

# Hollybrook HOA Board Meeting

## Hollybrook HOA Meeting Minutes

Tuesday 11/23/2021 6:30 pm

**Attendees:** Sandra Crawford, Sara Zini, Jim Batten, Chris Stansbury, Pat Scherzer

### Agenda Items:

#### New Business:

- **Financials** - Presented and approved by board
- **Quickbooks** - Discussed updating our financials to a PC with Quickbooks software.
- **Pressure washing** - Front fence washing, Chris Crawford bid needed for approval. Mobile Magic company bid already approved by the board for pressure washing of all Hollybrook buildings to be scheduled for March 2022. MM bid does not include fence.
- **Gutter cleaning** - Scheduled for late December (weather dependent). Vendor to forward formal bid for board approval. Board will send out reminder to residents to clear access to all outside walls with siding.
- **Schedule water Backflow check** - City requirement of water meters inspection.
- **Approved bids** - Forwarded to Hollybrook treasurer.
- **New Board members/Election Committee** - Ballot to be mailed out to residents on 11/24.
- **Annual Meeting** - Annual Meeting and December board meeting set for 12/15 6:00 p.m., 64 Hollybrook Drive. Ballots to be counted, board positions to be voted on.
- **Request for assistance** - Board to establish Hollybrook volunteer contacts for small in unit jobs, i.e., smoke detector battery changes, help with garbage take out, etc. for current residents with needs/limitations. Volunteers needed - board will send communication.
- **Building #4 main outdoor Faucet repair will be done on 11/29.** - Note to residents re possible water interruption sent 11/23.
- **Request for safe access to the back exit in Bldg. #4** - Board assessing
- **Unit #43 bathroom leak being evaluated** - Board assessing

#### Old Business:

- **2021 Budget** - TBD
- **Grates across the road near pond need replacing** - Putting a hazard cone to cover bad grate. Getting bids for redesign/replacement. Work tagged for 2022 budget.
- **Building #4 Side stairs cleaning and painting** - Weather dependent. Approved and waiting on formal estimate and outside faucet to be repaired.
- **HOA Meeting Minutes** - Process discussed to keep web page updated.

Meeting was adjourned at 9:00 pm

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