

Hollymead Citizens Association
Board of Directors Meeting
February 10th, 2010
7:00 p.m. – 8:00 p.m.
1560 Robin Lane

Minutes

Board Members Present

Charlie Smith (President)
Nancy L Zingrone (Secretary)
Jeff Boutet
Carole McIvor
Stephanie Johnson

Trish Cuthbert (Treasurer)

HCA Members Present

Tim McConnell, Sourwood Place

1. February 9th, 2010 Agenda

Because of increasingly snowy conditions, Charlie Smith suggested that the Agenda be amended to deal with New Business only. HCA Board members in attendance agreed unanimously.

2. New Business

Tom McConnell reported on the sinkhole that has formed in his front yard on Sourwood. He provided the board with a map and letters and emails on the subject. The problems that caused the sink hole dated back to 2007. VDOT filled in the sink hole that formed at that time with dirt rather than addressing the underlying problems. Carole McIvor and Charlie Smith led the discussion on methods to fix the current problem. VDOT has responded that the problem is not centered on the HCA easement. McConnell presented the damage resulting from the sink hole and the resulting flood in his remodeled basement. Trish Cuthbert asked for the estimates on the damage. Charlie Smith noted that HCA would fix the sink hole. As for the damages HCA's lawyer would be consulted on HCA's legal responsibility in the matter and an investigation would be carried out to find the origin of the flooding. Jeff Boutet also took part in the discussion. Jeff Boutet moved that HCA fix the sink hole and repair the damage to the yard, giving Charlie Smith the remit to assess the extent of the damage, obtain estimates and commission the work. Stephanie Johnson seconded the motion. It carried unanimously. The issue of compensation to the homeowner was deferred to the HCA lawyer.

Trish Cuthbert discussed the movement of funds into the CD.

Stephanie Johnson presented the pool management contract. Specific items of the contract were discussed. Stephanie Johnson noted that she was reviewing the new contract in light of the previous year's contract. Nancy Zingrone moved that Charlie Smith and Stephanie Johnson be given the remit to negotiate the final contract to closure on behalf of the HCA Board. Carol McIvor seconded. The motion carried unanimously.

3. Adjournment

The meeting was adjourned so that members could get home while the roads were still passable. All other agenda items were deferred to the March meeting.

Hollymead Citizens Association
Board of Directors Meeting
May 11, 2010
7:00 p.m. – 9:00 p.m.
1560 Robin Lane

Minutes

Board Members Present

Charlie Smith (President)
Stephanie Johnson (Vice President)
Anne Souder (Secretary)
Anna Freshwater
Larry Howard
Carole McIvor
Ivo Romenesko
Nancy Zingrone
Trish Cuthbert (Treasurer)

1. Approval of the March 2010 Minutes

Ivo Romenesko moved for approval. Carole McIvor seconded. The minutes were approved.

2. Approval of May 11th, 2010 Agenda

The agenda was approved as written.

3. Secretary/Treasurer's Report

No Secretary's report was given. Trish Cuthbert gave the Treasurer's Report. Trish presented the final the year to date Profit and Loss and Balance Sheet. The Accounts Receivable Aging Report detailing homeowners in arrears on their dues was reviewed. Charlie Smith noted that the homeowners at 1600 Broad Crossing who are in arrears had not mowed their lawn. Larry Howard requested clarification on the HCA policy on unmowed lawns. Anna Freshwater reviewed the policy.

4. Election of Officers

Anne Souder nominated Charlie Smith for President. Nancy Zingrone seconded the nomination. Charlie Smith was appointed to the Presidency by acclamation.

Nancy Zingrone nominated Stephanie Johnson for Vice-President. Ivo Romenesko seconded the motion. The motion carried unanimously.

Carole McIvor nominated Anne Souder as Secretary. Ivo Romenesko seconded the motion. The motion carried unanimously.

Stephanie Johnson nominated Trish Cuthbert as Treasurer. Ivo Romenesko seconded the motion. The motion carried unanimously.

5. Committee Assignments

After discussion the following roster of committee assignments were proposed:

Stephanie Johnson: Landscaping & Grounds, Nominations, Pool (Chair), Recreation (Chair), Trash.
Carole McIvor: Townhome Liaison (Chair), Trash

Ivo Romenesko: Condominium Liaison (Chair)
Anna Freshwater: Landscaping & Grounds (Chair), Neighborhood Liaison, Pool, Recreation
Charlie Smith: Design Review, Finance (Chair), Neighborhood Liaison (Chair), Nominations
(Chair), Recreation, Trash
Anne Souder: Communications (Chair), Design Review (Chair), Townhouse Liaison
Larry Howard: Condominium Liaison, Design Review

Committee assignments for HCA Members:
Ben Arbogast: Neighborhood Watch (Chair)
Jeff Boutet: Communications (Website)

Charlie Smith called for a vote on the Committee Assignments. All Board Members in attendance voted “aye.”

