

# Hollybrook Condominiums

## Bi-Monthly Hollybrook HOA Meeting Minutes

Meeting Date and Time:

Date of Meeting: November 13, 2023

Time of Meeting: 7:00pm

Location of Meeting: Unit 81

Present at Meeting: Chris Stansbury, Allie Vella, Todd Rucker, Kim Corbett, Tammy Sadler, Rick Ehlers, Lucy Kelly, Sandra Crawford, Suzette Woten, Jim Batten, Tricia Hynes, April Steyert, Randy Rowe, Jessica Coogan and Ann Harvey

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. Gutter Cleaning
2. Zoom added as an option for HOA Meetings
3. Pool closed September 30th
4. Zelle added as an additional option for HOA due payments
5. Current Finance Committee Volunteers:
  - a. Trish Unit 72, Leann Unit 51, Kim Unit 81 and Tammy Unit 42
6. Quick books monthly subscription added for treasurer and financials documentation has been unanimously voted on and approved
7. Ballots collected, counted and quorum complete

8. Board voted on and unanimously approved 3 new board members:
  - a. Allie Vella Unit 33
  - b. Tammy Sadler Unit 42
  - c. Lucy Kelly Unit 82

### Pending Business

1. Current Treasurer Position
  - a. Tammy Sadler has volunteered to be treasurer
2. Landscape details
  - a. Need to review/revise contract
  - b. Proof of insurance needed for current landscapers
3. Budget Meeting
  - a. Audit to be completed prior to budget meeting
  - b. Finance committee to revise financials and present budget at upcoming meeting
  - c. Budget Meeting Date TBD
  - d. Jim Batten would like to be included
4. December Community Gathering
  - a. Hot Chocolate Social date to be determined
  - b. HOA Board will send out an email when a date has been chosen
5. Parking Concerns/Rules/Fines
  - a. An email has been 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
  - e. Concern has arisen as individual units have too many cars occupying visitor spaces
    - i. These will be addressed individually with a time frame for action and fine applied if not addressed

### Consideration of Open Issues

1. Committees are here and we need our community to get involved!

Please reach out to your board if you are interested in joining:

- a. Landscape Committee
  - b. Building Representative Committee
2. Community Needs vs Wants discussed

3. Estimates Pending:

3 Estimates must be presented before projects can be approved

- a. Trash can enclosure between unit 3 and 4 (currently have 1 estimate)
- b. Lawn Care/Maintenance companies (currently have 2 estimates)
- c. Unit 75 concrete step crumbling repair (currently have 2 estimates)
- d. Buildings 3, 4, 9 and 11 have algae on shingles (estimates pending)
- e. Safety exit for Building 6: Units 62 & 63 (currently have two estimates-waiting on one more bid)
  - i. Trish, Chris and Todd to help with further bids
- f. Building 11 Flashing estimates TBD
- g. Building 5 spigot TBD
- h. Unit 52 broken downspout TBD
- i. Mailbox safety/thievery concerns
  - i. looking into cameras, quotes TBD
- j. Neighborhood community fire pit quotes TBD

### Agenda and Time of Next Meeting

The next meeting will be held on Monday, January 22nd, 2024.

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

The meeting was adjourned at 8:06pm

Minutes submitted by: Allie Vella

Minutes approved by HOA Board Members