

Hollymead Citizens Association
Board of Directors Meeting
June 4th, 2007
7:00 p.m. – 9:00 p.m.
Silver Thatch Inn

Approved Minutes

Board Members Present

Charlie Smith (President)
Pete Chapman (Vice President)
Glenn Wait
Jim Bone
Nancy Zingrone

Trish Cuthbert (Treasurer/Secretary)

1. Approval of April 9th Minutes

April 9th Minutes approved – no objections

2. Approval of April 30th Minutes

April 30th Minutes approved – no objections

3. Approval of June 4th Agenda

Agenda approved – no objections

4. Reports from Standing Committees

a. Pool Operations

Pete reports that Jason Halloran has resigned from pool management and that Pete is now Pool Manager, that the pool is clean, the teams are up and running, an inventory has been made of needed repairs, new furniture is in place, shade sails have been ordered, and Pete is investigating chlorination and pool lights. Jason Halloran's request for further reimbursement, and source of funds for pool repairs were also discussed.

b. Treasurers Report

Trish presents the treasurers report – approved with no objections.

Trish leads discussion which includes current efforts to find the best CD rates for the reserve account, setting up a finance committee meeting the week of June 19th, employee taxes under the pool contract, efforts to collect back dues, procedures for collection if back dues are not forthcoming, and in keeping with established HCA policy, notes that names of individuals whose dues are 271 or more days past due will be sent to HCA lawyer Jim Bolling for further collection efforts.

c. Trash

Jim Bone reports trash contractor has promised to limit trash collection to hours after 7:00 a.m.

d. Neighborhood Liaison

Charlie circulates email proposal from TEC, Inc. to survey, conduct borings and provide report on condition of the lake bed of Lake Hollymead. Charlie notes that submitted bid is lower than money already allocated for the purpose, thus no new motion is needed to accept the bid.

e. Townhouse Liaison

Nancy brings up the request made at the April 30th Annual meeting that some kind of planting be done to provide a barrier between the Somer Chase Townhome backyards and South Hollymead Drive. Matter referred to the grounds committee.

f. Neighborhood Watch

No report on neighborhood watch.

g. Communications

Charlie discusses the next newsletter and its content, notes that the neighborhood pool party is scheduled for June 15th and the neighborhood yard sale for June 16th and suggests that advertising for the yard sale needs to be done. Glenn moves that \$100 be spent on a newspaper ad, and \$220 on banners that can also be used for future yard sales. Pete seconds the motion. Motion passes unanimously.

h. Design Review

Glenn reports that 3 Design Review requests have been approved and that the status of any outstanding requests will be reviewed.

i. Grounds

Charlie reports that the waterline to the corner will be installed. He also notes that a flooding problem exists along South Hollymead drive that is currently being controlled by sandbags. Jim moved that \$500 be allocated to investigate and solve this problem. Pete seconded. The motion passed unanimously.

j. Beautification (Landscaping)

No report.

k. Nominating Committee

It was noted that we have one vacant one-year post.

5. Old Business

No old business.

6. New Business

a. Election of Officers

1. Glenn nominates Charlie Smith for President. Pete seconds. Motion carries unanimously.
2. Nancy nominates Pete Chapman for Vice-President. Jim seconds. Motion carries unanimously.
3. Jim nominates Nancy Zingrone for Secretary. Glenn seconds. Motion carries unanimously.
4. Trish Cuthbert to remain as Treasurer.

