

HOLLYMEAD
CITIZEN'S ASSOCIATION

NOTICE OF ANNUAL MEETING

Monday, April 11, 2016, 7:00 p.m.

Peace Lutheran Church, 1510 Broad Crossing Road, Charlottesville VA 22911

Dear Homeowner:

The 2016 Annual Meeting of the Hollymead Citizens Association, Inc. is scheduled for Monday, April 11, 2016 at 7:00 PM at Peace Lutheran Church it is imperative that you send in your ballot or proxy so that the Association will have quorum to conduct the elections of new Board Members. Without your vote we will not be able to have this meeting and will need to schedule.

All members of the Association are encouraged to attend. Registration (for voting purposes) will be from 6:30 - 7:00 PM. At the meeting, board members and our management company will update the community on the significant events of the past year as well as current and future plans. We will also hold elections to fill 3 positions (of 9) on the Board of Directors. These positions have 3-year terms that will expire in April 2019.

A proxy form (for those that cannot attend the annual meeting) and instructions for completing that form are included in this mailing. If you cannot attend the annual meeting, please be sure to submit your proxy form so that your vote gets counted.

Please note that only those members whose accounts are paid in full as of the date of the election are allowed to vote. If you are not sure of the status of your account, please contact HCS Monday through Friday between 8:30 AM and 5:30 PM. Families get one vote per unit/lot owned (i.e., Each unit/lot gets one vote, not each person).

We look forward to seeing you at the Annual Meeting. Come out, meet your neighbors, and learn what's going on with the Association. If you cannot attend, please be sure to submit your proxy form in accordance with the enclosed instructions.

Sincerely,

Hollymead Citizens Association, Inc.

Enclosures: Agenda, Proxy Form/Instructions, pool pass registration information

Hollymead Board of Directors Annual Meeting Agenda

For April 11, 2016

*All meetings follow Roberts Rules of Order
All motions paraphrased for agenda. See meeting minutes for formal motion language.
Please silence your cell phones for the meeting*

- I. Registration
- II. Member / Guest Concerns - *(Comments are limited to 5 minutes per member.)* 6:30-6:45
- III. Call to Order / Roll Call (1 min)
- IV. Agenda Approval (2 mins)
- V. Activities Report (15 minutes)
- VI. ARC Report (15 minutes)
- VII. Grounds Report (15 minutes)
- VIII. Legal / Governance Reports (15 minutes)
- IX. Pool (10 minutes)
- X. Strategic Planning (15 minutes)
- XI. Trash (5 minutes)
- XII. President / VP Report (15 minutes)
- XIII. Treasurer Report (15 minutes)
- XIV. Secretary Report (15 minutes)
 - a. 2015 Annual Meeting Minutes Approval
- XV. Proof of Notice
- XVI. Confirmation of Quorum
- XVII. Board Nominees Presentation
- XVIII. Election of Officers
- XIX. Adjournment

HOLLYMEAD
CITIZEN'S ASSOCIATION

2016 Annual Meeting Proxy Form
Monday, April 11th, 2016 7:00pm
Peace Lutheran Church
1510 Broad Crossing Rd
Charlottesville, VA 22911

Address: _____
(I)(We) _____ and _____

hereby grant(s) (my)(our) proxy for the sole purpose of casting (my)(our) vote(s) at the Annual Meeting on April 11, 2016 or any subsequent meeting called due to a failure to obtain a quorum at the first attempt to hold the meeting in accordance with the instructions below.

Section of Hollymead where you own property:

- ___ Single Family Dwelling
- ___ Somer Chase
- ___ Hollymead Square
- ___ Vacant Lot

I or we the owners of the above-named assessable unit grant my or our proxy to:

- Tim Leroux, Chairman of the Nominations committee; or
- Another person: _____

The person to whom this proxy is granted shall:

- Cast my vote for three candidates the person named above chooses
- Shall cast my vote for the following candidates by checking the boxes below:
 - Robert Mullinex
 - Ryan Rakness
 - Jeff Dixon

Signature of Owner

Signature of Owner

Date

Date

NOTE: You may drop this signed proxy form in the mailbox at 1800 Tinkers Cove or you may submit this proxy via mail to: Hollymead HOA, PO Box 2070, Purcellville VA 20134-2070, Fax: 540-751-1899, or hca@horizoncommunityservices.com. Proxy forms must be received prior to the start of the annual meeting.

