

HOLLEYBROOKE HOMEOWNERS ASSOCIATION, INC.

April 19, 2016

Meeting was called to order at 7:06 pm by Laurie Little at the Snow Library. The members present: Laurie Little, Vice President; Lenora Brothers, Secretary; Eric Lowe; and Irene Davidson, Contract Employee.

Prior to the meeting, Lenora emailed the Board members the March 2016 minutes for review. Laurie motioned to accept the March 2016 minutes; Eric seconded the motion. All agreed.

Irene read the Treasury Report. As of March 31, 2016, the checking balance was \$99,117.33 and the money market fund was \$120,743.94. As of April 19, 2016, the check book balance was \$100,727.81. Laurie motioned to accept the Treasury Report; Eric seconded the motion. All agreed.

NEW BUSINESS:

New Signs ~ Irene emailed to the Board members suggestions for new signs reflecting changes to prohibited activities at the park/pavilion area that the Board adopted in February 2016 and signs for the old shed and the parking lot entrance. The members discussed the proposed signs and agreed on three news signs: pavilion, shed and the parking lot entrance.

OLD BUSINESS:

Website ~ On March 21, 2016, Camilo emailed to the Board members a proposal for the purchase of the Holleybrooke HOA domain name and website. Lee Brothers, IT Specialist by profession and a Holleybrooke resident, attended the meeting to address questions and from the Board members. The Board members discussed the proposal as well as other options pertaining to the future of the Holleybrooke Website. According to Irene, she was not a Board member at the time the Holleybrooke website was created which is reflected in archived HOA records, and indicated that the only written contract between the HOA and Camilo was the annual bill which contained the yearly web hosting fee and the yearly renewal of the domain name. Prior to the meeting, Irene had forwarded via email to the Board recommendations from Scott Pugh, attorney for the HOA, regarding the website. Taking these recommendations into consideration, the Board instead decided they would like to maintain ownership of the current domain name and any domain names associated with Holleybrooke that were purchased while Camilo volunteered his services as webmaster. Laurie motioned to have Scott Pugh notify Camilo that the Board no longer wished to continue using his web hosting service and to have him relinquish those domain names to the Holleybrooke HOA; Lenora seconded the motion. All agreed.

The Board discussed alternatives should they not retain the original domain name. Lenora motioned to purchase a new domain name and three additional domain names (to prevent possible spoofing of the new HOA website) to be used if necessary; Eric seconded the motion. All agreed.

Irene recommended that the Board consider retaining a hosting service and/or webmaster who is not residing in Holleybrooke. Lee offered his services temporarily to help set up the new website until the Board retains a new webmaster. Lee also recommended using a commercial hosting service and indicated that aside from hosting the website the service would provide security and guarantee no down time. Lee stated that a site like GoDaddy have website builders available to help even a layman develop a website, providing templates and other resources to make setting up and maintaining a website easy. Irene and the Board discussed with Lee ways to ensure that resident emails remained private should the Board decide to use a commercial hosting service.

Pool ~ Irene indicated she made one correction to the pool activity calendar with regard to the dates for swim lessons in the second session.

Pool Passes ~ Irene emailed to the Board members the pool packet to be mailed out to the residents. She indicated that the wording was clarified on some of the corrected rules that the Board had adopted previously. The Board indicated that the packet was good to mail out.

American Pool ~ Irene indicated that American would be out on Wednesday to drain the pool slowly and would acid wash both the main pool and the wading pool. She also said they would be conducting a pressure test to the wading pool to see if there were any leaks.

Irrigation ~ According to Irene, Commonwealth relocated the sprinkler heads which had been directly adjacent to Smith Station Road due to the addition of the right turn lane. She also indicated that they made necessary repairs to those sprinkler heads that were broken.

Bathroom Stalls ~ Irene stated that she still has not heard from Steve with Ace Plumbing regarding the stalls. She did, however, speak with Steve with S&S who indicated he would attempt to contact manufacturer regarding the order.

Steve with S&S also submitted an estimate of \$2,775.00 for building and installing the ramp to the new shed; refinishing the lifeguard chairs, the wooden bench at the pool, and the bench/picnic tables at the park to include power washing, sanding, staining and resealing. Steve also submitted an estimate of \$1,250.00 to power wash and paint the old shed.

Irene stated that Steve said he would look at the threshold at the pool entrance and submit his recommendation for improvement.

Parking Lot ~ Irene indicated she has not been in contact with Rhoades regarding the repair to the asphalt.

Other ~ Irene said she has a call in to Cunningham Recreations regarding the purchase of a new bike rack and a garbage can for the pavilion.

Welcome Wagon ~ Irene stated that the baskets were completed and ready for delivery. Eric indicated that he would deliver the baskets and Irene gave him the list of new residents.

8:33 pm ~ The Board adjourned to Executive Session.

8:45 pm ~ Eric motioned to adjourn; Lenora seconded the motion. All agreed.