

Approved 03/17/20

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

**Sapphire Valley Community Center
Riverside Room**

**February 18, 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: Walt Green, John Hill, Gym DeMoye, Arlene Hendrix, Jim Spain, Richard Zacher, and Melissa McKinnon (via telephone).

Guest: Christa Pankey (EEC)

Present from Capital Vacations: Jennifer Gainey, General Manager.

APPROVAL OF MINUTES

October 16, 2019 Board Meeting

The minutes of October 16, 2019 Board Meeting Board of Directors Meeting were presented for review and approval.

A motion was made and seconded by to approve the minutes of the October 16, 2019 Board of Directors Meeting as presented. All were in favor and the Motion carried unanimously.

ECC REPORT

Ms. Pankey presented the ECC Report noting 6 new homes under construction. One owner has gone over the time estimated for completion and \$100 per month will be deducted from the owner's account. The owner has been notified of the fees to be charged.

Discussion ensued on the parking issues that continue at Holly Forest. Mr. Spain stated the policy and procedures need to be clarified to the homeowners. A copy of the policy was reviewed and modified by the Board to state owners in violation will be cited by public safety. Two or more violations will result in the owner incurring a fine. 1st offense is \$25, 2nd offense \$50, and an additional \$25 on each successive violation. The Association has the right to repair any damaged right of way and assesses the homeowner for the cost of repair if the repair is not made within 30 days of the damage.

Discussion continued regarding a homeowner cutting down trees and shrubbery in certain areas without the proper permits. It was suggested to send the homeowner a letter requesting they plant evergreens throughout the area in question.

Upon a motion and a second the Board approved sending a letter to the homeowner notifying them to replant the evergreens. All were in favor and the motion carried unanimously.

FINANCIAL REPORT

Mr. Hill reported the collections ratio at the end of 2019 was 87.3% versus almost 90% for 2018. The Operating Fund had a cash surplus of \$218,000 and a net profit of \$24,000. The Reserve Fund ended the year with a large net loss of \$139,000, but still had a net cash surplus of \$95,000. The large loss was because \$167,000 was carried over for paving and infrastructure projects. \$167,000 in cash was also carried over from 2018.

Mr. Hill called for a motion to approve the engagement letter for the 2019 audit.

Upon a motion and a second, the Board approved the engagement letter terms for the preparation of the audit and tax returns. All were in favor and the motion carried unanimously.

OLD BUSINESS

Mr. Spain briefly gave an update on the situation with rentals and the use of online agencies such VRBO and Airbnb. The rental committee will meet to discuss different proposals and to discuss the definition of “attractive” in terms of homeowner’s yards.

Mr. Spain stated a few companies have approached Holly Forest about installing high speed internet. Two have submitted bids.

Arlene Hendrix brought to question the combining of lots and the homeowner wanting to only pay one fee. In the past Holly Forest has not allowed the combining of lots. There are currently two owners refusing to pay fees because they are not being allowed to combine the lots. Mrs. Hendrix called for a motion to proceed with foreclosure proceedings on the two owners and the lots in question.

Upon a motion and a second the Board approves moving forward with foreclosure on the two property owners for the lots they have not paid fees for. All were in favor and the motion carried unanimously.

NEW BUSINESS

2020 Paving

Mr. DeMoye gave an update on the paving project on West Christy Trail and presented the Board with a paving schedule for 2020/2021. Discussion ensued on which roads would be paved next, and the estimated cost. Mr. DeMoye suggested soliciting bids to pave West Christie from Sassafras Court to Tower Rd. and continuing paving certain roads depending on the budget of \$185,000.

Upon a motion and a second the Board moved to solicit bids to pave West Christy from Sassafras Court to Tower Rd. The winning bidder will have a budget of \$185,000 to pave as much road as possible. All were in favor and the motion carried unanimously.

Speeding Enforcement

Discussion ensued on the Speed Committee attempting to find practical and economic ways to reduce speed in Holly Forest, such as enlisting the help of Blue Ridge Safety, installing speed bumps, and signage warning about the speed limit. It is proposed to start a program of traffic stops and warnings with the help of Blue Ridge Safety.

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 11:04 a.m. All were in favor and the Motion carried unanimously.