INSTRUCTIONS FOR PROXIES

1. Use the proxy only if you cannot or do not wish to vote in person.
2. A proxy should be signed by all owners of record of the lot or lots, but signature by one owner is sufficient.
3. The proxy may be revoked only by actual notice to the President of the Association (or other person presiding over the meeting if not the President).
4. Print your name, address and Lot number(s).
5. Print the name of the person you wish to designate as your proxy.
6. If you wish to have someone else vote on your behalf (Uninstructed Proxy): Check appropriate box. If you give an uninstructed proxy, the person to whom the proxy is given will be able to cast your vote in the manner such person determines.
7. If you wish to indicate your vote (Instructed Proxy): Check the appropriate box and fill in the name(s) of the candidate(s) for the Board of Directors for whom you wish to vote or your vote for or against the question to be decided.
8. Insert the proxy form into an envelope. The proxy must be filed with the Secretary before commencement of the meeting on April 11th, 2016 at 7:00 PM. Someone will be available to accept the proxy during the registration period from 6:30 PM to 7:00 PM, however, if possible, please mail, email, or fax your proxy form to Hollymead Citizens Association Attn: Secretary, P. O. Box 2070, Purcellville, VA 20134-2070, fax (540) 751-1899, or email at susan@horizoncommunityservices.com. The proxy must be received no later than 5:30 PM, April 10th, 2016 if mailed, emailed or faxed.
9. Send a copy of the proxy form to the person you have designated as your proxy.

2016 Annual Meeting Ballot
Monday, April 11, 2016 at 7:00pm
Peace Lutheran Church
1510 Broad Crossing Rd
Charlottesville, VA 22911

BALLOT FOR ELECTION OF DIRECTORS

Section of Hollymead where you own property:

- Single Family Dwelling
- Somer Chase
- Hollymead Square
- Vacant Lot

Vote for any 3 candidates for the Board of Directors:

- [] Vote for Robert Mullinax
- [] Vote for Ryan Rakness
- [] Vote for Jeff Dixon
- [] Vote for _____ (floor nomination only)

2016 Spring Newsletter

Hollymead Homeowners,

Spring is finally here and after the historical winter with snow storms over 3 feet... we are ready for warmer weather! The board of directors has some exciting things happening in spring of 2016.

Annual Meeting April 11th 2016

All members are encouraged to come to the annual meeting on April 11th 2016. Sign in will begin at 6:30pm and the meeting will begin at 7:00pm. There are three seats up for election this year. All are strongly encouraged to attend. Remember in order to hold the election we **MUST** have a quorum of members. Please sign and send your proxy to the management company if you cannot attend in person. Please review the annual meeting announcement also included in this mailing.

Horizon Community Services Merged with Sentry Management

The first thing we want to bring to your attention is the change with our current management company. On November 1st 2015 Horizon Community Services merged with Sentry Management. Sentry Management is the third largest community management company in the United States. Their main headquarters is located in Orlando Florida. Our current community manager Susan Miller is still located in northern VA and will remain the same contact for the Hollymead Citizens Association. All accounting operations will be moving to the Florida offices so expect to see more information on this coming soon and don't be surprised at any correspondence that may come your way from the offices in Florida. The only significant change from this merger will be where to send your monthly assessments. More information will be coming in late spring and early summer regarding the transition. Stay tuned...

2016 Pool Management Company- Swim Club Management

Exciting changes this year at the Hollymead Pool! The board of directors signed a new contract with Swim Club Management for the 2016 pool season. Swim Club Management Group, Inc. (SCMG) provides swimming pool management services, pool repairs, swim lessons, pool furniture, trainings, maintenance, and equipment for your pool operations. Since its founding in 2002, Swim Club Management Group has established itself as a leader in the Aquatics Industry. Known as an industry leader in service, professionalism, and innovation, SCMG and its affiliates have built a solid track record of providing the industry's best management services. The board of directors feels that SCMG's reputation in the aquatics industry will be greatly appreciated and make our pool even more fun in 2016!

Pool registration for the community and non-community members will remain the same this year. Please see attached registration process.

Easy Lane Pond Work

There have been some major questions and concerns with the announcement of the work that the board of directors has contracted with WA Wells Excavating to do at the pond on Easy Lane. The pond, until last summer, had an overflow pipe that regulated the height of the water. The pipe broke off at the base (at bottom of pond). This project will lower water table to the designed level and earthen dam will be repaired and returned to a walking path as soon as the work is finished. The end result will be that the pond will be at the water level it was this time last year.

Reasons for lowering the water:

1. The high water level is encroaching on residents home and could potentially reach the house if we get more heavy rains. There is an emergency overflow built in, but it is slow to drain.
2. The earthen dam was not designed to hold that amount of water for an extended period of time.
3. The county has a sewer system running across damn and has expressed concern over height of water.
4. Last fall a resident lost use of phone (the utility is too close to the water at this point).

