

• Hollymead Board of Directors Meeting Minutes
For February 11, 2019

Subject: Board of Directors Meeting
Date: January 14, 2019
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		
Daniel Harper	x		
Bill McLaughlin	x		

Called to Order: 7:06pm

Homeowner Forum

Member Comments: Joy- playground maintenance. A sign along 29 Adopt the Highway Hollymead... liter being left and not being picked up.

Approval of Agenda:

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

Approval of December 2018 Meeting Minutes

Motion: Approval of the December meeting after correcting the spelling of Powell. 1- Bill, 2- David, No Discussion, 7-0

Management Report

Officer Reports:

Presidents Report – Paul informed the board that he is now a member of the ARC and the grounds committee. Keep action open regarding the Silver Thatch parking lot that the lawyers are working on.

VP Report – David informed the board that he reached out to the county regarding the speed control (look at email). Hollymead is on the next meeting to talk about the issues. VDOT does not recommend using speed bumps. Also, did some follow up about not hearing about the closing of Powell Creek for the dam work. Get on the county mailing list for community news.

Treasurer Report- No Report/ running late

Secretary Report – Jeff would like to respond to the community regarding the assessments as to the reason to raise the fees. Paul drafted a response a link to the website. Drainage/ pool assets/ acknowledging the path work that was needed. Dave mentioned that the annual meeting should report out at the annual meeting. Dave is suggesting the board make one statement on NextDoor quarterly. The complaints reminded Paul of things he can do be better in regards to communication all the work that the board does.

Committee Reports

Activities- No report

ARC - Bill reports that he had their first meeting main thing was 1575 Poes Lane. Bill drafted two resolutions. One regarding the fence the was that the privacy fences be able to put around the home. The board reviewed the draft and updated some language regarding where the fence can extend to.

Grounds – Grounds Report- Major drainage complaint between four houses. Paul submitted a work order to VDOT because that this the results of the problem. The board needs to know this that an issue that will need to be resolved by the four owners. The board will need to help come

up with a shared responsibility plan between the four homes. Greg brings up that the dams in the neighborhood needs to be addressed with trees that pop up. Cut back in the winter. Dales request is to do it in the winter time so that they don't have to deal with snakes. Every year this needs to be done to maintain over time. Robert stats the he would like a little treatment to go with cutting down as well to eliminate them coming back over time. David suggests to add a line item to budget next year. Greg also mentioned that the committee is looking at hiring an arborist to evaluate trees. Requirement that anyone who is complaining about a tree the owner needs to mark the tree. If it is not clearly marked then the committee will not work address it. DD will be walking with Greg and Susan to discuss

Legal- No report

Nominations- No report

Pool – need to get the agreement and have a pool committee meeting.

Strategic Planning- David received a new bid from Roger Robertson Paving. David feels that we need to go out to bid. Greg gave David a contact VA Asphalt. Let's get three or more bids.

Unfinished Business – no unfinished business reported

New Business- no new business reported

Next Meeting – 1/14/2019

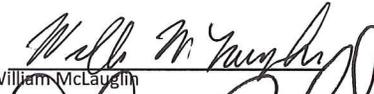
A motion to adjourn the meeting was made by 1 David 2 Greg

The meeting adjourned at 8:35pm

x 
Paul Moruza

x _____
Jeff Dixon

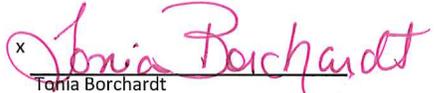
x _____
Greg Burroughs

x 
William McLaughlin

x 
David Pedrick

x _____
Dan Harper

x _____
Robert Mullinax

x 
Toria Borchardt

x 
Dan Harper

• Hollymead Board of Directors Meeting Minutes
For March 11, 2019

Subject: Board of Directors Meeting
Date: February 11, 2019
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		☒	
Daniel Harper	x		
Bill McLaughlin	x		

Called to Order: 7:01pm

Special Guest- Bea LaPisto running for Albemarle County Board of Supervisors. Introduced herself the community members.

