

Hollymead Citizens Association Board Meeting
February 12, 2013

At 7:18 PM the meeting was called to order by President, Charlie Smith.

Condominium Management (CMC) went over with the Board some of the questions and comments made by owners on the Owner Information forms. The Board informed CMC that they do not have individual unit files or ARB files for each unit. That ARB info is available on the Hollymead.org website. Steph Johnson was introduced to CMC as the Pool Chair. CMC was instructed to work on having the Association's taxes filed.

At 7:38 PM Charlie Smith moved the meeting to Executive Session for discussion of legal and personnel matters with the attorney.

At 8:28 PM the meeting was moved to regular session.

The next meeting date was set for March 11, 2013 at 7:00PM.

There being no further business, the meeting was adjourned at 8:43PM.

Hollymead Board Meeting Minutes

April 8, 2013

Attendees: Charlie Smith, Steph Johnson, Joy Pagnucco, Carole McIvor, Ivo Romenesko, Larry Howard, Anna Freshwater, Dannielle Shifflett and Brittany Baker with Condominium Management.

Mr. Smith called the meeting to order at 7:06 PM.

All residents in attendance, board members and management introduced themselves.

Ms. Shifflett presented the financials through March 31, 2013. Ms. Shifflett asked for clarifications on line items on the 2013 budget. Mr. Smith will send over the 2013 approved budget for Hollymead via email.

Ms. Shifflett stated that CMC is working with IRS and State of Virginia concerning interest and penalties Hollymead was assessed. Wills and Associates are working on the 2012 Tax Returns

Committee Reports

Pool Operation: Ms. Barker presented the proposed pool passes for the 2013 swim season all board members approved by unanimous vote. Ms. Johnson stated the baby pool will not be broken all year, but will be replaced in 2014. Ms. Barker asked how many families are allowed residents and non – residents. Ms. Johnson stipulated 100 non residents, 5 singles, and unlimited amount of residents. The guest pass will remain the same for the 2013 swim season. Ms. Johnson also stipulated no cash disbursements will be allowed for purchasing of pool passes at the pool.

Grounds: Mrs. Freshwater stated that Forrest Lakes would be egg addling and they requested Hollymead to split the cost of the bill, this was approved by unanimous vote. Mrs. Freshwater presented two quotes for replacement of the fence at the pool parking lot. Joe Phillips Fence Company presented one bid using pressure treated poplar for the amount of \$4,998.85, second quote for pressure treated pine in the amount of \$4,000.00. Mr. Smith made a motion to approve the treated poplar three rail fence, in the amount of \$4,998.85, Mrs. Pagnucco seconded and was passed by unanimous vote. Questions were raised in regards to fallen trees; Mr. Smith stated if the trees were to fall in the common wooded areas, they are left alone. If trees fall close to property lines and or the smaller wooded areas dividing the property lines, the association will handle.

Landscaping: Mr. Smith stated he liked the new lighting at the entrance sign.

Trash: Nothing to report at this time.

Neighborhood Liason: Nothing to report at this time.

Condominium Liason: They are working on changing the sewer lines and recommends Lane Bonner to join the board.

Townhome Liason: Ms. McIvor had nothing to report at this time. Mrs. Pagnucco mentioned that the townhome association is trying to locate the property line for mowing purposes. Trees by the pond were brought to the boards' attention.

Neighborhood Watch: Mrs. Pagnucco Discussed the egging that had taken place in Hollymead as well as Forrest Lakes. Albemarle County Police caught the culprits in the Forest Lakes subdivision. Also mentioned that any time crimes take place in or around the Hollymead association the Neighborhood is notified.

Communications: Mrs. Pagnucco and Mr. Smith asked the newsletter be sent to them for review before they are sent to all owners. Ms. Shifflett asked if we can gain access to the Hollymead.org to make changes to addresses and any new upcoming information. The board of directors set a community wide yard sale for Saturday, June 8, 2013 beginning at 8 AM. A Memorial day party has been set for May 27, 2013 beginning at 12:30.

