

Hollybrook Condominium HOA January 2024 Meeting Minutes

Meeting Date and Time

Date of Meeting: January 31, 2024

Time of Meeting: 7:03

Location of Meeting: Unit 81 and Zoom

Present at Meeting: Allie Mandikos, Todd Rucker, Kim Corbitt, Lucy Kelly, Jim Batten, Tricia Hynes, Jordan Chandler, Lasmine Hall

The regular meeting was called to order at 7:03 pm.

Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

Review of Previous Minutes & Financials

The minutes of the previous HOA meeting were board corrected, reviewed, unanimously approved and posted on the website: <https://hollybrookcondoassoc.org>

Completed Business

1. Budget Meeting
 - a. Audit to be completed
 - b. Financials revised, budget unanimously voted on, approved and complete for upcoming year
2. HOA Dues Increase
 - a. Due to an increase in cost of living and financial needs/ consideration for community Hollybrook HOA dues will be increased
 - b. Dues will be increased \$10 per month, this will bring monthly HOA dues from \$240/month to \$250/month
 - c. This will be in affect starting April 1st 2024
 - d. The last time dues were increased was in 2012
3. Landscape details
 - a. New landscape company hired

- b. Old contract/ company was unable to meet community needs/ did not adhere to the agreed upon contract.
- 4. Backflow Testing
 - a. Completed November 2023, paid and passed inspection
- 5. Trash can notice
 - a. Many community members have been leaving trash cans out throughout the week
 - b. Please take your trash cans up within 24 hours of trash day.
- 6. Community Contact List Update
 - a. An email has been sent out to the community to respond in updating contact information including phone numbers and emails to be sure we keep our list up to date
- 7. Handy Man
 - a. Another handyman hired to help complete pending work. Richard from Star Home Improvements will remain a contact when he's available.
- 8. Neighborhood Watch
 - a. Hollybrook has signed up for the neighborhood watch program to help with overall safety, mailbox theft, ect.
 - b. HOA will plan a meeting to discuss further details including optional window stickers, education and police officer surveillance. More info to come.

Pending Business

- 1. Neighborhood Survey Via Email
 - a. Look for an email from your Hollybrook HOA to be sent out to encourage our community to volunteer and help out with pending projects, gatherings & needs
- 2. Finance committee update
 - a. Working on a budget for future large items
- 3. Hollybrook Wish List

- a. Looking for feedback from our community on wish list items to work on and complete throughout the year
- 4. Pending Items approved for completion.
 - a. Unit 93 entry repair
 - b. Unit 72 crumbling step repair
 - c. Bldgs 3, 4, 9 and 11 roof algae
 - d. Units 62 & 63 rear emergency exits
- 5. Parking Concerns & Rules
 - a. An email will be sent out about parking rules and concerns as parking is limited in our community
 - b. Every unit is issued 2 parking spots
 - c. Visitor parking is open for our community visitors
 - d. Individual units have been approved for additional car allowance in visitor parking in the past, however this will be revoked as we do not have enough visitor parking for community members at this time
 - e. Concern has arisen as individual units have too many cars occupying visitor and other homeowner's spaces.
 - i. These will be addressed individually.
 - f. HOA board will paint current bldg 5 upper spaces that do not currently specify Unit numbers and lines
 - i. Paint & stencils purchased and date TBD to paint unmarked parking spots

Consideration of Open/Finished Projects

- 1. Pending estimates:
 - a. Unit 43 deck inspection
 - b. Community fire pit.
- 2. Finished projects:
 - a. Unit 52 broken downspout - Done
 - b. Mailbox safety - Done

Agenda and Time of Next Meeting

The next meeting will be held on Wednesday, March 20th, 2024.

The agenda for the next meeting will include the pending business and consideration of open issues.

The meeting was adjourned at 7:42pm

Minutes submitted by: Allie Mandikos

Minutes approved by HOA Board Members