Homeowner Forum

Member Comments: Joy, Jay Johnson, Sandra Johnson, Lance Asouline

Jay & Sandra Johnson- erosion issue maintenance request 1770 Tinkers Cove would like the board to help resolve the drainage issue that is causing the issues. Grounds committee will take a look at the issue and get back to the owners

Joy- Nothing to report. But wanted to say Thank you to Dan and is picking up the trash

Action- Contact VDOT Adopt a Highway Sign- What streets does this include? What does it entail and should we be cleaning this area weekly/monthly

Action- Review the landscape agreement and see how often they should be picking up trash along Hollymead Dr.

Lance Asouline- requesting the board to schedule a spring cleaning / pruning

Approval of Agenda:

Motion: Approve agenda as written 1-David, 2 Dan, No discussion, 5- 0

Approval of January 2019 Meeting Minutes

Motion: Approval of the January meeting minutes. 1- Bill, 2- David, No Discussion, 5-0

Management Report:

Susan gave the board a financial update and stated that the operating account balance is \$106,063.52 this month vs \$92,630.42 last year this month. And the reserve balance is \$501,210.13 this month vs \$496,673.86 this month last year. She also informed the board that she received one maintenance request that has been turned over the grounds committee for their review. She also informed the board the repairs at the playground will be fixed in the next few weeks as the weather gets better. Susan also informed the board that County Waste has contacted and

has scheduled the spring bulk pick up for April 20th 2019. She then informed the board that she printed copies of the Policy resolution 2019-01 fencing and asked Bill to discuss the attorney revisions with the board. Policy Resolution 2019-01 Fencing- Bill reviewed with attorney's revisions based on the red lined version. Motion to from architectural committee to adopt policy resolution 2019-01. All Board members approves the motion.

Officer Reports:

Presidents Report – Paul informed the board that he reviewed the attorney information that the board received regarding the Hollymead House (formally Silver Thatch). It is his understanding that the lot(s) fall within the Hollymead Citizens Association authority and are entitled to access all amenities within in the HOA

VP Report – no report

Treasurer Report: Paul reminded the board to review the bank statements on the management report that Susan send monthly and strongly encouraged the board to review and ask questions if there is something that looks out of line. He then asked management what the \$13,000.00 check was for. Susan informed the board that this was the check to purchase the new CD from Revere Bank which can also be seen on the balance sheet in your management repot.

Secretary Report – No report

Committee Reports

Activities- Tonia informed the board that she is looking at creating a safety event where the local authorities would come out and check bikes and helmet etc.

ARC - Fence application and shed application has been approved.

Grounds – Dan reported that the grounds committee is looking inot the drainage issue at 1770 Tinkers Cove and that the committee is looking at replacing the nature signs throughout the community.

Legal- No report

Nominations- Paul invited Lance Asouline to the meeting and is nominating him to be appointed to fill the open board seat (Ryan's term). Lance presented his background to the board. The nominations committee makes a motion to appoint Lance Asouline to the board. All board members in favor, none oppose.

Pool – The pool committee informed the board that the committee approved the pool management agreement with Douglas Aquatics. Also, informed that a company named Swim Scool reached out to the committee to offer swim lessons. The committee also informed the board that they are working on making some improvements to the Pergola, and adding some new umbrella's as well as looking at expanding the green area by possibly moving the fence. The pool opens on May 25th 2019.

Strategic Planning- David informed the board that the committee received a proposal from VA Asphalt for the improvements of the paved paths. A motion was made from the committee to approve the VA Asphalt's proposal for \$37,000.00 All board members were in favor.

Unfinished Business - none

New Business- Peace Lutheran Church meeting room. Susan took action to review previous minutes to determined agreed donation amount to use the meeting room space.