The nominated slate was presented for election. All nominees elected unanimously.

b. Committee Assignment

The following committee assignments were made:

Beautification

Anna Freshwater (Chair)

Communications

Charlie Smith (Chair)

Nancy Zingrone

Condominium Liaison
Ivo Romenesko (Chair)

Design Review
Glenn Wait (Chair)
Nancy Zingrone

Finance
Charlie Smith (Chair)
Pete Chapman
Trish Cuthbert

Grounds
Nancy Zingrone (Chair)
Glenn Wait

Pool
Jim Bone (Chair)
Pete Chapman

Neighborhood Liaison
Charlie Smith (Chair)
Anna Freshwater

Neighborhood Watch
Anna Freshwater (Chair)

Nominations
Pete Chapman (Chair)
Ralph Lee
John Shoupe

Townhome Liaison
Carole McIvor (Chair)
Nancy Zingrone

Trash
Jim Bone (Chair)
Charlie Smith

c. Review of HCA Documents

Charlie led discussion of the need to have the HCA documents reviewed for compliance with state laws and regulations. Charlie moved that HCA lawyer Jim Bolling be given the remit and that \$2500 be allocated for his compensation. Pete seconded. Motion passed.

7. Next Meeting Date – July 9th, 2007

8. Adjournment

Charlie Smith moved the meeting be adjourned. Pete seconded. Motion passed unanimously.

Hollymead Citizens Association
Board of Directors Meeting
July 9th, 2007
7:00 p.m. – 9:00 p.m.
Silver Thatch Inn

Approved Minutes

Board Members Present

Charlie Smith (President)
Pete Chapman (Vice President)
Nancy Zingrone (Secretary)
Anna Freshwater
Carole McIvor
Ivo Romenesko
Glenn Wait

1. Approval of July 9th 2007 Agenda

Agenda approved – no objections

2. Approval of June 4th 2007 Minutes

June 4th Minutes approved – no objections

3. Comments from HCA Members

No members in attendance.

4. Treasurer's Report

Treasurer not present. Treasurer's report postponed until September meeting.

5. Reports from Standing Committees

a. Pool Operations

Pete reported that pool operations are going fine. Guest fees of \$509 and party fees of \$600 have been collected so far. Charlie noted that water line has been installed and a lock put on the line. Pete noted that crepe myrtles and other trees are overhanging the pool area and need to be trimmed. Grounds committee agreed to have that taken care of. Charlie brought up the possibility of changing pool rates for couples and singles in 2008. Pete will survey current memberships to see how many couples and singles are pool members in advance of a future discussion of the rates.

b. Finance Report

June Finance Committee meeting was not held due to schedule conflicts. Charlie noted that collection efforts made in June were already bringing in responses.

c. Trash

Brief discussion of on-going problems with recycling pick-up in Somer Chase Townhomes.

d. Neighborhood Liaison

Charlie reported that Forest Lakes is interested in having a professional depth survey done to determine the bottom depth of Hollymead Lake. Such a survey would add an additional \$4100 to Hollymead's cost (less the unused allocation of \$2100 for the lake bed boring survey that is being done now). Discussion centered on whether or not this extra step was needed. It was concluded that the relevance of depth survey

depended in part on the results of the core analyses. Because the core analyses would be done in August, it was decided to table the discussion of the depth survey until the September meeting.

e. Townhouse Liaison

No report was given.

f. Neighborhood Watch

Anna reported that Neighborhood Watch news would be posted to the Hollymead Yahoo discussion group. Among the things to be reported are that a car was broken into in the Silver Thatch parking lot, and a jeep had been vandalized in another incident. Anna also noted that more volunteers were needed for complete coverage of the neighborhood.

g. Communications

Charlie reported that the newsletter was postponed and that the content and timing of the next one would be discussed at the September meeting.

h. Design Review

Glenn reported that no new Design Review requests had been received and that he had set up a spreadsheet to track new requests as they come in.

i. Grounds

Nancy reported that she had started the process of getting plans/bids for a “hedge” to hide the back patios of the Somer Chase townhomes as well as to get advice on perennial planting for the corner near the pool. The possibility of requesting a quote from James River Landscaping was discussed. Anna reported on the resolution of various requests for grounds maintenance, including the problem of tree limb dumping in common areas.

j. Beautification (Landscaping)

No report.

k. Nominating Committee

Pete reported that no nominees for our vacant one-year post have been found as yet.

6. Old Business

No old business.

