

**HOLLY FOREST ASSOCIATION  
BOARD OF DIRECTORS' MEETING**

**Teleconference**

**July 21, 2020  
9:30 a.m.**

**CALL TO ORDER**

Jim Spain called the Board Meeting to order at 9:30 a.m.

**ATTENDANCE**

Present from Board of Directors: John Hill, Jim Spain, Melissa McKinnon, Gym DeMoye, Arlene Hendrix and Walt Green. Via telephone: Richard Zacher.

Present from Capital Vacations: Jennifer Gainey, General Manager; Tamara Villarreal, Administrative Assistant; and Danny Handley, Maintenance.

Also in attendance was Christa Pankey for EEC.

**APPROVAL OF MINUTES**

**June 16, 2020 Board Meeting**

The minutes of June 16, 2020 Board Meeting Board of Directors Meeting were presented for review and approval.

<p>A motion was made by Walt Green and seconded by Gym DeMoye to approve the minutes of the June 16, 2020 Board of Directors Meeting as presented. All were in favor and the Motion carried unanimously.</p>
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**ECC REPORT**

Christa Pankey reports that all current projects are in compliance, with 4 new construction projects in progress. (See exhibits A & B)

**FINANCIAL REPORT**

Mr. Hill reported the collection ratio through was 94% of budget, slightly lower than the 98% from the year before. \$24,000 is due from Operating to Reserves. All revenues and expenses are on budget.

## **OLD BUSINESS**

### **High Speed Internet**

Jim Spain provided an update on the bid for the high-speed internet from Balsam West. Due to the uncertainty of the bid being accepted Balsam West has begun pursuing other contracts and will standby for a decision from the Board. Mr. Spain discussed the possibility of reaching out to another provider for additional options.

### **COVID-19 Update**

No new information presented.

## **NEW BUSINESS**

### **Survey Results**

Jim Spain gave a brief update on the outcome of the owner survey. Full results will be emailed to all Board Members.

### **Deer Run Mailbox Request**

SVMA had a request from Deer Run to add mailboxes on State Rt. 64. Holly Forest is also in need of additional mailboxes. The Board is looking at the possibility of adding 25 mailboxes during the same time as Deer Run to ensure consistency. Discussion ensued.

Upon a motion by John Hill and a second by Arlene Hendrix, the Board approved adding 25 mailboxes during the same time Deer Run installs their mailboxes. All in favor, motion passes unanimously.
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### **Annual Meeting Status**

The Board discussed the possibility of having to cancel the in-person Annual Meeting and holding the meeting via Zoom. Jennifer will speak with counsel to verify the validity of a Zoom meeting and report back to the Board.

## **MEMBER COMMENTS**

There were no major issues brought before the Board.

## **ADJOURNMENT**

There being no further business to come before the Board, a Motion to adjourn was entertained.

A motion was made and seconded to adjourn the meeting at 10:02 a.m. All were in favor and the Motion carried unanimously.