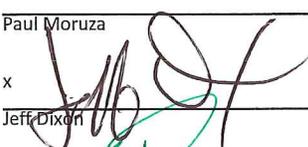
Next Meeting – March 11th 2019

A motion to close the meeting and go into executive session for the purposes of discussing collections was made by 1 David 2 Dan

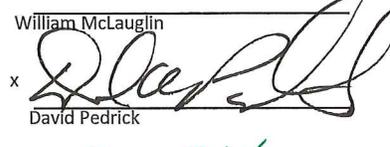
A motion to close executive session and go back into the board meeting was made by 1 David 2 Dan

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

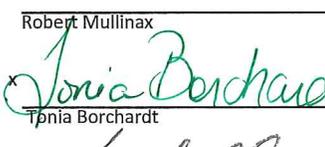
The meeting adjourned at 8:35pm

x
Paul Moruza

x
Jeff Dixon

x
Greg Burroughs


x
William McLaughlin

x
David Pedrick

x
Dan Harper


x
Robert Mullinax

x
Tonia Borchardt

x


• Hollymead Board of Directors Meeting Minutes
For April 8th, 2019

Subject: Board of Directors Meeting
Date: March 11th 2019
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		
Daniel Harper	x		
Bill McLaughlin	x	x	

Called to Order: 7:01pm

Homeowner Forum

Member Comments: Joy, Todd Beam

Todd ask the board about spring inspections and informed the board that there are quite a few homes in need of power washing

Joy ask the board about landscaping plans

Approval of Agenda:

Motion: Approve agenda with the removal of item number three 1-Greg, 2 Tonia, No discussion, 7- 0

Approval of February 2019 Meeting Minutes

Motion: Approval of the February meeting minutes. 1- Bill, 2- David, No Discussion, 5-0

Management Report:

Susan provided the board with an update on the financial status of the HOA. She stated that the operating account balance is \$90,563.16 and the reserve account balance is \$505,638.37. She stated that there were four chart of accounts that had variances for the month: 5240 tree removal; 7084 pool misc.; 8025 mgt support and 8106 legal. She provided explanations for all variances. 5240 coding error month corrected for tree work; 7084 was for the \$900.00 pool registration software yearly fee; 8025 coding error this variance was for the meeting room expense for 2018 and 2019 the total was \$3,300.00 should be coded under 8381 meeting room expense and 8106 was legal fees associated with the attorney review of the fencing resolution, the governing document review of the Inn's responsibility to the HOA as far as assessments are collected. Susan also informed the board that she has updated the HOA website with the 2019 pool registration information and that the registration system is ready for the season. She also stated that she prepared a news letter that she is waiting for the pool committee to review and authorize to mail out. She also provided the board with a quote for a roll off container for a "spring yard waste" event that was mentioned at the previous month board meeting. She also reminded the board of the bulk trash pick up that is scheduled for April 20th 2019.

Officer Reports:

Presidents Report – no report

VP Report – no report

Treasurer Report: Robert stated that it was a quiet month. He did have three questions he asked the pool committee where we stood with the sand filter proposals. The committee chair stated that the cost to replace with be \$16k. Robert then asked the strategic planning committee about the cost of paving the paths. The committee chair stated that the proposal was approved last month. He then asked the grounds committee about the trees in the common area along Hollymead Drive. He wanted to know if there was a plan to take them down because he was concern about the power lines etc. The committee stated that there was no immediate plan and that they look into it.

Secretary Report – Nothing out of the ordinary, sent out the regular mailing last month. Jeff stated that he would help the strategic planning committee communicate the paving communication to residents affected by the paving.

Committee Reports

Activities- Tonia informed the board that she is looking at creating a safety event where the local authorities would come out and check bikes and helmet etc. States that she was contacting the county or the fire department for the event. Also stated that the spring yard sale will be June 15th.

ARC - No report

Grounds – Greg reported that the committee has authorized the removal of five trees located behind several homes on common area on Easy lane. The committee had an arborist review the trees and provided an evaluation of the health of the trees. The committee makes a motion to approve \$6000.00 to remove the trees based on the arborist recommendations. All were in favor. Greg also mentioned that the committee sent out a notice to the community regarding the plans for the pond this year. The committee would like to install a small dock on the pond. The committee made a motion to use \$2000.00 from the geese mitigation line item on the budget to add the dock. The treasurer recommended that the committee use the line item for grounds committee projects. All were I favor.

Legal- No report

Nominations- no report

Pool – David mentioned that the pool committee has not met yet and need to do so soon. The committee also made a motion to the board to approve the sand filter proposal from Signature Pools in the amount of \$16k. All were in favor.