Want to stay connected?

Subscribe to the Hollymead Newsletter to get email updates at <http://hollymead.info/hollymead-citizens-association-news-subscription/> or visit <http://www.hollymead.info>

The Hollymead Next-door site is a virtual Hollymead social media hang out. <https://hollymead.nextdoor.com>

Board of Directors

Paul Moruza

Term: 4/2017
President, Grounds (Chair)
tim@hollymead.info

Tim Leroux

Term: 4/2017
Vice-President, Pool (Chair)
paul@hollymead.info

Robert Mullinax

Term: 4/2016
Treasurer, Finance (Chair)
robert@hollymead.info

David Pedrick

Term: 4/2017
Strategic Planning (Chair)
david@hollymead.info

Brian Drake

Term: 4/2018
Director
Brian@hollymead.info

Wes Kidd

Term: 4/2018
Director
Wes@hollymead.info

Greg Burroughs

Term 4/2018
Director
greg@hollymead.info

Ryan Rakness

Term: 4/2016
Director
ryan@hollymead.info

Bulk Trash Pick Up

April 16th 2016

Thank you for choosing County Waste for your Spring Clean Up.

County Waste & Recycling will be providing a curbside "BULK/ JUNK - SPRING CLEAN UP" on Saturday, April 16th. You may dispose of regular household items such as small furniture, bags of trash, small metal items such as toasters, small televisions, etc. Please limit your materials to weigh no more than 50lbs per item.

*** ALL BULK MATERIALS MUST BE PLACED AT THE CURB ***

MATERIALS EXCLUDED

Computers, Printers, Monitors and like equipment, Large appliances such as washer, dryer, water heater, stove, or motorized equipment. Rocks, concrete, dirt, tires, soil, sod, tree stumps, free liquids, paint, motor oil, construction trash/ renovation debris, combustibles, toxic or hazardous wastes, or any other material excluded from the disposal site, or any applicable state or federal law, as being hazardous or toxic (Asbestos, paint or gasoline). As well as all flammable products such as petro chemicals or propane tanks from barbeque grills, dead animals, fecal matter, manure, brick, landscaping timbers, friable Asbestos, lead acid/ wet cell batteries, bio hazardous material, needles, and ALL other medical waste.

Hollymead Citizens Association

PO Box 2070 Purcellville VA 20134



2016 HOLLYMEAD POOL INFORMATION FOR HOLLYMEAD RESIDENTS

POOL MEMBERSHIP

Homeowners or Renters residing in the Hollymead Community (which includes Hollymead, Hollymead Townhomes, and Somer Chase) are enthusiastically encouraged to join the Hollymead Pool. We have a new pool management company and expect that this will be our best year yet!

POOL SEASON

The pool will open on Friday, 27th May with our Opening Day party and will close on Labor Day (Sept 5).

ONLINE REGISTRATION INSTRUCTIONS

Each household can purchase a pool membership for all members of their household. Relatives (adult children and grandchildren who do not reside with you) are not included in your membership. You may purchase guest passes for non-household guests as desired. Please **DO NOT** register anyone other than persons residing in your household. All members of your household will receive a pool pass (even young children). However, children under 12 (or those who have not completed the 5th grade) must be accompanied by an adult to use the pool. Registration instructions:

- 1- **Log on to <https://hca.poolepass.com>.**
- 2- Click "register here"
- 3- Enter registration information as prompted.
- 4- Check your email inbox or **SPAM** file. You will receive a verification email from the system. Click on the link in the email to return to the registration system and log in
- 5- Enter your address in the resident portion of the form.
- 6- Click "add resident" and enter information for each household member. The "image" field allows you to upload a photo. All photos should be .jpg or .png files, with a maximum size of 1MB). *NOTE: the system allows you to enter medical information. This is not a required field, but intended to provide information for guards and EMTs in the event of an emergency.*
- 7- Click "update data". This will bring you to the screen where you can repeat #6 and add all household members. **THAT'S IT—You're registered!**
- 8- You can manage your information online using the registration site (changes to emergency contact, medical information, photos).

Once registered, you will be prompted to send your payment to Horizon Community Services. Please make checks payable to Hollymead Citizens Association and mail to HCA-Pool Pass, PO Box 2070, Purcellville VA 20134. Send payment promptly: **Passes will only be mailed upon receipt of payment.**

If you do not have internet access to register for pool passes, please contact Horizon Community Services at 540-751-1888 and a paper application and rules acknowledgement will be mailed to you. You will also have the option of registering and purchasing pool passes at the pool once it opens.

Passes for 2016 are, like last year, keytags with barcodes on the back. When you go to the pool, each family member will have their pass scanned. Guards will ensure that only registered pool members gain admittance.

