

• Hollymead Board of Directors Meeting Minutes  
For May 14<sup>th</sup> 2018

**Subject:** Board of Directors Meeting  
**Date:** April 09<sup>th</sup> 2018  
**Time:** 7:00 p.m.  
**Location:** Peace Lutheran Church  
**Presiding Officer:** Paul Moruza  
**Recording Officer:** Susan Miller  
**Quorum:** Yes  
**Have these minutes been approved?** No  
**Est. Membership in Attendance:** 3  
**Guests:** 2 – County Waste

Director / Manager	Present	Absent (Excused)	Absent (Unexcused)
Paul Moruza		X	
Robert Mullinax	X		
David Pedrick	X		
Tonia Borchardt	X		
Greg Burroughs	X		
Jeff Dixon	X		
Ryan Rakness	X		
Daniel Harper	X		
Bill McLaughlin	X		

**Called to Order:** 8:15pm

**Homeowner Forum**

1056 Somer Chase- informed the board that she registered for the pool and it was a great experience  
Denning – no comments

**Approval of Agenda:**

**Motion:** Approve agenda as submitted: 1-Robert, 2-Greg, No discussion, 8-0

**Trash Update-** John Childress and Jay Zook from - spoke to the board regarding the Vanderlink closing its recycle plant. County Waste heard the rumbling quickly went in and spoke to the Mr. Vanderlink. Single stream lost its definition in this area... its not a viable way to gain recycling commodities. Dedicated containers bought trucks to service the community and new cans. Provide each housing unit with a 65 -gallon cart. Service the container once a week. Separate reg. pick-up and recycling. Write an addendum to contract. Extended by one year.

**Approval of March 2018 Meeting Minutes**

**Motion:** Approved March meeting minutes as submitted: 1-Dave, 2-Greg, No discussion, 8-0

**Management Report**

Susan updated the board of the upcoming Insurance quotes requested from CAU and Taylor Insurance; Pool Registration Key Tags and cards have been ordered; requested an update on the management contract that was emailed to the board last month and informed the board of a plumbing issue at the pool- a busted pipe needed to be repaired and the Beck Cohen has been out and fixed the issue immediately.

**Officer Reports:**

**Presidents Report** - No report

**VP Report** - No report

**Treasurer Report** – neg electric / preliminary numbers. Expenses were all in line. Net effect on the budget for the trash was over by \$15,000.00

**Secretary Report** – requested information to be added to the email communication this week. Dan suggested the trash i/ recycling nformation

**Committee Reports**

**Activities-** No report- new member Tonia will take on this committee.

ARC-2810 N Hollymead Drive – stockade fence- Actions taken by management was to send copy a letter to Bill McLaughlin and to contact attorney to see if we have a leg to stand on

**Grounds** -waiting for good weather, moved forward to the plantings by the earthen and dam, drainage issue is by the pool has been resolved.

**Legal**- No report

**Nominations**- no report

**Pool** -pergola kudos to Jeff for getting it done. Pool management agreement. Registration site is updated and key fobs will also work for concessions.

**Trash**- motion was made to resolved that Hollymead HOA modify the County Waste contract to include weekly recycle pick up from June through December 2018 at a cost not to exceed \$13,000, and to extend the County Waste contract for three years beginning January 1, 2019, pending review and approval by the Treasurer" 1 Bill 2 Robert

**Strategic Planning**- no report

**Unfinished Business** – no unfinished business

**New Business** – no new business

**Next Meeting** – 5/14/2018

**Motion:** Convene executive session to discuss management contract. 1- Dave 2-Paul, No discussion, 8-0.

Board moved to executive session at 9:30 p.m.


Board returned from executive session at 9:55 p.m.

**Motion:** Adjournment. 1-Jeff, 2-Greg, No discussion, 8-0.

The meeting was adjourned at 9:56 p.m.

x   
\_\_\_\_\_  
Paul Moruza

x \_\_\_\_\_  
Jeff Dixon

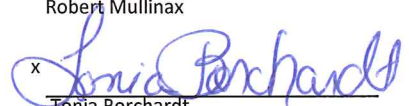
x   
\_\_\_\_\_  
Greg Burroughs

x \_\_\_\_\_  
William McLaughlin

x   
\_\_\_\_\_  
David Pedrick

x \_\_\_\_\_  
Ryan Rakness

x \_\_\_\_\_  
Robert Mullinax

x   
\_\_\_\_\_  
Fonia Borchardt

x   
\_\_\_\_\_  
Dan Harper

• Hollymead Board of Directors Meeting Minutes  
For February 12<sup>th</sup> 2018

**Subject:** Board of Directors Meeting  
**Date:** January 8th, 2018  
**Time:** 7:00 p.m.  
**Location:** Peace Lutheran Church  
**Presiding Officer:** Paul Moruza  
**Recording Officer:** Dave Ciccarelli  
**Quorum:** Yes  
**Have these minutes been approved?** No  
**Est. Membership in Attendance:** 1  
**Guests:** 0

Director / Manager	Present	Absent (Excused)	Absent (Unexcused)
Paul Moruza	x		
Robert Mullinax	x		
David Pedrick		X	
Dennis Collins		x	
Greg Burroughs	x		
Jeff Dixon	x		
Ryan Rakness		x	
Daniel Harper	x		
Bill McLaughlin	x		

**Called to Order:** 7:05 pm

### Homeowner Forum

Joy- Summer Chase Annual Meeting was last Saturday. New Board is the same as the old Board. Residents still wondering when the orange fence will be removed. Greg said it will be removed when the ground is no longer frozen.

