

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

**Sapphire Valley Community Center
Riverside Room/Zoom Teleconference**

September 21, 2021

3:00 p.m.

CALL TO ORDER

Don Terrill called the Board Meeting to order at 3:00 p.m.

ATTENDANCE

Board of Directors: Don Terrill, John Hill, Gym DeMoye, Richard Zacher and John Daly.

Absent: Melissa McKinnon

Present from Capital Vacations: Jennifer Gainey, General Manager; Megan Parker, Assistant General Manager; Christa Pankey, EEC.

APPROVAL OF MINUTES

July 20, 2021 Board Meeting

The minutes of the July 20, 2021 Board Meeting were presented for review and approval.

A motion was made by John Hill and seconded by Gym DeMoye to approve the minutes of the July 20, 2021 Board Meeting as presented. All were in favor and the Motion carried unanimously.

August 5, 2021 Organizational Meeting Minutes

The minutes of the August 5, 2021 Organizational Meeting were presented for review and approval.

A motion was made by John Hill and seconded by Gym DeMoye to approve the minutes of the August 5, 2021 Organizational Meeting as presented. All were in favor and the Motion carried unanimously.

ECC REPORT

Christa Pankey reports that all current projects are in compliance and provided an update on the statuses.

FINANCIAL REPORT

Mr. Hill reports that as of July the dues collection rate was 98.7% compared to 98% for 2020. Legal fees and collection expenses have escalated \$26,000 and \$2,600 respectively, vs. \$19,000 in the collection of delinquent fees and interest. All paving projects have been completed and emergency culvert repairs are in progress.

2022 BUDGET PRESENTATION

Mr. Hill presented the Association's 2022 Operating and Reserve Budget noting the budget assumes a bad debt expense of 14%. Assessments will increase \$33/lot or 4.6% from \$715 to \$748. Holly Forest will use approximately \$15,000 of the projected 12/31/21 cash surplus in the reserve fund to finance a projected loss, but none of the projected surplus in the operating fund. Three of the major expense categories will increase 3% to 5% in 2022-Management fee, Grounds Maint. Contract, and our Security fee. Discussion ensued on various line items.

Upon a motion by Richard Zacher and a second by John Daly, the Board approved the 2022 Operating and Reserve Budgets as presented. All in favor, motion passes unanimously.

OLD BUSINESS

Lighting Policy

The Board reviewed the proposed Lighting Policy.

Upon a motion by John Daly and a second by John Hill, the Board approved the Lighting Policy as presented. All in favor, motion passes unanimously.

Internet Install Update

Jennifer updated the Board on the internet installation.

Bear Policy

The Board reviewed the proposed Bear Policy.

Upon a motion by John Daly and a second by Gym DeMoye, the Board approved the Bear Policy as presented. All in favor, motion passes unanimously.

Tree Policy

The Board reviewed the proposed Tree Policy.

Upon a motion by John Daly and a second by Gym DeMoye, the Board approved the Tree Policy as presented. All in favor, motion passes unanimously.

Action Item List

Jennifer Gainey provided an update on the action items completed and those still ongoing.

NEW BUSINESS

Hurricane Damage Update

Jennifer Gainey provided an update on the hurricane damage. Staff is working to remove debris on West Christie, Holly Rd., and Narrows Rd. Four culverts need some cleanup around the outsides. Rock Creek at CWS pumphouse needs more gravel and general cleanup. Waiting on pricing for rock in the ditch lines. There are some trees to get to in the area that need cutting that have covered one of the culverts. There is a ditch that needs to be unclogged and rock added.

Approval of Land Purchase from NCDOT

Upon a motion by John Daly and a second by Richard Zacher, the Board approved the \$5,125 offer for the tract of land at Chrysler Curve. All in favor. Motion passes unanimously.

Confirm 2022 Meeting Dates

- February 22
- March 22
- April 19
- May 17
- June 21
- July 19
- August 4 – Annual Meeting
- September 20 – Budget Meeting
- October 11

Restate New Action Items

1. Check on approved parking area at 1479 Black Oak Rd.
2. Add meeting notices and dates to website.
3. Call the owner at 86 Spruce Ct. about her creek.
4. Email owners about paving their driveway.
5. Find out about the Narrows Rd. driveway for Mr. Spain.

6. Make sure to include in the next email blast about the 18-foot utilities right-a-way.

MEMBER COMMENTS

ADJOURNMENT

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

A motion was made John Hill and seconded to adjourn the meeting at 4:15 p.m. All were in favor and the Motion carried unanimously.