Legal Committee: For all collections and legal opinions concerning Hollymead will now be turned over to Jim Bowling's office. Ms. McIvor made a motion to approve the turnover, Ms. Johnson seconded the motion.

A homeowner asked for advice regarding a neighbor's tree that is dead and is damaging their personal property. Both Ms. Shifflett and Mr. Smith advised them to send a letter via certified mail informing the neighbor tree is dead and if it were to fall and cause damage, the owner of the tree would be liable for all damages incurred. They also stipulated if the tree was alive and were to fall the insurance company would consider that an act of god and the owner would not be liable in most circumstances.

Another question was asked to have all minutes posted to the website. Ms. Shifflett assured once we gain access to the Hollymead website we will have that updated.

A homeowner asked that Mr. Smith address the embezzlement at the Annual Meeting taking place April 24, 2013.

Mr. Smith made a motion to go into executive session at 8:27 PM, Mr. Romenesko seconded.

There was a discussion on the pending Hollymead law suit. No board actions were taken

Mr. Smith made a motion to go back into regular session for adjournment at 8:43 PM and was seconded by, Mr. Romenesko.

The meeting was then adjourned at 8:44 PM.

Respectfully submitted by: Brittany Barker, Condominium Management

Hollymead Citizens Association
Board of Directors Meeting
May 13, 2013

The regularly scheduled Board of Directors meeting was held on the pool deck due to not having enough room inside the Silver Thatch Inn.

Those in attendance were Charlie Smith, Larry Howard, Stephanie Johnson, Ivo Romenesko, Carole McIvor, Trish Rinald, Joy Pagnucco, Brittany Barker and Dannielle Shifflett with Condominium Management.

Mr. Smith called the meeting to order at 7:20 due to trying to accommodate the amount of residents.

Mr. Romenesko made a motion to approve the agenda and was seconded by Mrs. Pagnucco and approved by unanimous vote.

Mr. Romenesko made a motion to approve the April 8, 2013 Board of Directors Meeting Minutes. The motion was seconded by Ms. Rinald and approved by unanimous vote.

Ms. Shifflett presented the financials dated April 30, 2013.

There was no Old Business to address at this time.

Mr. Smith called for Election of Officers. There were no further nominations.

Mr. Romensko made a motion then made a motion to nominate Mr. Smith for president. There being no further nominations from the floor, the motion was seconded by Ms. McIvor and passed by unanimous vote.

Ms. Johnson made a motion to nominate Larry Howard as Vice-President and was seconded by Mr. Romensko and passed by unanimous vote.

Ms. Johnson made a motion to nominate Brittany Barker as Secretary and was seconded by Ms. Pagnucco and was passed by unanimous vote.

Tonya Croxton a Hollymead resident asked to be nominated to fill the Treasurer position. Ms. Johnson made a motion to nominate Ms. Croxton as the Treasurer and was seconded by Ms. McIvor and was passed by unanimous vote.

Austin Nelson a Hollymead resident presented his Eagle Scout Project Proposal to the Board for initial approval. His proposal was to build a dock on Hollymead Lake 6ft X 12ft. All materials will be provided by Mr. Nelson through donations to his project. Mrs. Pagnucco made a motion to approve Mr. Nelsons Eagle Scout Project pending approval of no potential insurance liability from the insurance agent. The motion was seconded by Mrs. Johnson and approved by unanimous vote.

The Board approved to use up to \$1,000 toward directional signs to be placed at the path as allocated.

A resident requested that the Resident Remarks be moved in front of the Committee Reports. This was approved by the Board.

Many residents attended requesting further information on the embezzlement of funds. The Board explained that the previous bookkeeper admitted by her own admission of embezzling approximately \$18,000. Within four days they were able to obtain \$25,000 from the bookkeeper's family to cover the admitted \$18,000, legal and accountant fees. The Board further explained that the books have been turned over to an independent CPA for an audit. Once the results of the audit have been returned they will inform the owners of their findings. Ms. McIvor made a motion to hold a Special Meeting to go over the findings of the Audit. Mr. Howard Seconded the motion and it was passed by unanimous vote.