**Action-** follow up with Greg to remove the orange fence.

Motion: Approve agenda as submitted: 1-Bob, 2-Paul, No discussion, 6-0

Motion: Approved December meeting minutes as submitted: 1-Bob, 2-Greg, No discussion, 6-0

### Management Report

Dave read Susan's report of the pool pass PayPal issue from the Management Report. In brief, the net amount collected for pool passes was less than the \$1,200 reported due to PayPal taking transaction fees. Sentry agreed to pay (and has paid) \$600 to HCA to partially reimburse for the oversight.

### Officer Reports:

**Presidents Report** - No report

**VP Report** - No report

**Treasurer Report** – Bob noted that he has overestimated pool revenue (see above). In reviewing year end financials, Bob noted (a) Grounds Maintenance overspent due to pool landscaping, Pool/Clubhouse overspent by \$5,500 and Legal overspent due to lake lawsuit which should not recur in 2018. He also noted that Insurance premiums had apparently increased by \$6,200.

**Action** – Sentry to research and report back on \$6,200 overage and provide explanation of October 2017 payment.

**Secretary Report** – Jeff discussed a community email blast.

**Action** – Sentry to send community email blast noting that committee meeting dates, etc. are on the community website calendar and that all are invited to attend.

## **Committee Reports**

Activities - No report

ARC – A letter was sent to 2910 Hollymead Drive re: fence replacement. No work has been seen. Fence does not meet guidelines.

Grounds – Greg met with Nick Heilman (sp) of Virginia Asphalt. They do paving in Forest Lakes and have done other satisfactory jobs in the area. He reported that the Silver Thatch Inn owner did not want to pave the circle. Greg recommended awarding pool parking lot paving contract to Virginia Asphalt for \$28,000 (i.e., total bid amount less circle paving) and that the work be done in late March/early April.

Motion: Award paving contract per above to Virginia Asphalt. 1-Greg, 2-Bob, No discussion, 6-0.

Legal - No report

Greg left the meeting. Still recovering from the flu.

Nominations - No Report

Pool – Jeff suggested that the expansion joint work be scheduled. Sentry was directed to have Old World do the work asap.

Strategic Planning – No report

Trash – No report

Unfinished Business – Bob noted that the Board had talked about “layering” CDs at the last meeting to maximize return on investment while anticipating liquidity needs for future reserve projects.

New Business – D&D should be picking up trash along Hollymead Drive, but probably only during the months when they mow. Dan stated that he would remove some trash he had seen in the wooded area near the State Farm building.

Next Meeting - 02/12/18

Motion: Convene executive session to discuss delinquencies. 1-Bob, 2-Paul, No discussion, 5-0.

Board moved to executive session at 7:50 p.m.

Board returned from executive session at 7:55 p.m.

Jeff noted that he would put into the newsletter, “As a friendly reminder, please stay off of the lake” and that the parking lot paving work had been awarded.

Motion: Adjournment. 1-Bob, 2-Jeff, No discussion, 5-0.

The meeting was adjourned at 7:56 p.m.

## **MOTIONS:**

Procedural Motion: David makes motion to approve the meeting Agenda Robert seconds

*8 in favor / 0 opposed / 0 abstentions. MotionPassed*

Procedural Motion: David makes motion to approve the November 2017 Minutes after fixing the typo on the spelling of Joy’s last name. Bill seconds

*8 in favor / 0 opposed / 0 abstentions. MotionPassed*

Procedural Motion: David makes motion to adjourn meeting to executive session for the discussion of collections at 8:00pm, Robert seconds

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

Procedural Motion: David makes motion to adjourn executive session at 8:05pm. Robert seconds.

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

Procedural Motion: David makes motion to turn three accounts 200025,200028, and 300002to legal for collections at 8:05 Robert seconds.

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

Procedural Motion: David makes motion to adjourn meeting at 8:08 pm. Robert seconds.

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

x _____ Paul Moruza	x _____ William McLaughlin	x _____ Robert Mullinax
x _____ Jeff Dixon	x _____ David Pedrick	x _____ Dennis Collins
x _____ Greg Burroughs	x _____ Ryan Rakness	x _____ Dan Harper

• Hollymead Board of Directors Meeting Minutes  
For April 9<sup>th</sup> 2018

**Subject:** Board of Directors Meeting  
**Date:** March 12<sup>th</sup> 2018  
**Time:** 7:00 p.m.  
**Location:** Peace Lutheran Church  
**Presiding Officer:** Paul Moruza  
**Recording Officer:** Susan Miller  
**Quorum:** Yes  
**Have these minutes been approved?** No  
**Est. Membership in Attendance:** 3  
**Guests:** 0

Director / Manager	Present	Absent (Excused)	Absent (Unexcused)
Paul Moruza	x		
Robert Mullinax	x		
David Pedrick	x		
Dennis Collins		x	
Greg Burroughs	x		
Jeff Dixon	x		
Ryan Rakness		x	
Daniel Harper	x		
Bill McLaughlin	x		

**Called to Order:** 7:05pm

**Homeowner Forum**

Owner from 1755 Easy Lane- spoke about the vulcher problem in the community. Also stated that she would love to see some flowers and plantings around the ponds.

