

HOLLEYBROOKE HOMEOWNERS ASSOCIATION, INC.

June 18, 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; Irene Davidson, Contract Employee.

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

Irene read the Treasury Report. As of May 31 , 2019, the checking balance was \$142,642.94 and the money market fund was \$144,015.60. As of June 18, 2019 the check book balance was \$152,227.19. As of June 18, 2019, according to Irene the update on non-payments are as follows: 10 lot owners owe partial payments, 37 lot owners owe dues plus late fee (of the 37 lot owners, two are deceased and fourteen are repeat non-payment). ACC notices from January 2019 through June 2019 are as follows: 87 violation letters (grass, illegal cars, trash, various exterior repairs, items being stored in the front yard). According to Irene, two properties have been sent to the attorney; and there have been four requests for additions (fences, sheds). Michelle motioned to accept the Treasury Report; Judy seconded the motion. The Treasury Report was accepted with no objections.

NEW BUSINESS:

Upcoming Pool Activities ~ Irene mentioned that a "Late Night Swim" is scheduled for June 28, weather permitting; "Hot Dog Party" is scheduled for July 13 from 8:00 pm to 10:00 pm (rain date is July 14); Sunday Adult Swim is from 7:00 pm to 9:00 pm.

OLD BUSINESS:

Audit Update ~ Irene stated that the 2017 and 2018 Association records had been delivered to Robinson, Farmer, Cox Associates (CPA firm conducting the audit) along with a copy of the Association's Covenants and Bylaws. Michelle inquired about a time frame for completion of the audit, and Irene indicated she dropped the documents off with the accountant's assistant and no date was provided. Irene mentioned that a back-up copy (USB) of the QuickBooks records was also provided.

Volunteers Update ~ Michelle stated that a link has been provided on the HOA website for anyone interested in signing up to volunteer. She mentioned that one person signed up to volunteer via the link and another person communicated an interest .

SPECIAL GUEST:

Sharon turned the meeting over to special guest, Detective Lay from the Spotsylvania sheriff's office (Gang Division). Detective Lay, contacted by Irene on the Board's behalf, addressed concerns pertaining to possible MS-13 and other gang activity in the neighborhood. Detective Lay stated that to date there is no evidence or reports of gang activity in Holleybrooke. Detective Lay went on to discuss the various groups of gangs in the county, Virginia and other states; and asked that homeowners contact the sheriff's office if there is evidence of gang activity. Detective Lay continued with a slide presentation for those HOA members present.

Mr. Gemma mentioned concerns being posted on social media about suspicious vehicles and attempted luring in Holleybrooke, and they (postings) are saying there are four or five male teenagers attempting to pick up younger girls. Detective Lay stated that it is not unusual for gangs to use young members for some of their activities, possibly to entice young women.

Irene asked the detective how to get it across to others not to rely on social media to report activity instead of calling law enforcement. Irene commented that she has received calls on the answer line reporting an incident and when she calls the sheriff's office, she is reporting as a third party. Detective Lay mentioned the problem with social media is that gang members have these sites monitored and hacked as a possible source to recruit. Detective Lay encouraged those who see something to call the sheriff's office directly and not the HOA, and he mentioned there are several ways to remain anonymous to include Crime Stoppers.

Resident Participation ~ Judy indicated there was about 10 minutes before adjourning to executive session and opened the floor to residents with questions or concerns for the Board.

Isaac Adusei introduced his wife, Eunice, and indicated he had been a resident three years and this is the first meeting he has attended. Mr. Adusei asked what the dues are used for and why when he calls the HOA no one will pick up the phone? Regarding the phone, Irene stated that the HOA has an answer line only and it is not an office. Mr. Adusei mentioned he had called inquiring about his payment and stated that it took a while for his call to be returned. Irene apologized for the delayed response, and stated that she tries to return calls within 24 hours but calls received on a Saturday (weekend) may not be returned until Monday. Irene also explained the process for how payments received are deposited. Michelle asked Mr. and Mrs. Adusei if they received a return call, and Mrs. Adusei indicated they did. Judy and Lenora mentioned that the www.holleybrooke.org website has information available, (such as financial reports, minutes, etc.) that will provide a break down of the expenditures for the Association. Mr. Adusei also asked why there is not a drop box at the pool area rather than having to use the postal service? Michelle stated concerns about using a box for payments, but that a suggestion box is worth consideration.

Karla Spaulding indicated she would like to see a box that homeowners could drop off their pool passes rather than having to mail them.

Ray Gemma had a question about a letter he had received from Irene asking about items not returned from a record request from earlier in the year, and asked about a 21 grand receipt that “are not in the records”. Mr. Gemma asked if the Board was aware of this? Irene stated that this has already been addressed before. Irene explained that with QuickBooks, when a deposit has to be corrected that the whole deposit has to be voided and a new deposit created. The deposit in question involved two months: the original deposit (dated from February) and the voided/corrected deposit (dated from March). Irene stated that the corrected deposit was attached to the original deposit (February) and was separated when Mr. Gemma made copies of the records. Irene indicated that the records were not put back together correctly by Mr. Gemma at the time they were returned. Irene further stated that when she (and a Board member) put the records back together, that receipt stood out alone and it wasn't until the following month that it was realized that the receipt in question was the corrected deposit, but that the receipt total on both receipts is the same.

Jenni Snyder asked which auditor is being used, and how much are they charging? Irene stated that the Board chose Robinson, Farmer, Cox Associates. Irene said she believed the cost to be around \$6,000 for two years.

Mike Gleason mentioned to everyone present about a safety concern regarding bears being spotted in the area, and encouraged everyone to be careful.

Judy thanked everyone for coming before the Board adjourned to executive session.

8:06 pm ~ The Board adjourned to Executive Session.

8:36 pm ~ Lenora motioned to adjourn; Judy seconded the motion. All agreed.

Holleybrooke Homeowners' Association, Inc.
Board of Directors Meeting
June 18, 2019
Monthly report submitted by
Irene Davidson
Administrative Assistant

Financial Report:

Balance as May 31, 2019 statement
Checking: \$ 142,642.94
Reserve Account: \$144,015.60 (includes interest
\$55.02)

Balance checking as of 6/18/19: \$152,227.19

Non-payments to date: 10 owes partial payment. 37 owe dues plus
late fee. (of the 37 2 are deceased, 14 are repeat).

ACC UPDATE: 1/1 through 6/18/19

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

Currently there are 2 properties that have been sent to attorney

4 requests for additions: fences, sheds