The Committee reports were delayed until the next meeting due to lack of time and light outside at the pool.

The next meeting date will be June 17, 2013 at the Silver Thatch Inn.

There being no further immediate business the meeting was adjourned.

Respectfully Submitted by Brittany Barker of Condominium Management

Ms. Shifflett presented the financials dated April 30, 2013.

Hollymead Citizens Association

Board of Directors Meeting

Approved July 18, 2013 Minutes

The regularly scheduled Board of Directors meeting was held at the Peace Lutheran Church due to not having enough room inside the Silver Thatch Inn.

Those in attendance were Charlie Smith, Larry Howard, Stephanie Johnson, Ivo Romenesko, Carole McIvor, Trish Rinald, Joy Pagnucco, Brittany Barker and Dannielle Shifflett with Condominium Management of Charlottesville.

Mr. Smith called the meeting to order at 7:09 PM.

Mr. Smith made a motion to approve the agenda as presented and Mr. Romenesko seconded and approved by unanimous vote.

Mr. Romenesko made a motion to approve the minutes as presented. Mr. Muroza asked to add "a discussion was issued for new board members and Mr. Smith stated no only actions. Mr. Smith seconded and minutes were approved by unanimous vote.

Mr. Burroughs brought to the board's attention the geese problem on Easy Lane. Mr. Johnson stated Shepard dogs. Mr. Burroughs requested putting a net up to prevent the geese from coming on his lawn. Mr. Burroughs to call Mr. Romenesko.

A resident from Derby Lane stated the common area behind Derby that backs up to Robin Lane was not being mowed. Mrs. Pagnucco stated she would be in contact with the grounds company.

Another resident on Goldentree also stated the common area behind their home hasn't been mowed at all for 2013.

Mr. Maurzo stated his gratitude for all of Mrs. Johnson and Mrs. Rinalds hard work with the pool this year. He also thanked the board for allowing owners to send in resumes for the open spot on the board of directors.

Mrs. Johnson made a motion to elect Mr. Butet to the board of directors for the position that expires in April, 2015. Mrs. Rinald seconds the motion. Mr. Muroza asked to review all resumes and consider new members to the board rather than previously board members. Mrs. Pagnucco abstained, approved by unanimous vote.

Ms. Croxton asked to have her name removed from the nominees for the board of directors.

Mrs. Shifflett is to contact Mr. Jenkins about his resume for the board of director's slot that is available.

Mrs. Shifflett presented the financials. Ms. Croxton stated the old accounts with Capital One needed to be closed. Mr. Romenesko made a motion to approve the financials as presented; Mrs. Johnson seconded and was approved by unanimous vote.

Mr. Smith presented the fraud report, he stated it took 40-50 hours to move the QuickBooks to online and the total unauthorized money stolen was \$73,183.48. Mr. Smith explained the discrepancy was from where Mrs. Cuthbert did not have authorization for purchases or reimbursement for office expense. Mrs. Cuthbert has then deleted all documents. He also stated it would be October until it went before the grand jury. Mrs. Cuthbert and her attorney are not talking to either the detective or to Hollymead attorney. It was also noted that Mrs. Cuthbert was forging signatures on checks.

A resident asked was the bank liable for dual signature fraud and can the association can go to the bank and after the bank. Mr. Smith stated there was no insurance to cover this liability.

Moving forward Ms. Croxton will have all bank statements send to her.

CMC has received to complaints from Somer Chase saying the trash company was not putting their trash cans back behind their home and was not picking up properly. CMC spoke with Darrel Whiley (Trash Company) and he ensured that they will be handled through customer service and he had spoken with the driver. There have been no reported problems for the master associations' trash.

Mrs. Johnson stated the pool will be having a pose replaced on the pool house.

Mr. Smith stated the ongoing lawsuit was $\frac{3}{4}$ complete.

Mrs. Pagnucco substituted in for Ms. Mclvor that was not in attendance for the townhome. Mrs. Pagnucco asked when the website will be working under CMC. Mr. Smith will be sending us the login information for the website www.hollymead.org. There have been no complaints on the swim meet parking.