Owner from 1750 Easy Lane- talked about how the gees love natural settings/ concerned with what he would see out his windows. Also, brought up about the erosion issues along the trail. He requested no fence or benches by the pond.

Owner from 1056 Somer Chase- no comments

**Approval of Agenda:**

**Motion:** Approve agenda as submitted: 1-Jeff, 2-Greg, No discussion, 7-0

**Approval of February 2018 Meeting Minutes**

**Motion:** Approved February meeting minutes as submitted: 1-Dave, 2-Greg, No discussion, 7-0

**Management Report**

Susan updated the board on the Insurance renewal and recommended to the board to go out for bid. She also sent the board treasurer the information regarding the pool committees request to get a credit card for the association. Robert will give an up in the treasurer’s report. Susan informed the board that their next meeting will be the annual meeting 4/9/2018 and that the meeting notification will go out by 3/22/2018. Susan informed the board the spring covenants inspection has been scheduled for 4/25/2018. Susan also presented the board with the management contract proposal.

Action’s taken by management: to send email of notification to Michelle, Shah and his Lawyer and email blast to community; send Jeff quorum amounts for annual meeting; add Greg and Dan to Ballot; send email call to action asking for nominations; send Sentry agreement ASAP. And send the old HCA contract – Sent 3/15/2018 and to determine if can we change the date of the 9 months term and two?

**Officer Reports:**

**Presidents Report** - No report

**VP Report** - No report

**Treasurer Report** – Robert informed the board that if they want to consider a credit card that they would need to establish controls such as the person who “keeps” the card does not use the card. And informed the board that it will be another item to audit.

**Secretary Report** – Jeff confirmed the newsletter items that would included the annual meeting mailing, board vacancies and pool registration information.

**Committee Reports**

**Activities** – no report

**ARC** – the board requested that a letter be sent to Hollymead Dr and request to cease and desist the stockade fence that is being built.

**Grounds** – the committee gave an update on the vulcher issue. Greg informed the board of an erosion issue at the pipe near 1750 Easy Lane and informed the board that the committee has contacted WA Wells to provide a quote. The committee discussed the geese mitigation solutions to include native rush grasses and wild flowers and two benches. After much discussion the committee asked the board to approve up the \$4,000.00 to help beautify the area and eliminate the geese.

**Motion:** send purchase policy to each board member 1- David 2 Jeff No discussion 7-0

**Legal** – No report

**Nominations** – the board asked some of the owners at the meeting about running for the open position and that a call to action will be mailed to all members requesting nominations.

**Pool** – David discussed the Douglas Aquatic’s contract agreement and informed the board that the attorney is currently reviewing. The pool registration website proposal was discussed and approved by the board.

**Strategic Planning** – No report

**Trash** – Susan reminded the board of the spring bulk pick up scheduled for April 21<sup>st</sup> 2018

**Unfinished Business** – no unfinished business

**New Business** – Add contract deadlines to website calendar. Susan took action to complete this request

**Next Meeting** – 4/9/2018

**Motion:** Convene executive session to discuss delinquencies. 1- Dave 2-Paul, No discussion, 6-0.

Board moved to executive session at 8:53 p.m.

Board returned from executive session at 8:57 p.m.

**Motion:** Adjournment. 1-Jeff, 2-Greg, No discussion, 6-0.

The meeting was adjourned at 9:02 p.m.

x _____ Paul Moruza	x _____ William McLaughlin	x _____ Robert Mullinax
x _____ Jeff Dixon	x _____ David Pedrick	x _____ Dennis Collins
x _____ Greg Burroughs	x _____ Ryan Rakness	x _____ Dan Harper

• Hollymead Board of Directors Meeting Minutes  
For December 10<sup>th</sup> 2018

**Subject:** Board of Directors Meeting  
**Date:** November 12<sup>th</sup> 2018  
**Time:** 7:00 p.m.  
**Location:** Peace Lutheran Church  
**Presiding Officer:** Paul Moruza  
**Recording Officer:** Susan Miller  
**Quorum:** Yes  
**Have these minutes been approved?** No  
**Est. Membership in Attendance:** 1

Director / Manager	Present	Absent (Excused)	Absent (Unexcused)
Paul Moruza	x		
Robert Mullinax	x		
David Pedrick	x		
Tonia Borchardt	x		
Greg Burroughs		x	
Jeff Dixon	x		
Ryan Rakness		x	
Daniel Harper	x		
Bill McLaughlin	x		

**Called to Order:** 7:02pm

**Homeowner Forum**

1056 Somer Chase-Owner asked about the Halloween contest. And also asked about the dog wood tree by the corner of N Hollymead and S Hollymead.

**Approval of Agenda:**

**Motion:** Approve agenda as written 1-David, 2 Jeff, No discussion, 7- 0

**Approval of August 2018 Meeting Minutes**

**Motion:** Approval of the September meeting amended with Bill McLaughlin and mend to fix the spelling of pool from pole. 1- David , 2- Jeff, No Discussion, 7-0

**Management Report**

Susan gave a financial update, and discussed the tot lot inspection report that was received by VA Playground. She also informed the board that she had an action to get request additional information to include mosquito control on the pond maintenance proposals from Solitude and Commonwealth Environmental. She also informed the board that she received the proposals for the sand filter replacement and stated that the pool committee is currently reviewing. And also gave the board an update on a maintenance requests that have been received for the month.