Should you have any questions regarding pool use, please contact Susan Miller at Horizon Community Services at (540) 751-1888 Ext 113

GUEST FEES/GUEST PASS

Each household joining the pool this year will receive 4 free guest passes with their membership. Additional guest passes can be purchased at the pool –make checks out to “Hollymead Citizens Association”. Cost is \$4 each. Lifeguards will not accept cash for guest fees! Checks must be made out to: Hollymead Citizens Association.

POOL MEMBERSHIP COSTS

Pool membership fees have not changed from last year.

One-Time Payment

Resident Family	\$290
Resident Couple (2 family members)	\$190
Resident Single Membership (12y/o and up)	\$110

CHILD CARE PASS

A Child Care Pass is available for families who may have an older teenager or adult who does not reside in the Family Home and who will be responsible for bringing children to the pool when the parents cannot attend.

The Cost for a Child Care Pass is \$25. Only one pass available per family. Use the registration process as above and click the box for “childcare pass” under your household account.

Non-Resident Memberships are LIMITED and subject to availability on a first come first served basis.

POOL RULES

The rules and regulations are included in the online system. Please read the rules and regulations form and click the box that you agree to them. Registration through the online system is your agreement to abide by the rules. Please allow 5 business days for payments to be processed and keytags to be mailed. If you have your keytags from last year, they should work for you again this year (after you’ve paid your 2016 membership fee).

SWIM TEAM

The Hollymead Hammeheads are gearing up for another great season. Swim Team info can be found here:

<http://hollymead-hammerheads.my-free.website/>

SWIM LESSONS

Swim Club Management is revamping this program this year not all details have been finalized as of yet. However they do offer swim lessons for every age group and they are offered in 4 lesson sessions. Please watch out for a community email with detailed instructions to sign up for swim lessons.

POOL HOURS

	<u>M-F</u>	<u>Sat.</u>	<u>Sun.</u>
School in session:	5:00-8:00	10:30-8:30	11:30-8:30
Regular season:	11:30-8:30	10:30-8:30	11:30-8:30

Questions? Contact HCA Susan@horizoncommunityservices.com

Hollymead Board of Directors Meeting Minutes

For April 10, 2017

Subject: Board of Directors Meeting
Date: April 11, 2016
Time: 7:00 p.m. – 9:00 p.m.
Location: Peace Lutheran
Presiding Officer: Paul Moruza
Recording Officer: Susan Miller
Quorum: Yes
Have these minutes been approved? No
Est. Membership in Attendance: 8
Guests:

Director / Manager	Present	Absent (Excused)	Absent (Unexcused)
Paul Moruza	x		<input type="checkbox"/>
Tim Leroux	x		<input type="checkbox"/>
Robert Mullinax	x		<input type="checkbox"/>
David Pedrick	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brian Drake	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Greg Burroughs			<input type="checkbox"/>
Wes Kidd			<input type="checkbox"/>
Ryan Rakness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan Miller	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Member Comments:

- 1795 Sourwood homeowner upset at the length of time it takes to get drainage issue resolved by his home.
- 1770 Easy Lane homeowner proposes to have a retaining wall put up behind his home near the lake to avoid further damage to his yard. The board asked the homeowner to put their request in writing.
- 3010 White Oak Lane homeowner upset about the trees in common area not being maintained.
- Hollymead Lake sign missing – Moved to Hollymead side
- 1780 Sourwood homeowner stated that there may be silt coming from the Route 29 project in the lake.
- VDOT Meeting on Monday
- Dead Wood on Poes Lanes...place work order
- 1640 & 1650 Poes Common area Who owns?
- Homeowner request more periodic newsletters
- Pool Repairs

DISCUSSIONS:

- Meeting called to order at 7:52pm
- Presidents Report
- Treasurer Report
- Nominations of Candidates
- Elections Held by Secret Ballot and Proxy

MOTIONS:

Procedural Motion: David makes motion to approve the agenda. Brian seconds.

8 in favor / 0 opposed / 0 abstentions. Motion Passed.

Procedural Motion: David makes motion to approve the 2015 Annual meeting minutes. Brian seconds

8 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: David makes motion to nominate newly elected board member Jeff Dixon to the Board. Brian
Seconds

8 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: David makes motion to adjourn meeting at 9:17pm. Brian seconds.

8 in favor / 0 opposed / 0 abstentions. Motion Passed

X

Paul Moruza

X

Tim Leroux

X

Robert Mullinax

X

X

David Pedrick

X

Brian Drake

X

Greg Burroughs

X

Wes Kidd

X

Ryan Rakness