Mr. Romenesko stated a letter was presented from Mrs. Mulan going back to the documents 2006 forward stating there was a limit of 5% increase. Class E doesn't exist so wants to be class D. Mr. Smith asked that the attorney send a letter. Mr. Romenesko makes a motion, Mrs. Pagnucco seconds and was approved by unanimous vote.

Mr. Pagnucco stated there has been a few car break ins on Ravens Place. The cars were not locked a lab top was stolen. The second break in was on Colden Tree resulting in an additional break in on Tinkers Cove. Also fire crackers have been placed in mailboxes.

Mrs. Pagnucco stated there will be more plants installed at the North and South Hollymead sign. The fence will stained. Also will be looking into the pavement f the pathway to the playground and around the pool area. Mrs. Pagnucco asked if Hollymead could get two companies one for mowing and the second for weed eating. Mrs. Shifflett recommended staying with one company. Mrs. Pagnucco took a

course on grounds. The area around playground needs attention as well as the glass needs to be removed from the playground area. No entry signs or motion lights should be installed at the playground for after hours. Mrs. Johnson will be looking into the lights as well as trash cans to be installed.

The next meeting will be September 9, 2013.

There being no further business the meeting was adjourned by Mr. Smith at 8:56 PM.

Respectfully submitted by Brittany Barker at Condominium Management.

Hollymead Citizens Association

Board of Directors Meeting

Approved October 14, 2013 Minutes

In Attendance: Charlie Smith, Ivo Remenesko, Joy Pagnucco, Trish Rinald, Larry Howard, Jeff Boutet, Tanya Croxton, Carole Mclvor, Dannielle Shifflett, Brittany Barker and Kelsey Snow with Condominium Mangement.

Mr. Smith called the meeting to order at 7:08PM.

Mr. Boutet asked that old business be first on the agenda. Ms. Mclvor said approval of minutes needs to take place first before any other matters.

Mr. Romenesko made a motion to approve the July 18, 2013 meeting minutes. Ms. Mclvor seconds, Mr. Boutet abstained, and minutes were approved as submitted.

Comments from Membership:

Mr. Craig raised the question of Hollymead. Org email is not working and asked what the status of the email was at that time. Mr. Boutet said the domain name is not registered at this time. Ms. Mclvor stated she made a motion two meetings ago to have it all turned over to be set up on CMC website.

Ms. Graham stated she has been an owner since 1987 and doesn't know the board members and asked that they introduce themselves.

Secretary Report: No report at this time.

Treasurer Report:

Mrs. Croxton explained that Mrs. Shifflett and herself had been working on the 2014 budget. The question they are working on now is at what level to fund the capital reserves. Mrs. Croxton stated it would be a good idea to increase the funding of the capital reserves. Mrs. Shifflett stated the financials included in the meeting packet are through September 30, 2013. Mr. Romenesko stated that the Condominium Association has not received their invoice. Ms. Barker faxed those over to him on Friday. Mr. Romenesko stated to have class E changed to class D and Apartments changed to Condominiums. Mrs. Croxton continued to state the baby pool will be replaced this year. The lawsuit cost has been significantly high this year. Mr. Boutet asked to show a per month break down ledger of the lawsuit expenses, as well as modify the lawsuit number \$75,000 to \$80,000. Ms. Craig asked Mrs. Croxton for clarification on the financials and legal fees, Mrs. Croxton explained. Residents of Hollymead asked for an update on the lawsuit. Mr. Smith stated there are 19 defendants; they are now at the point to see if the Statue of Limitations is up or not and the judge has yet to rule. A resident asked

for the name of the attorney that is carrying the case for Hollymead, Mr. Smith stated it was David Bailey.