**Officer Reports:**

**Presidents Report** – Paul asked management a question regarding the status of the request that legal is getting on The Silver Thatch. Susan took action to follow up.

**VP Report** – No report

**Treasurer Report** – Robert reviewed the numbers from the financials and had some questions regarding COA 6901 not being listed. He also reviewed with the board on how to read the balance sheet and the expense and revenue report. He also stated that the association has an excessive amount in reserves and stated that the HOA needs to strongly consider getting the paths done. Robert also asked if we can rename some of the reserve accounts. Susan took action to follow up with accounting to determine if we can rename.

**Secretary Report** – Jeff stated that there was nothing too much to report. He’s been sending out the mailchimp communications monthly. He still thinks there should be a way to imbed the code to the website to “opt in” Susan took action to follow up.



**Committee Reports**

**Activities-** Tonia informed the board that she is still looking into food truck nights. Daniel let the committee know that the end of season pool party was done very well.

**ARC -1735 Sourwood** – application has been approved. The owner requested information regarding how many feet from the property line they need to be for the screened in porch. The committee referred her to the county.

**Grounds** – No report.

**Legal-** No report

**Nominations-** No report

**Pool** – David stated that the pool committee has not had time to meet. Informed the board that the pool has been winterized and looking at proposals for the filter replacement.

**Strategic Planning-** David gave no report. Dan asked about just doing the paths that fall on Hollymead property and getting it done.

**Trash** – the bulk pick up has been scheduled for October 20<sup>th</sup> 2018 – Susan took action to send out a reminder to the community.

**Unfinished Business** – no unfinished business reported

**New Business-** no new business reported

**Next Meeting** – 12/10/2018

David made a motion to enter into Executive session. Seconded by Jeff, No discussion, 7-0.

The board came out of executive session at 8:35pm

A motion to adjourn the meeting was made by 1 David 2 Jeff

The meeting adjourned at 8:42pm

x  
\_\_\_\_\_  
Paul Moruza

x  
\_\_\_\_\_  
William McLaughlin

x  
\_\_\_\_\_  
Robert Mullinax

x  
\_\_\_\_\_  
Jeff Dixon

x  
\_\_\_\_\_  
David Pedrick

x  
\_\_\_\_\_  
Tonia Borhardt

x  
\_\_\_\_\_  
Greg Burroughs

x  
\_\_\_\_\_  
Ryan Rakness

x  
\_\_\_\_\_  
Dan Harper

• Hollymead Board of Directors Meeting Minutes

For January 14, 2019

**Subject:** Board of Directors Meeting  
**Date:** December 10, 2018  
**Time:** 7:00 p.m.  
**Location:** Peace Lutheran Church  
**Presiding Officer:** Paul Moruza  
**Recording Officer:** Susan Miller  
**Quorum:** Yes  
**Have these minutes been approved?** No  
**Est. Membership in Attendance:** 2

Director / Manager	Present	Absent (Excused)	Absent (Unexcused)
Paul Moruza	x		
Robert Mullinax	x		
David Pedrick	x		
Tonia Borchardt		x	
Greg Burroughs	x		
Jeff Dixon	x		
Ryan Rakness		x	
Daniel Harper	x		
Bill McLaughlin	x		

**Called to Order:** 7:06pm

**Homeowner Forum**

Owner of 1585 Poes Lane wanted to discuss the complaint letter that she received from Forest Lakes and update the board on her side of the complaint.

**Approval of Agenda:**

**Motion:** Approve agenda as written 1-David, 2 Jeff, No discussion, 7- 0

**Approval of November 2018 Meeting Minutes**

**Motion:** Approval of the November meeting 1- David , 2- Jeff, No Discussion, 7-0

**Management Report**

Susan gave a brief update on the financials and informed the board that there were three line items over budgeted for the year : COA 6670 Geese Mitigation, COA 6904 Trash Removal and COA 8106 Legal Collections. Susan updated the board on several maintenance requests that have come through.

**Officer Reports:**

**Presidents Report** – Paul did not have anything to report but did ask to Arc and Grounds Committee after the meeting.

**VP Report** – No report

**Treasurer Report-** Robert reported that is was basically a boring month regarding financials. The geese mitigation line is over based on the Grow Company invoice. Robert worked with Susan to reduce the amount of reserve line items. Also, informed the that he plans at looking a CD rates in 2019 and begin to ladder some CD's. David disagrees with eliminating the reserve line items he likes to have the pool reserve funds available. Robert stated that David has always wanted separate books, David disagrees. Robert reminds the board that the pool is the number one asset of the community.

**Secretary Report** – no report

**Committee Reports**

**Activities-** No report

ARC- Reviewing two architectural, Action- 1575 Poes reviewed complaint on the driveway / deviated from the submitted plan. Send violation letter Action- ask Michael from Chadwick if there is a way to charge fines enforcing without changing the guidelines. Can we write a rule?

**Grounds** – Greg would like to get a date and time to meet as a committee.

The drainage work that we contracted to do the work behind Dan's house not sure its going to be done in this year. Because of the amount of rain the ground is soft... and pushed to next year. Jeff would like to remove the boy scout signs that have been installed several years ago. The grounds committee said that they will look into that and discuss further at their next meeting.

