

Hollybrook Condominium HOA September 2024 Meeting Minutes

Meeting Date and Time

Date of Meeting: September 11, 2024

Time of Meeting: 7:04pm

Location of Meeting: Pool Gazebo

Present at Meeting: Kim Corbitt 81, Allie & Alex Mandikos 33, Todd Rucker 62, Lucy Kelly 82, Leann Morrow 51, Elise Morgan 15, April Steyert 32, Elissa Linke 34, Sandra Crawford 64, Tricia Hynes 72, Rick Ehlers 74, Joyce Burynski 75, Randy Rowe 83, Jim Batten 84, Judy Spark 91, Ann Harvey 94, R & P Management Company (Charlie and Thad).

The regular meeting was called to order at 7:04 pm.

Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

Review of Previous Minutes & Financials

The Financials were distributed and approved. The minutes of the previous HOA meeting were board corrected, reviewed, unanimously approved and emailed out to the community. For information about our community and to see meeting minutes please check out our website at: <https://hollybrookcondoassoc.org/>

Completed and Upcoming Business

1. R & P Management Company

- a. The community was notified and gathered on 9/5/24 to discuss an upcoming vote on hiring HOA management company.
- b. The meeting was held to gather a consensus of the idea of bringing on a management company, questions were answered, and the results were very positive.
- c. An email has been sent out to the Hollybrook community with the Management contract agreement information. Please reach out to the board if you have additional questions.
- d. HOA board members have unanimously voted yes to bringing on R & P Management Company.
- e. Welcome letter to come from R&P that will have the updated contract/agreement document as well as additional information.

2. Hollybrook Directory

- a. An email has been sent out by our secretary to confirm updated contact information including unit number, owner name, email, and phone numbers.
- b. This has since then been updated, sent to the management company and will be attached to this email.

3. Gutter cleaning

- a. The HOA board has acquired three estimates.
- b. Date of gutter cleaning to be scheduled and notice will be given to community when planned.

4. Landscaping

- a. The landscaping company has been behind, and therefore not meeting our community needs/expectations/adhering to contract.
- b. HOA board will be working with the management company regarding our landscaping needs.

5. Treasurer/bookkeeper
 - a. R&P management company will be handling the finances, HOA board to oversee finances.
6. Zelle fees and Banking
 - a. If you use zelle, you will be required to pay an additional \$2/mo for online processing fees
 - b. The new management company will provide an additional option to pay with a credit card.
7. Insurance
 - a. HOA and the management company are reviewing our current insurance to make sure our rates and coverage are appropriate.
 - b. Interest rates for our reserve account will be looked into to make sure we are getting the best rates.
8. Current repairs
 - a. Building 8 drainage and foundation concerns
 - b. Pavement/blacktop repairs throughout Hollybrook
 - c. Entrance stone column repair
 - d. Spigot on building 5
 - e. Building six stairs
 - f. Pond
 - g. Pool
9. Tasks completed
 - a. Pat in 82 has cut up and cleaned out many dead trees near the pool
 - b. Fence by pool pressure washed
 - c. Neighborhood watch initiated
 - d. Building 5 newly painted parking spots
 - e. Concrete step for units 72 and 93 were repaired
10. Board members
 - a. We will need an additional 4 members from our community to step forward come November to take over the remaining HOA members that have left/positions falling off.

b. Leann Morrow Unit 51

- i. Unanimously voted in as a voluntary board member to fill in until November election of Hollybrook Board of Directors.

11. Minutes

- a. All minutes of this year have been added to our hollybrook website and are up to date

Reminders and Announcements

1. Pool Party coming soon!

- a. End of pool season pool party scheduled for Saturday September 28th

2. Pool Closing

- a. October 1st
- b. Our current pool permit is from May to October

Agenda and Time of Next Meeting

The next meeting will be held on Wednesday, November 13th, 2024. Meetings will continue to fall on the second Wednesday of every other month.

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

The meeting was adjourned at 8:20pm

Minutes submitted by: Allie Mandikos

Minutes approved by HOA Board Members