Mr. Boutet asked if they could have quarterly or monthly updates on the lawsuit that is taking place with Forrest Lakes. Ms. McIvor asked that all information come from the attorney himself. Mr. Smith stated he will ask the attorney to have something written up for the next newsletter. Mrs. Shifflett advised asking the attorney what information is allowed and not allowed to be given out. There was a discussion on modifying the budget for the lawsuit in the year 2014. Mr. Howard makes a motion to adjust the lawsuit budget to 80k for the 2013 year, Mrs. Pagnucco seconds. Mr. Romenesko was opposed and Mr. Boutet abstained. Mrs. Pagnucco made a motion to raise line item Trees to \$17,500.00 for 2013. Mr. Boutet seconded the motion all in favor, was approved by unanimous vote.

Mr. Romenesko asked about the letter from Jennifer Mullans regarding the dues increase also regarding the name classification. Mr. Smith assured attorney Jim Bowling will have a letter sent out to Ms. Mullans on Thursday. Mr. Boutet asked for clarification on Class E. Mr. Romenesko stated nothing has been settled and amount of dues have not yet been clarified, and will be looked into thoroughly.

2014 Budget:

Mrs. Shifflett stated some clarifications that will be made. Class E will be changed to Class D, as well as Apartments to Condominiums. Accounting will now be listed as Management; Beautification will be changed to Non-Contract Grounds. Lawsuit will be changed to the name of the lawsuit. License will be changed to State License fees. Mrs. Shifflett also stated she would be sending out a budget narrative of what each line item represents once the budget is approved. Mrs. Croxton and Mrs. Shifflett both believe a full audit should take place for the 2013 books. Other items of budget, Pool Mrs. Shifflett would like to get a more accurate number from Mrs. Johnson. Mrs. Shifflett lowered the amount of income for non-residential families' pool membership as it dropped for the 2013 pool year. Mrs. Croxton stated the dues are proposed to remain the same with the stipulation of Class D. Mrs. Croxton stated \$77 k was put into the capital reserve last year and \$88 k is recommended to be put in, there is \$420,645.22 in the capital reserves as of September, 2013. Mrs. Shifflett stated she has informed James River Grounds there will not be renewed, and all contracts must be in by the end of October. The Board asked that there is 3 inches rather than 2 inches of mulch stipulated in the contract for the playgrounds. Continuation of line items for 2014 budget; Bad Debt will be changed to Legal Bad Debt Fee. Insurance will be general liability, D& O insurance and Fidelity Bond Insurance. Governing documents should be changed from \$6,500 to 10,000. Ms. McIvor questions line item website, also stated it should be CMC's duty to handle the website. A discussion took place about online voting that cost \$500.00 per year; CMC is to consult with Jim Bowling concerning Annual Meeting voting online. Capital Reserved should be funded about \$85,000 next year. A discussion of a 5% dues increase was brought to the attention of the board. The 2014 budget was tabled until a decision was made regarding the class D condominium dues. Mr. Boutet proposed to set up a list of board approved committees and to appoint chairs to the committees with a narrative of responsibilities. Mrs. Shifflett explained a committee charter should be set in place for each committee which describes the roles, responsibilities, members and authority of each committee as a starting point for Committee discussion.

Old Business:

There was no old business to discuss at this time.

New Business:

Election of officer; all nominees introduced themselves. Nominees included, Tanya Croxton, Tim Allensworth, Lane Bonner, Brian Drake, Paul Moruza and Brian Craig. Tim Laru withdrew his name from the list of nominations. The Board of Directors thanked everyone that was running for the Board of Directors. A ballot was made, a vote was taken and Mr. Craig was elected to the Board of Directors.

Mr. Boutet brought 21 motions to the board of directors. Motion 1, fund the neighborhood party for the amount of \$1,000.00 Ms. Pagnucco seconds the motion and a discussion took place, Mr. Boutet withdrew his first motion. Remainder of motions were tabled until the next monthly meeting.

Mr. Howard adjourned the meeting at 10:02 PM.

Respectfully Submitted,

Brittany Barker, Secretary

Hollymead Citizens Association Board of Directors Meeting

Approved November 11, 2013 at 7:00PM at Peace Lutheran Church

Those In Attendance: Charlie Smith, Ivo Romenesko, Bryan Craig, Jeff Boutet, Trish Rinald, Larry Howard, Tanya Croxton, Dannielle Shifflett and Brittany Barker with Condominium Management.