David brought up about the nature trails not being limbed up. Action- contact DD again regarding – the board really cares about the trails... provide dates that he did the trimming. Hold accountable

**Legal**- No report

**Nominations**- No report

**Pool** – David reported to the board that they committee has reviewed the Douglas Aquatics pool contract for 2019. Price increased by \$500.00 per year. Dropped insurance coverage amount over last year. Jeff contacted Neill about the insurance and he stated that there is an umbrella that actually covers more. David asked the board to approve the Douglas Aquatics Pool Management contract.

Motion was made by David to approved the 2019 pool management company. Seconded by Bill all in favor.

**Strategic Planning**- David got in touch with Robert Roberson Paving to pave from Broad Crossing to Easy Lane and over the near the playground. He is also going to quote and work with us from broad crossing down to the bike path by the main road. Easy Lane to Powell Creek is owned by the county. The plan <sup>is to</sup> present the plan to owners who are located near the path in a meeting. Letter to owners explaining Looking at spring time frame. Roberson is going to provide a cost to owners a discounted rate to redo their driveways.

*on Hollywood  
and all of  
Powell Creek*


**Unfinished Business** – no unfinished business reported

**New Business**- no new business reported

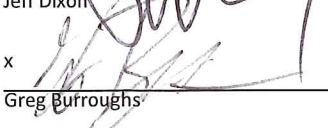
**Next Meeting** – 1/14/2019

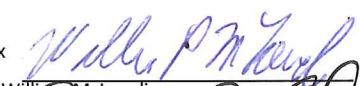
A motion to adjourn the meeting was made by 1 David 2 Jeff


The meeting adjourned at 9:01pm

x   
Paul Moruza

x   
Jeff Dixon

x   
Greg Burroughs

x   
William McLaughlin

x   
David Pedrick

x \_\_\_\_\_  
Ryan Rakness

x \_\_\_\_\_  
Robert Mullinax

x \_\_\_\_\_  
Tonja Borchardt

x   
Dan Harper

• Hollymead Board of Directors Meeting Minutes  
For August 13<sup>th</sup> 2018

**Subject:** Board of Directors Meeting  
**Date:** June 11th 2018  
**Time:** 7:00 p.m.  
**Location:** Peace Lutheran Church  
**Presiding Officer:** Paul Moruza  
**Recording Officer:** Susan Miller  
**Quorum:** Yes  
**Have these minutes been approved?** No  
**Est. Membership in Attendance:** 1  
**Guests:** 2 – County Waste

Director / Manager	Present	Absent (Excused)	Absent (Unexcused)
Paul Moruza	x		
Robert Mullinax	x		
David Pedrick		x	
Tonia Borchardt	x		
Greg Burroughs	x		
Jeff Dixon		☒	
Ryan Rakness	x		
Daniel Harper	x		
Bill McLaughlin	x		

**Called to Order: 8:15pm**

**Homeowner Forum**

1056 Somer Chase- felt like the yard sales was not successful and thinks more advertisement is necessary. Also, asked the board to consider doing a fall yard sale. Also questioned the board when the Somer Chase town homes would receive the recycling totes. Also, concerned that she has not heard anything regarding the swim lessons. And mentioned the dead shrubs at the corner of N and S Hollymead Drive

**Approval of Agenda:**

**Motion:** Approve agenda as written 1-Greg, 2 Bill, No discussion, 7-0

**Approval of May 2018 Meeting Minutes**

**Motion:** Approved May meeting minutes as submitted: 1-Greg, 2-Dan, No discussion, 7-0

**Management Report**

Susan informed the board that a waiver of workers comp insurance for Beardsley Plumbing be signed in order to get them set up as a vendor and pay their invoice. She mentioned that the State of VA does not require W/C for companies with three employees or less however Sentry does. Susan also gave a brief overview of who is responsible if a tree falls. When a tree falls it does not matter where the root system of the tree is... if the tree falls into an owner's property it is the responsibility of the property owner to work with their home owners insurance to take care of any property damage and clean up the tree. I located several articles that will support the associations stance. "Trees can be tricky, but generally speaking homeowners are responsible for what falls into their yard," says Gary Sullivan, vice president of property and subrogation claims at Erie Insurance. "If this scenario becomes a reality, your homeowners insurance would typically help cover the cost of removing the tree and the damage it caused, after your deductible." She shared the resources in which these quotes came from.

**Officer Reports:**

**Presidents Report** – No report

**VP Report** – No report

**Treasurer Report** – Robert update the board on the financial status of the community. He stated that the operating account balance is \$129,800. Stated that we are ok because we have bills coming in the next couple of weeks. He also stated that the pool pass resident and not resident income has not be completely reconciled yet. Susan will submit fully reconciled financials to Robert as soon as they are completed by A/R department.

**Secretary Report** – No report

**Committee Reports**

**Activities-** Robert asked Tonia to select a date for the fall yard sale and report back to the board. Look at advertising on the radio and more signs in the community. Pool activities being planned is a movie night. Tonia made a motion to do more research on the food truck nights.

**ARC** -no applications have come in. grounds committee meeting they talked about creating a policy to take care of the covenants enforcement.

