

Hollybrook Condominiums

Bi-Monthly Hollybrook HOA Meeting Minutes

Meeting Date and Time:

Date of Meeting: September 18, 2023

Time of Meeting: 7:00pm

Location of Meeting: Hollybrook Pool Gazebo

Present at Meeting: Chris Stansbury, Allie Vella, Todd Rucker, Kim Corbett, Jim Batten, Lucy Kelly, Sandra Crawford, Suzette Woten, Tricia Hynes and Sharyn Creech

The regular meeting was called to order at 7:09pm.

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>

Consideration of Open Issues

- Future board meetings will be recorded and emailed out to the community members upon request.
- Hollybrook safety and professionalism: If there is a concern for individual tenants, please do not address it at the meeting without first reaching out to a Board Member to address personal issues/concerns.
- HOA board meetings will be offered via Zoom for those to join in from home. Board is working on getting this set up and accessible for the next meeting.
- Pool closure is September 30th.

- Committees are here and we need our community to get involved! Please reach out to your board if you are interested in joining:
 1. Election/Nominating Committee
 2. Landscape Committee
 3. Building Representative Committee
- Board to approve 3 new board members:
 1. Jim Batten has agreed and has been voted on as the fifth board member to finish out the election season of 2023.
 2. Building and Election Committee/ Nominating Committee.
Page 5 of the Bylaws.
 3. Please reach out to the board if you are interested in a Board Member Position.
This is a 3 year commitment to the HOA Board.
Please plan on attending the November Board Meeting for the election of Board Members.
 4. Chris Stansbury has agreed to stay on as President, he has announced his resignation to be at the upcoming November meeting.
- The Board has voted on and unanimously approved to add Zelle as an additional option for HOA due payments.
 1. This will not change anyone's current payment option.
 2. More information to come once this new payment option is set up.
 3. Please reach out to the board if you prefer to send in payment via Zelle so we can plan accordingly and offer assistance, if needed.
- New Treasurer/Finance Committee voted on, unanimously approved and formed.
 1. The Finance Committee will come together with the Treasurer to discuss allocation of funds, review current costs, payments etc.
 2. Please reach out if you are interested in the Treasurer position.
 3. Current Finance Committee Volunteers: Trish Unit 72, Leann Unit 51 and Tammy Unit 42.
 4. Kim Corbitt Unit 81 will stand in as acting Treasurer until further notice.

- Current Treasurer Position (Non-Board Position)
 1. Sara Zini voiced concern over using alternative payment methods and would like to step down.
 2. An audit will need to be done as soon as the new Treasurer is set in place.
 3. Jim has offered to get documents, books, account information, contract, insurance policies, and passwords from the current Treasurer to help with the transition.
 4. Books need to be provided for the Audit.
 5. This is crucial to happen before the November board meeting.
 6. The president of Hollybrook Board and acting treasurer need to have the password for the Hollybrook bank account.
Two individuals need to have access to the account in case of emergency circumstances.
 7. Terms discussed, voted on and unanimously approved.
- The Building Representative Committee voted on and unanimously approved to be added.
 1. We need each building to come together to appoint a Building Representative.
 2. One person from each building to advocate needs vs wants for each building.
 3. The representative can present the needs/concerns at the board meetings via zoom or email.
- Landscape Committee
 1. Current landscape plan and contract needs to be addressed
 2. Mulch is a topic of discussion
 3. Committee to review plantings throughout the community/ individual units.
Please review the DECLARATION OF HOLLYBROOK CONDOMINIUMS:
Page 23, Article 15: Architectural Standards and Control.
 4. Above terms discussed, voted on and unanimously approved.

Pending Business

- Needs vs wants discussed
 1. Gutter cleaning/clearing: One bid from Higher Ground \$200 per unit, Jim to get two more bids to present for Board Approval.
 2. Safety exit for Building 6/ Units 62 & 63 waiting on one more bid. Trish to help with further bids.
 3. Landscape details
Need to review/revise contract.
Mulch?
Building 5 does not have a spigot for outdoor water.

Completed Business

- Kim's foster care position
 1. This topic has been finalized and there is no further concern.
 2. Client is living with the homeowner and is not a tenant
 3. Definition in our NC General statutes (posted on the Hollybrook Website) states: "Lessee" means the party entitled to present possession of a leased unit whether lessee, sublessee or assignee. (1985 (Reg. Sess., 1986), c. 877, s. 1.)

Agenda and Time of Next Meeting

The next meeting will be held on Monday, November 13, 2023

The agenda for the next meeting will include the pending business.

The meeting was adjourned at 8:02pm

Minutes submitted by: Allie Vella

Minutes approved by HOA Board Members