

**HOLLEYBROOKE HOMEOWNERS ASSOCIATION, INC.**

**May 21, 2019**

**Meeting was called to order at 7:01 pm by Sharon Jeter at Snow Library. The members present: Sharon Jeter, President; Judy Lamberth, Vice President; Lenora Brothers, Secretary; Eric Lowe; Irene Davidson, Contract Employee.**

**Judy announced to the homeowners present that there will be a change to the format for this meeting due to library personnel chastising the Board for previous meetings that have ended late and for the chairs not being restored before leaving. Judy asked that those homeowners with comments, questions or suggestions for the Board to fill out the form provided and the Board will address their written comments, questions or suggestions.**

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

**Irene read the Treasury Report. As of April 30 , 2019, the checking balance was \$145,695.89 and the money market fund was \$143,960.58. As of May 21, 2019 the check book balance was \$128,341.54. As of May 19, 2019, according to Irene there are 93 homes with partial payments due, and 82 homes with full payments (plus a late fee) due. Irene also stated that 4 of the 82 homes are either empty or a foreclosure (or going to closing). After a review of the expenses, Judy motioned to accept the Treasury Report; Eric seconded the motion. The Treasury Report was accepted with no objections.**

**NEW BUSINESS:**

**HOA Community Volunteers ~ Sharon mentioned that there will be opportunities available for homeowners interested in helping out and that Michelle has agreed to oversee organizing those volunteer opportunities. Lenora stated that the Google link listing volunteer opportunities has been uploaded to the HOA website ([www.holleybrooke.org](http://www.holleybrooke.org)) and that Michelle will be monitoring the Google link for homeowner feedback.**

**OLD BUSINESS:**

**Pool ~ Sharon asked Irene for an update on the pool status. According to Irene, the pool is almost ready to open and that the lifeguards only had the tables and chairs to clean.**

**Eric stated that the Board would be at the shed on Wednesday to validated pool passes and Irene verified that she and the Board would be at the shed on Wednesday and Friday (prior to the pool opening) from 6:30 pm – 8:00 pm.**

**Accounting Audit/Reserve Study ~ Eric mentioned that after receiving the information from three (3) CPA firms the Board has agreed to request a two-year audit of the HOA financial records. According to Eric, the Board is also looking into bids for a Reserve Study, but that the Reserve Study would not be done until after the audit is complete. Irene also stated that the Reserve Study will provide an estimate of what it would cost to replace or repair equipment and will identify any issues in need of immediate attention.**

**Member Comments Addressed ~ Judy addressed some of the comments and concerns brought to the Board's attention from the April meeting.**

**Judy mentioned that Mr. Housey had asked about wanting to volunteer, and Judy mentioned that a link had been provided on the HOA website ([www.holleybrooke.org](http://www.holleybrooke.org)). Judy also mentioned that Mr. Housey had asked if the members could set up an oversight committee for the Board. Judy mentioned that there is nothing stated in the Bylaws about this.**

**Judy mentioned that Mr. Knudsen was concerned about something that may or may not have been said by Irene at a previous meeting pertaining to the wood carpet that was installed at the new playground area. According to the recorded meeting, Irene had stated that she “hoped” more wood carpet would not be needed.**

Irene stated that the original bill for the new playground equipment included the purchase of wood carpet to be installed to the extended playground area. The other bill was for the purchase of wood carpet that was installed to the old playground area due to safety concerns. Irene went on to say that we are required to follow safety guidelines established by the ADA (Americans with Disabilities Act) and playground safety rules. Irene mentioned that after the first load of wood carpet was installed to the old playground, the depth of the wood carpet was two high and a second load of wood carpet had been refused. According to Irene, because the second load of wood carpet to the old playground had been refused, a credit of \$1,317.60 was applied to the original bill for the new playground equipment (that included wood carpet to be installed to the extended playground area). To clarify, Lenora stated there are two separate bills involving wood carpet being referenced.

Before officially adjourning to Executive Session to address HOA business still remaining from previous meetings and current business, the Board encouraged homeowners to put their comments, questions and suggestions in writing to be addressed prior to or at the next Board meeting.

7:17 pm ~ The Board adjourned to Executive Session.

8:01 pm ~ Judy motioned to adjourn; Sharon seconded the motion. All agreed.