Strategic Planning- David informed the board that the agreement with VA Asphalt to repave the paths has been signed and we are just waiting on the fully executed agreement from VA Asphalt. He informed the board that the communication will need to be sent to the community as well as having a meeting with the residents affected by the work. He asked that other board members attend the meeting.

Unfinished Business - none

New Business- David requested that management contact Peace Lutheran Church and let them know about the constant interruptions with the other groups.

Next Meeting – April 8th 2019

A motion to close the meeting and go into executive session for the purposes of discussing collections was made by 1 Greg 2 Jeff All in favor

A motion to close executive session and go back into the board meeting was made by 1 Greg 2 Dan All in favor

A motion was made to write off the account balance of \$1,085.79 for account #00030CA 1 David 2 Greg All in favor

A motion to adjourn the meeting was made by 1 Greg 2 Lance

The meeting adjourned at 8:45pm

x 
Paul Moruza
x 
Jeff Dixon
x 
Greg Burroughs

x _____
William McLaughlin
x _____
David Pedrick
x 
Dan Harper

x 
Robert Mullinax
x _____
Tonia Borchardt
x _____
Lance Asouline

• Hollymead Board of Directors Meeting Minutes
For May 10, 2019

Subject: Board of Directors Meeting
Date: April 8th 2019
Time: 8:15 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	
Lance Asouline		x	
Greg Burroughs		x	
Jeff Dixon	x		
Daniel Harper	x		
Bill McLaughlin	x		

Called to Order: 8:15pm

Homeowner Forum

Member Comments: Joy informed the board that there are volunteers to water the shrubs by the pool

Approval of Agenda:

Motion: Approve agenda with the removal of item number three 1-Dan, 2 Bill, No discussion, 5- 0

Approval of March 2019 Meeting Minutes

Motion: Approval of the February meeting minutes. 1- Bill, 2- Dan, No Discussion, 5-0

Management Report: Susan updated the board on the balance of the operating and reserve account and an update on the pool membership income. And also informed the board that she will be onsite on 5/2 to do the annual spring inspections.

Officer Reports:

Presidents Report – no report

VP Report – no report

Treasurer Report: Robert reviewed the monthly financials with the board.

Committee Reports

Activities- No report

ARC- Bill informed the board that the fencing resolution that was adopted at the March meeting still needs to be signed. Susan took action to bring it to the May meeting.

Grounds – No report

Nominations- no report

Pool – No report

Strategic Planning- No report

Unfinished Business – none

New Business- none to report

Next Meeting – May 10th 2019 will be the 2nd attempt for the annual meeting.

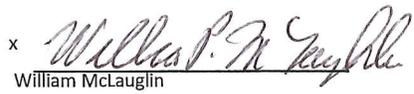
A motion to adjourn the meeting was made by 1 Dan 2 Bill

The meeting adjourned at 8:35pm

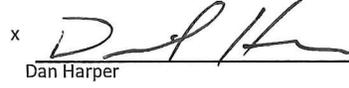
x 
Paul Moruza

x 
Jeff Dixon

x _____
Greg Burroughs

x 
William McLaughlin

x _____
David Pedrick

x 
Dan Harper

x 
Robert Mullinax

x _____
Tonia Borchardt

x _____
Lance Asouline

• Hollymead Board of Directors Meeting Minutes

For June 10th, 2019

Subject: Board of Directors Meeting
Date: May 13th 2019
Time: 8:15 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	
Lance Asouline	x		
Greg Burroughs		x	
Jeff Dixon	x		
Daniel Harper	x		
Bill McLaughlin	x		

Called to Order: 7:35pm

Homeowner Forum

Member Comments: resident reported lights out on lamp post on North Hollymead Drive; Another resident asked the board to consider having hazardous household items trash collection day; resident complained regarding the Daily Progress throwing news papers on yards. Resident requested if the pool rules have changed. Resident asked the board about swim lessons. And another resident informed the board of a drainage pipe along the walking path stick out.