7. New Business

Charlie led the discussion of the request made by Peace Lutheran Church to purchase approximately 2 acres of common area land from the HCA. Peace Lutheran Church wishes to build a new parking lot on the property so that they can expand their current church building into their current parking lot as well as obtain additional parking for members. Among the issues raised were: would the HCA documents allow such a sale and if so, what procedures would need to be followed to obtain permission of homeowners (speculation that all or most of the homeowners and their lenders would need to give permission for such a sale), whether Albemarle County would approve such a sale as well as the intended use of the 2 acre plot, how construction at Peace Lutheran might impact on the sediment problem in Lake Hollymead and whether the building of a catchment basin by Peace Lutheran should be included in the negotiations to ameliorate the impact of their project on Lake Hollymead, whether leasing the property to Peace Lutheran would be a better option in terms of what the County would allow and in terms of gaining the approval of the HCA membership, the relative benefits of leasing versus buying in terms of the cash in-flow to the HCA and the potential uses of such a cash flow, the zoning restrictions and unavailability of suitable land for church expansion in the county and the impact of both on setting a price for sale or lease, and the potential future value of the property should the County’s plans for feeder roads parallel to Route 29 go

forward. The matter was referred both to Jim Bolling, the HCA lawyer, with the remit to check the HCA documents for the feasibility of a sale or lease as well as to determine the proper procedures for the approval of a sale or lease should it be feasible. It was also decided that the County should be consulted for a preliminary opinion on the request.

In a related issue, the Board also discussed the use of fill dirt from the dredging of ponds in Hollymead and from land changes if the Peace Lutheran deal goes forward.

7. Next Meeting Date – September 10th, 2007

8. Adjournment

Meeting was adjourned.

Hollymead Citizens Association
Board of Directors Meeting
September 10th, 2007
7:00 p.m. – 9:00 p.m.
Silver Thatch Inn

Approved Minutes

Board Members Present

Pete Chapman (Vice President)
Nancy Zingrone (Secretary)
Jim Bone
Anna Freshwater
Glenn Wait
Carole McIvor
Trish Cuthbert

1. Approval of September 10th 2007 Agenda

Jim Bone moved to accept Agenda, Pete Chapman seconded. Agenda was approved.

2. Approval of July 9th 2007 Minutes

Glenn Wait moved to accept July 9th Minutes. Jim Bone seconded. Minutes were approved.

3. Comments from HCA Members

Jeff Qureshi, an HCA member, was in attendance. He raised issues related to trash pick-up prior to 7 a.m. on some Hollymead streets. He suggested that two amendments to our contract be requested from our Trash service: that pick up for all streets in Hollymead should begin after 7 a.m., and that reminder for renewal should be extended to six months prior to contract's expiration rather than six weeks as contract already states. Jim Bone agreed to look at contract, and to determine whether contract can be uploaded to HCA website.

4. Treasurer's Report

Trish Cuthbert introduced September balance sheets, profit and loss and aging summary.

5. Reports from Standing Committees

a. Pool Operations

Pete Chapman gave a general report on the pool season. He listed items in need of repair or replacement including new faucets and urinals in bathrooms, new chlorinator and sand filter for pool. He agreed to bring figures on a conversion to a salt water system to October 8th meeting. He noted that G&C Design is doing a pressure study to determine if the baby pool is leaking. He also noted that tables, chairs and chaises had been bought for next season. Discussion of pool fees for single members was tabled for a future meeting.

b. Finance Report

Questions were raised as to progress of collection efforts, and to procedures surrounding providing new homeowners with HCA documents. It was decided to table discussion of collection efforts until October meeting with principle questions being: How are current collection efforts going? What is the exact policy regarding collection and how may that be improved?

c. Trash

Jim Bone led additional discussion on Jeff Quereshi's points about timing of pick-up and reminders for renewal. Requests were made for a specific list of what Trash service will recycle.

d. Neighborhood Liaison

Jim Grace from Forest Lakes was welcomed to the Board meeting. He introduced and discussed the Hollymead Lake Sediment Study and its findings, in particular the impact of run-off from the construction on the opposite side of Route 29. Jim Grace also read a letter he is presenting at the Albemarle County Board of Supervisors Meeting on the 12th of September protesting the impact of construction run-off on Hollymead Lake. He asked if the letter, which is signed by the Forest Lakes Community Association, could also be signed by the HCA. Glenn Wait moved that the Hollymead Citizens Association sign the letter. Jim Bone seconded. The motion passed unanimously.