At 7:03 PM Mr. Smith called the meeting to order.

Mr. Romenesko makes a motion to approve the minutes as presented. Mrs. Pagnucco seconds the motion; the motion was passed by unanimous vote.

There was an open discussion with several issues raised by the homeowners at Hollymead.

There were no comments or items for discussion from the Secretary.

Mrs. Croxton stated Trish Cuthbert reimbursed Hollymead an additional \$44,000.00 over top of the original \$25,000.00 and now HCA is approximately \$6,000.00 short of the amount embezzled. Mrs. Cuthbert has brought forth approximately \$4,000.00 in personal visa statements showing charges from Office Depot and Staples. Mrs. Cuthbert was asked for proof that the \$4,000.00 was spent specifically on Hollymead.

Mrs. Shifflett stated that CMC is working on all the delinquent accounts. We have asked the attorney for a full report on what accounts had actions taken against them for CMC review.

Trash: There have been no complaints; Mr. Holcomb with Republic Services has taken over as HCA account rep.

Pool: The baby pool leaks have been resolved. The baby pool will need to be resurfaced and needs to have a sloped entry and be expanded into the grass area.

There was no discussion for Neighborhood Liaison.

Townhome Liaison: there were a few questions raised about the lawsuit at the last Somer Chase meeting. The dues for Somer Chase were increased to \$123.00 per month.

Condo Liaison- Recently had their Annual Meeting and there were no dues change for 2014.

Neighborhood Watch- There was a concerned resident in Somer Chase who believed that her car had been moved. There has been a truck parked at Somer Chase for two nights.

There was no discussion for Communications Liaison.

There was no discussion for the Design Liaison.

Grounds Liaison- Fence has yet to be stained will be done on Sunday weather permitting. Mrs. Shifflett has notified the Silver Thatch Inn. The bulbs that were installed at the pool have been dug up by squirrels.

There was no discussion for Recreation Liaison.

2014 Budget Discussion-

Mrs. Croxton stated there will be a few line item name changes on the 2014 Budget. The name changes are as follows, Beautification will be changed to Non-Contract Grounds, Tree/Brush will be changed to Tree Maintenance/ Removal, Lawsuit will be changed to Lake Hollymead Lawsuit, and Accounting will be changed to Management.

Mrs. Shifflett presented three different budgets. There was a discussion on either to increase the dues or to keep the dues the same. All agreed not to increase the dues for 2014.

There was a discussion to remove the Lawsuit from the budget until the next meeting. Mr. Howard (Legal Committee member) stated they can't continue the lawsuit without funding. Mr. Romenesko made a motion to lower the amount from \$75,000.00 to \$50,000.00. After further discussion Mr. Romenesko makes a motion to amend the current motion to set aside \$25,000.00 for the Lake Hollymead Lawsuit. Mrs. Pagnucco seconds the amended motion and the motion was passed by unanimous vote.

Mr. Boutet made a motion to remove Charlie Smith as HCA President. Mr. Craig seconds the motion. There was a discussion and Mr. Boutet moved to table this motion.

Mr. Boutet made a motion to approve and elect committees, chairs, and committee charters. Mr. Craig seconded the motion. After discussion the motion was tabled until the Annual Meeting. Mr. Howard seconded the motion and the motion was passed.

Mr. Boutet made a motion that the HCA Board will provide notice to CMC of contract violations, Mr. Craig seconded the motion. After a discussion the motion was not passed.

Mr. Boutet made a motion that the HCA President negotiate a contract with CMC to address penalties. Mr. Craig seconded the motion followed by a discussion. The motion was withdrawn by Mr. Boutet.

Mrs. Pagnucco made a motion to move the board meeting into executive session to discuss Legal Matters at 9:04 PM which was seconded by Mr. Romenesko and passed by unanimous vote.

Mr. Howard moved to bring the meeting out of executive session at 9:40 PM. Mr. Boutet seconded the motion and was passed by unanimous vote.

The meeting was adjourned at 9:41 PM.

Respectfully Submitted by Brittany Barker, Condominium Management.