be needed. Irene stated that the additional wood carpet is part of the original carpet; and at the last meeting she stated that the excess would be raked into the new playground and hoped there would not be a need for as much additional wood carpet. Judy mentioned to Mr. Knudsen that the meetings are being recorded and that the Board would review the recorded information in question.

Mary Homel voiced concerns as to why the homeowners dues are going up with little to show for it other than the purchase of new playground equipment and for the pool.

Karen Pinter commented that she has lived in the neighborhood since 1993 and her dues have increased an average of \$12.15 per year in 26 years, stating that when she moved here her dues were \$185.00. Ms. Pinter encouraged homeowners to talk with their neighbors and be part of the solution regarding some of the issues they may be having with their neighbors.

Richard Male asked why two of the swings are raised so high? Mr. Male also inquired as to how many homes are rentals and are unoccupied? Irene indicated that the issue with the swings has already been addressed. Irene stated that she would look into how many homes are rentals.

Erika (no last name given) stated that she was a former resident, but is attending the meeting to voice concerns regarding postings about Holleybrooke that appeared on her community Nextdoor social media site. There were some homeowners who did not agree with a non-resident being allowed to attend the HOA meeting. Michelle and Lenora asked Mr. Scott Pugh (Homeowners Association attorney) to address the issue of non-residents attending a HOA meeting. According to Mr. Pugh, most memberships (HOA) do not have a policy stating who is or is not allowed to attend a membership meeting, to include members of the public (realtors, CPA, vendors, etc.); Mr. Pugh stated that if the Board of Directors wanted to make a motion and take a vote of its members as to whether to allow non-members to attend any meetings it would not be against the law. Eric motioned to take a vote, of the members present, to exclude non-members from being present at the monthly Board meetings. Eleven members voted to not allow non-members to attend membership meetings; fifteen members voted to allow non-members to attend membership meetings.

Jennifer Snyder handed out copies of her HOA bill to residents and the Board members present. Ms. Snyder pointed out charge on her bill from 2015 for a legal fee which she stated she was not aware. Lenora asked Ms. Snyder if she contacted the Board to ask about the charge on her bill, and she indicated she did not because she had just gotten her bill. Eric mentioned that the Board would look into the matter of her bill and matter will be addressed. A resident asked if the Board had an explanation for the legal fee that appears on Ms. Snyder's statement, and Lenora stated that it is most likely due to an error. Another resident pointed out that even with the fee that appears on Ms. Snyder's statement, when the amount paid and the amount currently due are added together the balance comes to \$402.00.

Mike Gleason stated that he would be interested in helping with a committee that assists homeowners in need with yard work or other small home improvements. Two other residents (Mike, Lee) indicated they would be interested in helping in this area.

Mona Knudsen asked the Board and Irene about the new flowers planted at the entrance to Holleybrooke and Cobblestone. Irene indicated she did not know who planted the flowers, and Lenora stated that the Board (nor Irene) authorized the purchase of any new flowers.

Howard Kohl indicated that he has lived in Holleybrooke since the 1990's and has seen the neighborhood go through a lot of changes. Mr. Kohl mentioned some of those changes and commented on the way Irene handled each situation.

Lenora thanked those homeowners who attended the meeting and reminded those posting on social media to verify what they are posting is accurate.

8:40 pm ~ Lenora motioned to adjourn to Executive Session; Michelle seconded the motion. All agreed.

9:00 pm ~ Lenora motioned to adjourn; Judy seconded the motion. All agreed.