Approval of Agenda:

Motion: Approve agenda with the removal of item number three 1-Jeff, 2 Robert, No discussion, 7- 0

Approval of April 2019 Meeting Minutes

Motion: Approval of the February meeting minutes. 1- Jeff, 2- Robert, No Discussion, 7-0

Management Report: Susan updated the board on the balance of the operating and reserve account and an update on the pool membership income. April Financials: The financials in this report are not fully reconciled. Account 1030 Pool Income is still being reconciled. As soon as accounting finishes reconciling the pool income account. I will resend the report so you will have fully reconciled financials. Pool Membership Summary Report: enclosed in the April Mgt Rpt is a copy of the pool membership summary report: Total memberships sold as of 5/10/2019 is 100. Non-members total: 36; Members: 49 and Swim Team: 15. Spring Inspection Report: I completed your community covenants inspection on 5/2. Included in your April Mgt Rpt is your spring inspection report.

Officer Reports:

Presidents Report – Paul stated that he has not written the letter to the new owners of Silver Thatch regarding the assessments and asked Susan to compose the letter.

VP Report – no report

Treasurer Report: Robert reviewed the monthly financials with the board.

Committee Reports

Activities- No report

ARC - Bill informed the board that the fence resolution was approved two months ago and just needed the board members to sign.

Grounds – No report

Nominations- no report

Pool – David a gave an update to the pool and stated that things have been progressing well to opening on time.

Strategic Planning- No report
Unfinished Business – none

New Business- none to report

Next Meeting – July 8th 2019

A motion to adjourn the meeting was made by 1 Dan 2 Bill

The meeting adjourned at 8:56pm

x 
Paul Moruza

x _____
Jeff Dixon

x _____
Greg Burroughs

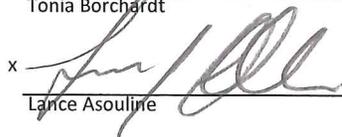
x 
William McLaughlin

x 
David Pedrick

x 
Dan Harper

x _____
Robert Mullinax

x _____
Tonia Borchardt

x 
Lance Asouline

• Hollymead Board of Directors Meeting Minutes
For July 15th, 2019

Subject: Board of Directors Meeting
Date: June 10th 2019
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: 7

Director / Manager	Present	Absent (Excused)	Absent (Unexcused)
Paul Moruza	X		
Robert Mullinax		X	
David Pedrick	X		
Tonia Borchardt		X	
Lance Asouline	X		
Greg Burroughs	X		
Jeff Dixon		<input checked="" type="checkbox"/>	
Daniel Harper	X		
Bill McLaughlin	X		

Called to Order: 7:38pm

Homeowner Forum

Owner brought up issues on inspections and received a notice to remove "holiday lightings" and was also concerned with the common area not being maintained near Tinkers Cove/ Easy Lane Pond. Another owner stated that the Somer Chase pond has an algae bloom and sent in maintenance requests from months ago regarding algae on pond. He stated that he feels like it is taking too long to address. Another owner spoke regarding the yard sale and stated that there was not enough advertisement. This same owner stated that the new swim lessons contact school did not get back to her after calling. The of the Hollymead House requested the fence around the tot lot needs to be replaced.

Approval of Agenda:

Motion: Approve agenda with the removal of item number three 1-David, 2 Bill, No discussion, 6- 0

Approval of May 2019 Meeting Minutes

Motion: Approval of the May meeting minutes. 1- David, 2- Bill, No Discussion, 6-0

Management Report: Susan updated the board on the balance of the operating and reserve account and an update on the pool membership income. Susan also presented the State Corporation Commission (SCC) and requested the board to review and to have the board president sign. Susan also informed the board that the insurance is set to renew in July and presented the board with the Insurance Notice of Renewal. She informed the board that thus was bid out last year and many companies were higher and could not compare to the rate currently paying and recommended to renew with current provider.

Officer Reports:

Presidents Report: No report

VP Report: No report

Treasurer Report: Robert reviewed the monthly financials with the board.

Secretary Report: No Report

Committee Reports

Activities- Yard sale date: Susan took action to update the website with the yard sale date.

ARC - 1685 Goldentree submitted an application for a fence. The committee is still reviewing. Bill asked for the new fence resolution to be posted to the Hollymead website. Susan took action to post fencing resolution to the community website.

Grounds – Greg reported that the nature trail signs were approved by the committee. Jeff brought up concerns with the pond on Easy Lane. Boundary markers were placed around the pond poorly to eliminate the landscape company from mowing the area. Greg is reaching out to another contractor to determine a better solution. The committee will take care of the barriers to best of their ability.