**Grounds** - Hold check for Tosey, until the stump is nature trail clean up before paying. Level it off and cleaned up cut up wood. Find another go to tree company to be a "go too guy" K Thomas Lawson LLC? Metcalf? Contact DD to clear nature trail, clean weeds, there is a tree, limb up trees- walk it and take care of trees hanging low and pulling weeds along the trail. Robert brought up the pine trees along Hollymead feels we should take these out. May need to look at the budget. Strategic tree removal at the next committee meeting. Susan took action to contact Graphcom proposal 18 x 12 sign "no cutting by pond" and get installed. Greg is concerned with the piles of sticks that have accumulated again.

**Legal-** No report

**Nominations-** No report

**Pool** - Daniel reminded the board of the new grill that is at the pool and that he was happy to hear about the pool memberships. Bill asked what is the status of the salt water? The committee stated that Douglas is working on that.

**Trash-** Susan took action to follow up on recycle bins for Somer Chase

**Strategic Planning-** no report

**Unfinished Business** – no unfinished business

**New Business-** Greg asked about the owner at 1740 Easy being changed over to new owner, Susan verified that the account has been updated and all assessments have been paid. Paul brought up an insurance about the FedEx driver driving fast through the neighborhood. Paul thinks a letter from the attorney might be helpful.

**Next Meeting** – 7/09/2018

Board moved to adjourn the meeting at 8:08 p.m.

**Motion:** Adjournment. 1-Greg, 2-Robert, No discussion, 7-0.

The meeting was adjourned at 8:09 p.m.

x  
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Paul Moruza

x  
\_\_\_\_\_  
William McLaughlin

x  
\_\_\_\_\_  
Robert Mullinax

x  
\_\_\_\_\_  
Jeff Dixon

x  
\_\_\_\_\_  
David Pedrick

x  
\_\_\_\_\_  
Tonia Borchardt

x  
\_\_\_\_\_  
Greg Burroughs

x  
\_\_\_\_\_  
Ryan Rakness

x  
\_\_\_\_\_  
Dan Harper

• Hollymead Board of Directors Meeting Minutes  
For August 13<sup>th</sup> 2018

**Subject:** Board of Directors Meeting  
**Date:** June 11th 2018  
**Time:** 7:00 p.m.  
**Location:** Peace Lutheran Church  
**Presiding Officer:** Paul Moruza  
**Recording Officer:** Susan Miller  
**Quorum:** Yes  
**Have these minutes been approved?** No  
**Est. Membership in Attendance:** 1  
**Guests:** 2 – County Waste

Director / Manager	Present	Absent (Excused)	Absent (Unexcused)
Paul Moruza	x		
Robert Mullinax	x		
David Pedrick		x	
Tonia Borchardt	x		
Greg Burroughs	x		
Jeff Dixon		☒	
Ryan Rakness	x		
Daniel Harper	x		
Bill McLaughlin	x		

**Called to Order: 8:15pm**

**Homeowner Forum**

1056 Somer Chase- felt like the yard sales was not successful and thinks more advertisement is necessary. Also, asked the board to consider doing a fall yard sale. Also questioned the board when the Somer Chase town homes would receive the recycling totes. Also, concerned that she has not heard anything regarding the swim lessons. And mentioned the dead shrubs at the corner of N and S Hollymead Drive

**Approval of Agenda:**

**Motion:** Approve agenda as written 1-Greg, 2 Bill, No discussion, 7-0

**Approval of May 2018 Meeting Minutes**

**Motion:** Approved May meeting minutes as submitted: 1-Greg, 2-Dan, No discussion, 7-0

**Management Report**

Susan informed the board that a waiver of workers comp insurance for Beardsley Plumbing be signed in order to get them set up as a vendor and pay their invoice. She mentioned that the State of VA does not require W/C for companies with three employees or less however Sentry does. Susan also gave a brief overview of who is responsible if a tree falls. When a tree falls it does not matter where the root system of the tree is... if the tree falls into an owner's property it is the responsibility of the property owner to work with their home owners insurance to take care of any property damage and clean up the tree. I located several articles that will support the associations stance. "Trees can be tricky, but generally speaking homeowners are responsible for what falls into their yard," says Gary Sullivan, vice president of property and subrogation claims at Erie Insurance. "If this scenario becomes a reality, your homeowners insurance would typically help cover the cost of removing the tree and the damage it caused, after your deductible." She shared the resources in which these quotes came from.

**Officer Reports:**

**Presidents Report** – No report

**VP Report** – No report

**Treasurer Report** – Robert update the board on the financial status of the community. He stated that the operating account balance is \$129,800. Stated that we are ok because we have bills coming in the next couple of weeks. He also stated that the pool pass resident and not resident income has not be completely reconciled yet. Susan will submit fully reconciled financials to Robert as soon as they are completed by A/R department.

**Secretary Report** – No report

**Committee Reports**

**Activities-** Robert asked Tonia to select a date for the fall yard sale and report back to the board. Look at advertising on the radio and more signs in the community. Pool activities being planned is a movie night. Tonia made a motion to do more research on the food truck nights.

**ARC** -no applications have come in. grounds committee meeting they talked about creating a policy to take care of the covenants enforcement.

**Grounds** - Hold check for Tosey, until the stump is nature trail clean up before paying. Level it off and cleaned up cut up wood. Find another go to tree company to be a "go too guy" K Thomas Lawson LLC? Metcalf? Contact DD to clear nature trail, clean weeds, there is a tree, limb up trees- walk it and take care of trees hanging low and pulling weeds along the trail. Robert brought up the pine trees along Hollymead feels we should take these out. May need to look at the budget. Strategic tree removal at the next committee meeting. Susan took action to contact Graphcom proposal 18 x 12 sign "no cutting by pond" and get installed. Greg is concerned with the piles of sticks that have accumulated again.