6. Committee Reports

a. Pool Operations

Stephanie Johnson reported on damage to the pool cover and noted that she was looking for a new cover. Opening day for the pool was set for May 29th. A pool party was scheduled for June 12th. Pool chairs were being replaced; the pool drain was noted as still in progress and needing 20 more feet. New pool memberships were increased over the previous year. Anna Freshwater asked for clarification on pool membership policy and Carole McIvor asked for a clarification on ID cards for the 2010 season. Stephanie Johnson and Trish Cuthbert the system in place.

b. Neighborhood Liaison

Charlie Smith reviewed the Lake Hollymead bridge crossover and the trail work that was expected to be completed by May 19th. The trail will terminate on the Hollymead side of the lake and loop back on the Hollymead neighborhood trail. Forest Lakes will let HCA know when it is ready to connect the two trails.

c. Condominium Liaison

Ivo Romenesko reported that everything is fine with the condominiums and that nothing else needed to be reported.

d. Townhome Liaison

Anne Souder gave a brief report on the Somer Chase Townhomes.

e. Neighborhood Watch

No report was given.

f. Communications

Anne Souder reported that the deadline for the July newsletter is June 15th.

g. Design Review

Charlie Smith reported on an approved shed project that has changed since approval to include a much bigger shed.

h. Landscaping & Grounds

Anna Freshwater reported that the drains had been finished as had the grading and mulch near the pool. Weeds on Sourwood needed leveling so that the area could be mowed. She also noted that the four bids had been received for the paving, ranging from \$18,575 to \$20,000 for 18015 square feet. SL Williamson’s bid was accepted. A discussion ensued about when the best time would be to pave. Stephanie Johnson and Carole McIvor took part in the discussion. The issues included discussions over

the smell, the best timing for the paving, the price and the impact on runoff. Carole McIvor moved to allocate \$1000 to build up the berm and spread more gravel plus \$1500 to repair and paint the parking lot fence. Anne Souder seconded. The motion carried unanimously.

Recreation

No report was given.

7. Old Business

No old business was raised.

8. New Business

Albemarle County Service Authority is replacing sidestreet water mains and putting in 6 inch mains all along the streets and to the existing fire hydrants. New hydrants are also being added to streets without hydrants. They are asking for 10-foot deep and 20-foot wide easements for the mains and hydrants. One of the easements coincides with the walk out from the Hollymead Trail (at the end of Goldentree). Stephanie Johnson moved to approve the easements requested by Albemarle County Service Authority. Carole McIvor seconded the motion. It carried unanimously.

9. Next Meeting: June 14th, 7pm at the Silver Thatch Inn.

**Hollymead Citizen Association
Monthly Meeting
October 11, 2010, 8pm-10pm
Silver Thatch Inn
APPROVED MINUTES**

Board Members Present:

Charlie Smith (President)

Larry Howard, Stephanie Johnson, Trish Rinald, Trish Cuthbert, Carol Mclvor, Ben Arbogast, Anna Freshwater, Ivo Romenesko

1. Agenda- approved.

2. Approval of Previous Minutes – None to approve.

3. Neighborhood Watch – Ben Arbogast

Due to the recent number of vehicle break ins, Ben Arbogast contacted Albemarle County Police Department and asked about having patrol more often. Police will step up patrols in Hollymead. Question: How to notify residents who don't subscribe to Hollymead Yahoo Groups that the ACPD are patrolling more often.

4. Comments from HCA Membership – None present

5. Secretary/Treasurer's Report - Balance Sheet and P&L submitted and discussed.

6. Committee Reports – shortened due to budget

- a. Townhome Liason – none
- b. Communication – none
- c. Design Review – none
- d. Grounds & Landscaping – 4 common area trees due to be removed November 2010, cost total: \$1350.

Hollymead Sign purchase defer to next meeting to see if repaired broken sign is put up. Charlie handed out bids from 3 companies to make new sign. **HOLLYMEAD SQUARE** needs a new sign now that they are not apartments.

James River Landscaping will continue 2011 contract for upkeep common area mowing and maintenance. Contract will not auto renew. Carole Mclvor moved to accept contract, Ivor Romenesko seconded. The vote to accept the contract for 2011 was approved unanimously.

7. 2011 Budget

Charlie contacted **Condominium Management** about managing Hollymead. \$2,000 monthly & 3% fee for additional subcontracting work. Will create 3% quarterly increase.

Changes with commercial property management: dues will go up, will need annual audit, \$1,700 to \$2,400, new owner packet income will go to mgmt. co., will have management company to call for association problems.

But lose other expenses: treasurer salary, office supplies, will keep basic website, drop payroll taxes.

Ivo said to ease into a contract, since once get away from citizen run organization, difficult to go back to self run.

Carole Mclvor will check out different property management company and get proposals.

Budget discussion put off till November 8, 2010 meeting to get input on cost estimates of property management companies.

8. Old Business - a. East Pond

TINKER'S COVE POND. What to do about the mosquito problem? This was tabled for future discussion.

9. New Business

Hollymead Swimteam. Should they pay a fee to use Hollymead pool?

10. Next meeting – Monday, November 8th, 2010, Silver Thatch.

- a. No Meeting in December

11. Adjourn at 9 pm