

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

**Teleconference**

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

**CALL TO ORDER**

President Walt Green called the Board Meeting to order at 9:30 a.m.

**ATTENDANCE**

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

Present from Capital Vacations: Jennifer Gainey, General Manager

**APPROVAL OF MINUTES**

**March 17, 2020 Board Meeting**

The minutes of March 17, 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 March 17, 2020 Board of Directors Meeting as presented. All were in favor and the Motion carried unanimously.</p>
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**ECC REPORT**

Mrs. Pankey reported that there were currently five new construction projects; all but one need to have the apron paved and landscaping done. She stated that the Berkow (Americas Home Place) project on Mayapple was probably the fastest job she had ever encountered, started 11/13/19 and is about 90% completed. Of the 15 Addition and Remodel projects one is on hold pending additional fees, one is finalized (she described the driveway addition which at one time had a red section), one needs the addition to the driveway paved, and one is a parking area which also needs to be paved. All projects are in compliance.

**FINANCIAL REPORT**

Mr. Hill reported the collection ratio through February 29, 2020, was 87.7% of budget, versus 92% for 2019. The Association remains in a healthy financial position, with \$204,000 in the Operating and Reserve Accounts. Maintenance Fee collections were down \$15,000 from 2019.

Discussion ensued on the paving and striping project originally scheduled for 2020.

## **OLD BUSINESS**

### **Parking and Rental Policies**

Jennifer Gainey presented an update on the legal review of the parking and rental policies. Due to the COVID-19 issues and reduced staffing in the legal department they have not been reviewed for feedback.

### **High Speed Internet**

Jim Spain updated the board on the status of the bids by Comporium and Balsum West for high speed internet. Bids should be potentially be ready for review by the June Board Meeting.

### **Communication**

The communications team is working with Capital Vacations I.T. Department for a bid on developing and maintaining a new domain. The Board is still awaiting the bid.

## **NEW BUSINESS**

No new Business presented.

## **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 10:30 a.m. All were in favor and the Motion carried unanimously.