**Legal-** No report

**Nominations-** No report

**Pool** - Daniel reminded the board of the new grill that is at the pool and that he was happy to hear about the pool memberships. Bill asked what is the status of the salt water? The committee stated that Douglas is working on that.

**Trash-** Susan took action to follow up on recycle bins for Somer Chase

**Strategic Planning-** no report

**Unfinished Business** – no unfinished business

**New Business-** Greg asked about the owner at 1740 Easy being changed over to new owner, Susan verified that the account has been updated and all assessments have been paid. Paul brought up an insurance about the FedEx driver driving fast through the neighborhood. Paul thinks a letter from the attorney might be helpful.

**Next Meeting** – 7/09/2018

Board moved to adjourn the meeting at 8:08 p.m.

**Motion:** Adjournment. 1-Greg, 2-Robert, No discussion, 7-0.

The meeting was adjourned at 8:09 p.m.

x  
\_\_\_\_\_  
Paul Moruza

x  
\_\_\_\_\_  
William McLaughlin

x  
\_\_\_\_\_  
Robert Mullinax

x  
\_\_\_\_\_  
Jeff Dixon

x  
\_\_\_\_\_  
David Pedrick

x  
\_\_\_\_\_  
Tonia Borchardt

x  
\_\_\_\_\_  
Greg Burroughs

x  
\_\_\_\_\_  
Ryan Rakness

x  
\_\_\_\_\_  
Dan Harper

• Hollymead Board of Directors Meeting Minutes

For June 11<sup>th</sup> 2018

**Subject:** Board of Directors Meeting  
**Date:** May 14th 2018  
**Time:** 7:00 p.m.  
**Location:** Peace Lutheran Church  
**Presiding Officer:** Paul Moruza  
**Recording Officer:** Susan Miller  
**Quorum:** Yes  
**Have these minutes been approved?** No  
**Est. Membership in Attendance:** 3  
**Guests:** 2 – County Waste

Paul Moruza	x		
Robert Mullinax		<input checked="" type="checkbox"/>	
David Pedrick	x		
Tonia Borchardt	x		
Greg Burroughs	x		
Jeff Dixon		<input checked="" type="checkbox"/>	
Ryan Rakness			x
Daniel Harper	x		
Bill McLaughlin		x	

**Called to Order:** 8:15pm

**Homeowner Forum**

1056 Somer Chase- informed the board that some residence in don't want the second container for recycling.

**Approval of Agenda:**

**Motion:** Approve agenda with the addition of moving the grounds report after management report and add election of officers to new business  
 1-Gregt, 2 David, No discussion, 5-0

**Approval of April 2018 Meeting Minutes**

**Motion:** Approved April meeting minutes as submitted: 1-David, 2-Greg, No discussion, 5-0

**New Business**

Assign officer positions to the board of directors

**Motion:** To keep the current board officer positions the same as last year: 1-David, 2-Greg, No discussion, 5-0

**Management Report**

Susan requested the annual report to be signed by the board president and presented the 2017 tax return prepared by Kahline CPA to be signed and return before 10/15/2018. Susan requested to ratify the electronic vote for the new recycling proposal contract from County Waste.

**Motion:** To ratify the electronic vote to approve the County Waste recycling contract: 1-David, 2-Greg, No discussion, 5-0

Susan also informed the board that she and Bill McLaughlin conducted the annual inspection and included the full report in the management report.

**Officer Reports:**

**Presidents Report** – Thanked the board for keeping things going in his absence

**VP Report** – Informed the board of the board training from Chadwick on 6/27/2018 at the Darden School. He encouraged the other board members to attend.

**Treasurer Report** – no report

**Secretary Report** – no report

**Committee Reports**



**Activities-** Tonia will work with the pool committee, June 2<sup>nd</sup> Yard Sale, Daily

**ARC** -no report

**Grounds** -concerned with the dead plants on the corner of North Hollymead and South Hollymead- Did we pay Dale? Several dead plants.

**Action-** send Paul a copy of the invoice on the work.

Parking lot done and looks great,

**Action-** Contact Danny to paint the yellow grate all the way around the grate.

**Legal-** No report

**Nominations-** no report

**Pool** -pool opening, fixed locks on doors. Dan is going to look into vending machines. Setting up an account with Costco. Membership is down from last year. Dan is running more FB ads. Water fountain will be replaced. Floor mats added. Planning a pool party for the community. Food Truck night.

**Action** – Blast swim meet dates to the members and to the community.

**Trash-** no report

**Strategic Planning-** no report

**Unfinished Business** – no unfinished business

**Next Meeting** – 6/11/2018

**Motion:** Convene executive session to discuss delinquencies and architectural 1- David 2-Paul, No discussion, 5-0.

Board moved to executive session at 7:55p.m.


Board returned from executive session 8:07p.m.