Jim Grace also proposed that a depth survey is needed to further document the condition of Hollymead Lake. \$8200 is needed to conduct the depth survey. Glenn Wait moved that the Hollymead Citizens Association approve the depth survey and allocate its share of \$4100 to the cost. Pete Chapman seconded. The motion passed unanimously.

Jim Grace also mentioned that on October 17th in the Insurance Drive area of Hollymead there will be an event in which all six candidates for the County Board will be available for questions and answers. Jim Grace will send information regarding the process of submitting questions to Charlie Smith.

e. Townhouse Liaison

No report was given.

f. Neighborhood Watch

Anna Freshwater noted that block captains are still needed and she will be writing an appeal to be included in the September Newsletter.

g. Communications

Nancy Zingrone agreed to take over the preparation of the HCA newsletters. She asked committee chairs to send items to her by September 15th.

h. Design Review

Glenn Wait noted that there are a number of visible violations of the HCA documents regarding architecture review around the community. Discussion centered on the need to bring Board policy into compliance with HCA documents or to amend HCA documents to fit Board policy. It was decided to table the discussion until October 8th meeting.

i. Grounds

Nancy Zingrone presented an estimate from Bartlett Tree Service for removal of lightning-struck tree on Easy Lane. It was decided that Bartlett Tree Service needed to itemize their estimate and resubmit and that other arborists and tree removal companies should be consulted.

j. Beautification (Landscaping)

Anna Freshwater presented an estimate from K & H Landscaping for removal of the dead pine on the corner as well as the reseeding of the grass in that area. She also discussed plans to hire Garden Barn to plant flowers around the Hollymead Sign and on the corner. Problems with the playground and the budget available for repairs was discussed. The possibility of combining Grounds and Landscaping budgets so as to hire a landscaping service to take care of all the work was also discussed.

k. Nominating Committee

Jeff Qureshi volunteered for the vacancy on the Board. He was asked to get his CV to Pete Chapman for the nominating committee.

6. Old Business

The sale/lease of common land to Peace Lutheran Church was brought up. The discussion at the July meeting was reviewed. It was decided to table the item until the October meeting.

7. New Business

a. The possibility of having a management company take over some or all of the functions of the various committees of the Board was discussed. It was decided that proposals might be requested and discussed at a future meeting.

b. Anna Freshwater noted that Ray Gaines at 1712 Easy Lane is having trouble with beavers. She suggested that USDA be called to remove the beavers at the HCA's expense. Pete Chapman moved that USDA be called and that funds be approved for the removal. Glenn Wait seconded. The motion passed unanimously.

8. Next Meeting Date – October 8th, 2007

9. Adjournment

Glenn Wait moved to adjourned, Jim Bone second, and the motion passed unanimously.

Hollymead Citizens Association
Board of Directors Meeting
October 8th, 2007
7:00 p.m. – 9:00 p.m.
Silver Thatch Inn

Approved Minutes

Board Members Present

Charlie Smith (President)
Pete Chapman (Vice President)
Nancy Zingrone (Secretary)
Ivo Romanesko
Jim Bone
Anna Freshwater
Glenn Wait
Carole McIvor
Jeff Qureshi

Trish Cuthbert (Treasurer)

1. Approval of October 8th 2007 Agenda

Agenda was approved without objections.

2. Approval of September 10th 2007 Minutes

Ivo Romanesko moved to accept September 10th minutes. Glenn Wait seconded. September 10th minutes approved.

3. Comments from HCA Members

Hollymead Homeowner Jeff Qureshi in attendance. No issues were raised.