Nominations- no report

Pool – Jeff reported that the pool is going well. There were some internet issues initially, Sold 170 memberships. Aylssa pool manager. Neill is not responding to the committee. Susan took action- Post Swim Team dates to the website

Strategic Planning- The paving of the paths was delayed due to weather and scheduling from contractor. The new start date is 6/17/2019.

Susan took action- Send notification out to community regarding start date Monday 6/17/2019. Update website.

Unfinished Business – none

New Business- none to report

Next Meeting – July 8th 2019

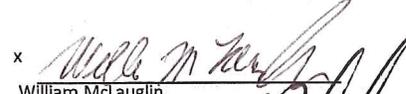
A motion to adjourn the meeting was made by 1 David 2 Bill

The meeting adjourned at 8:30pm

x 
Paul Moruza

x 
Jeff Dixon

x 
Greg Burroughs

x 
William McLaughlin

x 
David Pedrick

x _____
Dan Harper

x _____
Robert Mullinax

x 
Tonia Borchardt

x 
Lance Asouline

• Hollymead Board of Directors Meeting Minutes
For August 19th, 2019

Subject: Board of Directors Meeting
Date: July 15th 2019
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: 7

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

Called to Order: 7:08pm

Homeowner Forum:

Owner appreciates the paving of the paths however requests that the flat bed equipment be removed. Resident brought up issues relating to the pool season. They stated that water quality was terrible and stated that the deep end is so cloudy that they can't see the drain. Another owner agrees with the paving and questioned when the tot lot path would be paved and questioned the need for the shed by the tot lot. And still ahs issues with the scanned key tag for the pool. Owner also stated that the new arborvitae is leaning and looks dead.

Action-Susan will contact Townsend and request

Approval of Agenda:

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

Approval of June 2019 Meeting Minutes David stated no approval and requested to have management rewrite the minutes to include full sentences.

Management Report: Susan updated the board updated the board on the financial status of the community. Stating that the operating balance is currently: \$112,150.25 vs. last month \$104,464.40. And stated that the reserve balance at this time is \$507,305.27 vs.\$510,938.69 (unreconciled at time of meeting). She also included the 2018 Tax Prep Kahline paper work that will need to be signed however asked that since Robert was missing from the meeting to hold off until he reviews. Susan also included the 2018 Draft Audit also prepared by Kahline CPA. Susan also presented the Insurance Notice of Renewal and request board signature.

Officer Reports:

Presidents Report: No report

VP Report: No report

Treasurer Report: No Report

Secretary Report: No Report

Committee Reports

Activities- Tonia resigned

ARC - 1685 Goldentree application for fence has been approved.

Grounds – Greg reported that the Easy Lane pond is looking good and that the plants went in today.

Nominations- no report

Pool – Pool Going well we had some internet issues, 170 memberships, Aylssa pool manager. Neill is not responding to the committee. Susan took action- Post Swim Team dates to the website

Legal Report: Bill asked the board if they should consider reaching out to the attorney for help with quorum requirements. The board entered into discussion and stated that management should review the tax record site on the county's website to match up contact information. Susan took action to take care of this research.

Strategic Planning- David update the board with the last -minute change in the width of the walking path pavement to 6ft. He stated that the increase was less than 20% of original approved cost. David had some concerns with the elevation in some areas. David asked the board their thoughts on waiting until the pool season is over to do the path by the tot lot. The board discussed and agreed to wait until August. A motion was made to ratify the electronic vote increasing the cost of the original quoted proposal from VA Asphalt to \$41,000.00 for walking path paving project. 1- Bill 2 Dan.