**Motion:** Adjournment. 1-David, 2-Greg, No discussion, 5-0.

The meeting was adjourned at 8:08 p.m.

x   
Paul Moruza

x \_\_\_\_\_  
Jeff Dixon

x   
Greg Burroughs

x \_\_\_\_\_  
William McLaughlin

x \_\_\_\_\_  
David Pedrick

x \_\_\_\_\_  
Ryan Rakness

x \_\_\_\_\_  
Robert Mullinax

x   
Tonia Borchardt

x   
Dan Harper

*Susan's Copies*

• Hollymead Board of Directors Meeting Minutes  
For October 8<sup>th</sup> 2018

**Subject:** Board of Directors Meeting  
**Date:** September 11<sup>th</sup> 2018  
**Time:** 7:00 p.m.  
**Location:** Peace Lutheran Church  
**Presiding Officer:** Paul Moruza  
**Recording Officer:** Susan Miller  
**Quorum:** Yes  
**Have these minutes been approved?** No  
**Est. Membership in Attendance:** 1

Director / Manager	Present	Absent (Excused)	Absent (Unexcused)
Paul Moruza	x		
Robert Mullinax		x	
David Pedrick	x		
Tonia Borchardt	x		
Greg Burroughs	x		
Jeff Dixon	x		
Ryan Rakness		x	
Daniel Harper	x		
Bill McLaughlin		x	

**Called to Order:** 7:03pm

**Homeowner Forum**

1056 Somer Chase- thanked the pool committee for the extra time that they have put into the pull season. Requesting more umbrellas from the pool. Owner also feels that the landscape company is not maintaining the corner area at N and S Hollymead Drive and around the pool and the Hollymead sign.

**Approval of Agenda:**

**Motion:** Approve agenda as written 1-David, 2 Greg, No discussion, 6-0

**Approval of August 2018 Meeting Minutes**

**Motion:** Approval of the August meeting after removing the County Waste 2 Guests from attendance and add pool party to activities. 1- Dan, 2- David, No Discussion, 6-0

**Management Report**

Susan presented the board with the 2019 draft budget. Paul reviewed Robert's assessments that was emailed to the board regarding the pool committee and grounds committee. Do not treat the reserves like a golden egg. Susan took action to revise the draft budget and resend to the board before next meeting.

**Officer Reports:**

**Presidents Report** – Paul informed the board that he and David met with the new owners for the Silver Thatch. Paul gave a brief update on the updates that the new owners will be adding to the inn. They will continue as an Inn and looking to be a community place with a pub.

**VP Report** – No report

**Treasurer Report** – No report

**Secretary Report** – Informed the board that he has sent a few community emails regarding the end of season pool party

**Committee Reports**

**Activities-** Tonia informed the board that she is still looking into food truck nights. Daniel let the committee know that the end of season pool party was done very well.

**ARC -1735 Sourwood** – application to add sun room has been approved by the committee.

**Grounds** – the committee had several tree companies out to assess the tree on the common ground between 1720-1730 Tinkers Coved. Based on the arborists assessment the committee has determined the tree is healthy and will not be taken down. The committee informed the board that the drainage work on common ground behind Dan’s house have contracted with Scotts Back Hoe Services to repair the area. The committee is also concerned that D&D Lawn Care is not maintaining the area of the nature trails weekly by trimming the limbs away from the trail. Susan took action to review the grounds maintenance contract and contact DD to inform them of this issue. The committee asked Susan to be included in the communication. Jeff asked the committee about the Easy Lane pond and not being able to access to fish. Greg stated that he personally trimmed back the area along the side of the pond. Greg stated that he was looking at getting boulders around the pond. Also, Jeff was concerned with the large number of mosquitos near the ponds and asked if there was a natural species that would eat the larvae that would reduce the mosquitos. Susan took action to contact a pond management or pest management company and ask about the natural species. The committee will be planting new trees around the pool.

**Legal**- No report

**Nominations**- No report

**Pool** – The committee asked Susan to contact Neill from Douglas to make sure the pool is secure and ready for the threat of the hurricane coming at the end of the week. The committee also stated that they were very happy with Douglas Aquatics although they feel there was some room for improvement. The committee asked Susan to send a pool season summary report to share with the board. And also asked Susan to get quotes to replace the sand filter at the pool.

**Strategic Planning**- David informed the board that he had a meeting with a contact from the county regarding the paths. The committee asked Susan to contact SL Williamson to find out who instructed the paving work that was done at the corner of Powell Creek and Hollymead (South behind Poes and towards Forest Lakes).

**Trash** – the bulk pick up has been scheduled for October 20<sup>th</sup> 2018 – Susan took action to send out a reminder to the community.

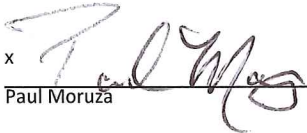
**Unfinished Business** – no unfinished business

**New Business**- Paul encouraged the board to review the management report monthly. He will have Robert walk the board through it.


**Next Meeting** – 10/8/2018

David made a motion to adjourn the board meeting. Seconded by Greg, No discussion, 6-0.

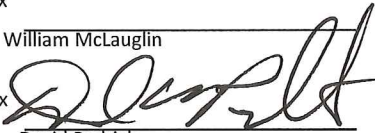
The meeting was adjourned at 8:55 p.m.

x   
Paul Moruza

x \_\_\_\_\_  
Jeff Dixon


x   
Greg Burroughs

x \_\_\_\_\_  
William McLaughlin

x   
David Pedrick

x \_\_\_\_\_  
Ryan Rakness

x \_\_\_\_\_  
Robert Mullinax

x   
Tonia Borchardt

x \_\_\_\_\_  
Dan Harper