4. Secretary/Treasurer's Report

Trish Cuthbert introduced the October balance sheet, profit and loss statement and aging summary. She noted that: cash was transferred to reserve account; newsletter and quarterly bills were mailed; trash costs were down against the budget; and pool costs (comprised of deferred maintenance) were up against budget. HCA collection policy of sending to collection those bills overdue more than 271 days was reaffirmed. The method of calculation of late fees was discussed.

Also discussed was the allocation of funds to HCA lawyer Jim Bolling for the review of the Hollymead Citizens Association documents. It was reiterated that at the June 4th board moved Jim Bolling had been given the remit to review the HCA documents for compliance with state laws and regulations and that \$2500 be allocated for his compensation. A brief discussion followed of the procedure for notifying HCA members and/or obtaining approval from HCA members for any changes to documents.

5. Reports from Standing Committees

a. Pool Operations

Pete Chapman described conversion to a salt water system for the pool. Disadvantages included initial conversion cost of \$10,000 to \$12,000. Advantages included no need to store hazardous chemicals in the pool area and the reduction in yearly cost of maintenance post-conversion. It was noted that current chemicals cost \$8,000 per year and the post-conversion the yearly cost would be around \$2,000. Thus, it was argued, the conversion would pay for itself in 2 to 3 years. In addition swimmers would no longer

suffer from the disadvantages of a chlorine-based system. Chapman also mentioned that more shade and water fountains should be added to the pool area next year. Jim Bone moved that the Board approve the conversion of the HCA pool to a salt water system next year as well as the addition of more shade and water fountains. Charlie Smith seconded. The motion was approved unanimously.

b. Finance Report

Finance committee meeting date was set for the 25th of October from 7 to 9. Charlie Smith led a discussion of the possibility of the allocation some aspects of our maintenance to a management company. The issue was tabled for a future meeting.

c. Trash

Jim Bone let a discussion about the scheduling of a large item pick up. Glenn Wait moved to schedule a pick up before the end of November. Ivo Romanesko seconded. The motion passed unanimously. Jim Bone will set up a card mailing for the notification of HCA members if necessary.

d. Neighborhood Liaison

Discussion of the Hollymead Lake question. It was noted that Jim Grace of Forest Lakes will no longer be involved in the discussions with the Albemarle County Planning Board. Charlie Smith, Anna Freshwater, and Nancy Zingrone from the Board, and Homeowner Jeff Qureshi volunteered to attend the next planning commission on the Lake. Jeff Qureshi volunteered to contact an environmental law firm to look at the HCA position on seeking compensation for the construction-caused damage to the Lake.

e. Townhouse Liaison

Carol McIvor gave a report on probable topics of discussion at the Hollymead Townhome Association members to be held in October.

f. Neighborhood Watch

No report was given.

g. Communications

Nancy Zingrone had no report on the most recent newsletter. The scheduling of the November newsletter was discussed.

h. Design Review

No report was given.

i. Grounds

Nancy Zingrone reported that remodeling signs along Hollymead Drive were removed. Anna Freshwater reported that \$1300 was paid to the USDA representatives to attempt removal of the beavers behind Easy Lane. The duties of Jeff Shiflett as regards mowing the dams and removing the debris near the pond between Sourwood Lane and Easy Lane was discussed as was the referral of landscaping changes by homeowners for approval to the Design Review board. Zingrone also noted that she had not pursued estimates for a planted "screen" along South Hollymead drive because of the current drought.

j. Beautification (Landscaping)

Anna Freshwater noted that we need light at the main Hollymead sign. She also discussed canceling the plans to seed the corner in light of the current drought, and the use of the corner hose for watering.

k. Nominating Committee

Pete Chapman nominated Jeff for the vacancy on the Board left by Wayne Bader's resignation at the April meeting. Glenn Wait seconded the nominated. The nomination was approved unanimously. Jeff

Qureshi was welcomed to the Board. He was assigned to the Trash, Grounds and Neighborhood Liaison committees. His term will end in 2008.

6. Old Business

No old business was raised.

7. New Business

No new business was raised.

8. Next Meeting Date – November 12th, 2007

9. Adjournment

Meeting was adjourned.