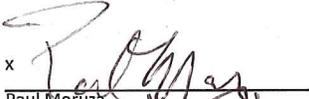
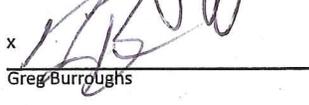
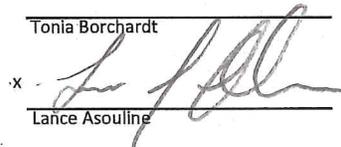
Unfinished Business – none

New Business- none to report

Next Meeting – August 19th 2019 due to vacation conflict

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

The meeting adjourned at 8:18pm

x  Paul Moruza	x  William McLaughlin	x _____ Robert Mullinax
x  Jeff Dixon	x  David Pedrick	x _____ Tonia Borchardt
x  Greg Burroughs	x _____ Dan Harper	x  Lance Asouline

• Hollymead Board of Directors Meeting Minutes
For September 9th, 2019

Subject: Board of Directors Meeting
Date: August 19th 2019
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: 7

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

Called to Order: 7:52pm

Approval of Agenda:

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

Approval of June & July 2019 Meeting Minutes: David makes motion to approve the June and July meeting minutes as presented, Bill seconds, all in favor. Motion passes.

Management Report: Susan updated the board on the financial status of the community. Stating that the operating balance is currently: \$110,312.56 vs. last month \$112,150.25. And stated that the reserve balance at this time is \$512,049.14 vs.\$507,305.27. Susan informed the board that she had gone through the address file with all of the town homes at Hollymead Square and reviewed the County GIS mapping system. There were 12 accounts that had different mailing addresses. She informed the board that she sent out certified notices to these residents in efforts to update the mailing information in the Sentry system. She also updated the board on the fence proposals that were received. Old World Carpentry quoted #7,974.47 to replace 157 square feet and Caviler Fence quoted \$5,310.00 however the price was quoted while meeting with the contactor onsite and still have not received a written proposal. The board asked her to reach out to Quality Built Fence to obtain a quote. She also presented the 2018 draft audited prepared by Kahline. Robert stated that he mailed the representation letter to Susan. Susan also informed the board that she would be preparing the draft budget and asked the committees to prepare their wish lists and send them to her by September 4th.

Action- contact Quality Built Fence to get a quote for fence by tot lot.

Action- Send committee their 2019 YTD actual and budgeted numbers

Action- Follow up with Roberts email regarding the draft audit.

Officer Reports:

Presidents Report: Paul asked management if the letter to the Hollymead House has been drafted. Susan stated that the attorney has been asked to draft the letter however she will need to follow up with the attorney.

VP Report: No report

Treasurer Report: Updated the board on the 2018 tax preparation and the draft audit prepared by Paul Kahline. There were no noted deficiencies and every thing looked normal.

Secretary Report: No Report

Committee Reports

Activities- No report

ARC - Tinkers Cove application for fence has been approved. Bill also informed the board that he received another complaint regarding the drive way on Poes Lane.

Grounds – Greg asked Susan to update the board on the latest with the Somer Chase pond. She informed the board that the latest watermeal treatment was done on August 9th and that the pond is still looking pretty bad. She recommended that a pond maintenance agreement is necessary to eliminate this from happening again. The agreement has a professional consultant evaluate the pond at least twice a month. Greg asked Susan to send the agreement to the committee and they will review.

Pool – Jeff review the standard operating procedure manual that he put together for next pool season. He states that he will not be doing as much for the pool as he has done this past year. He is asking for Douglas Aquatics and Sentry Management to be more involved. Jeff also stated that he would like the board to consider going to strictly chorine next year. The issue with the water quality this year was due to the salt system so that the water is crystal clear.

Strategic Planning- David stated that the paths are done, there are a few areas that need to be fixed. David also touched on the management contract and stated that each committee should consider what is that they need from a management company. He stated that the board should create an RFP and send the Sentry to determine the cost of adding on more responsibility.

Trash – Bulk trash date is scheduled for October 5th 2019

Unfinished Business – follow up with the contractors who are to be submitting proposals for the drainage issue at 1770 Tinkers Cove

New Business- David made a motion for the board to review the annual meeting minutes at the next meeting for accuracy. Greg seconds All in favor.

Next Meeting – September 9th 2019

A motion to adjourn the meeting at 9pm was made by 1 David 2 Bill

The meeting adjourned at 9:00pm

x

Paul Moruza

x

Jeff Dixon

x

Greg Burroughs

x

William McLaughlin

x

David Pedrick

x

Dan Harper

x

Robert Mullinax

x

x

Lance Asouline