Hollymead Citizens Association
Board of Directors Meeting
November 12th, 2007
7:00 p.m. - 9:00 p.m.
Silver Thatch Inn

Approved Minutes

Board Members Present

Charlie Smith (President)
Pete Chapman (Vice President)
Nancy Zingrone (Secretary)
Glenn Wait
Jeff Qureshi
Jim Bone
Carole McIvor

Trish Cuthbert (Treasurer)

1. Approval of November 12th, 2007 Agenda
Agenda was approved without objections.

2. Approval of October Minutes
Approved with minor edits.

3. Comments from HCA Members
HCA Member Anne Martin complained about the timeliness of her past assessment billings which was rectified prior to the Board meeting. A duplication in her membership records was noted and rectified.

4. Secretary/Treasurer's Report
Trish Cuthbert noted that outstanding pool bills were paid and the pool account had been closed. The to date Profit and Loss and Accounts Receivable reports were reviewed.

5. Reports from Standing Committees

a. Pool Operations

The pool is closed for the season. The committee had nothing new to report.

b. Finance Committee

Finance committee did not meet after the October 8th board meeting. No report was made.

c. Trash

Jim Bone noted that a bulk trash pick-up has been scheduled for November 16th, 2007. It was decided to postpone the pick-up to November 30th, 2007 so that a notice could go out with the November newsletter as well as a list of what Allied Waste will recycle.

d. Neighborhood Liaison

Charlie Smith reported on the Albemarle County Meeting on Places 29 held on October 23rd at Sutherland Middle School in Hollymead. Board members Charlie Smith, Anna Freshwater, Nancy Zingrone and Jeff Qureshi were among the HCA members who attended the meeting. Smith summarized the comments made at the meeting on the status and future of Hollymead Lake. Concerns over the County's plans for the Lake were aired, and the possibility of getting together with Forest Lakes Homeowner's Association to develop the lake for our recreational use was discussed.

e. Townhouse Liaison

No report was given.

f. Neighborhood Watch

A minor incident on Halloween and a car broken into on Lamkin Way were discussed. No formal report was given.

g. Communications

The content of the upcoming November newsletter was discussed. Nancy Zingrone will coordinate final content with Board members. Having HCA minutes posted to the website was discussed.

h. Design Review

Glenn Wait noted that he has some applications under review and will report on them at a later date..

i. Grounds

Nancy Zingrone mentioned the leaf removal schedule for December along Hollymead Drive. The possibility of changing to a grounds maintenance service was discussed.

j. Beautification (Landscaping)

No report was given.

k. Nominating Committee

No report was given.

6. Old Business

No old business was raised.

7. New Business

Charlie Smith led a discussion focused on setting the 2008 Budget.

A comparative spreadsheet of 2003 to 2007 to date income/expense was reviewed line by line. It was noted that in 2007 we spent as a percentage of dues, approximately 24% on trash collection, about 8% on insurance, bookkeeping, office and mailing expenses, 10% on common area mowing and maintenance, and we deposited 20% to reserves. The balance was spent on pool operations and the remaining pool loan interest, legal and professional services, and repairs and maintenance on the entrance sign.

It was noted we exceeded our goal of putting at least \$50,000 into reserves during 2007. Our reserve study indicates that we should be moving \$70,000 per year to reserves and our goal in 2008 is to meet that figure.

In the 2008 budget it was suggested that dues be set at \$116 per quarter for homeowners, \$157.50 per quarter for Somer Chase Townhouse owners (this equals \$116 per quarter plus \$41.50 for back door trash pick-up), \$85.50 for condominium owners (\$116 per quarter minus \$30.50 for trash pick-up because condominium owners are not covered by our trash contract) and \$22.00 per quarter for each of the two unimproved lots. Once an acceptable budget had been formulated, Nancy Zingrone moved that the 2008 budget be accepted. Jeff Qureshi seconded the motion. The motion passed unanimously.

8. Next Meeting Date – January 14, 2008

9. Adjournment.

Meeting was adjourned.