

Approved

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

**Sapphire Valley Community Center
Riverside Room/Zoom Teleconference
February 22, 2022**

4:00 p.m.

CALL TO ORDER

Don Terrill called the Board Meeting to order at 4:00 p.m.

ATTENDANCE

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

Present from Capital Vacations: Cory Humble, Regional Director of Operations; Jennifer Gainey, General Manager; and Christa Pankey, EEC.

APPROVAL OF MINUTES

October 13, 2021 Board Meeting

The minutes of the October 13, 2021 Board Meeting were presented for review and approval.

<p>A motion was made by John Hill and seconded by Gym DeMoye to approve the minutes of the October 13, 2021 Board Meeting as presented. All were in favor and the Motion carried unanimously.</p>

ECC REPORT

Christa Pankey reports are several addition and remodeling projects, all in compliance, and 2 new construction projects set to begin. Lot 51 will be fined \$100 due to lack of landscaping.

Two other owners have been issued fines, one for \$500 for cutting down trees without a permit and another \$500 for asphaltting their driveway without a permit. This owner stated they were going to attend the meeting to voice her disagreement but did not show. Management will send letters to those owners giving them 15 days from receipt of the letter to pay the fine or a lien will be issued.

FINANCIAL REPORT

Mr. Hill reports that as of December 2021 the dues collection rate was 99.7% which is comparable to 2020. Operating fund shows a net loss of \$103,000 due to the substantial overage in some expense categories such as legal fees and grounds and landscaping. The Reserve fund ended the year with a net loss of \$219,000 due to the major projects that took place.

OLD BUSINESS

Internet Install Update

Jennifer updated the Board on the internet installation.

Action Item List

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

NEW BUSINESS

The Board discussed an owner who had concerns about water going across the road and getting into the subbasement and washing out his road. The Board spoke with counsel, and it was determined that they are not responsible for what happens to the stretch of road. What the Board determined they will do is improve the drainage in that area to help alleviate the problem. Three bids have been received.

Upon a motion by Gym DeMoye and a second by John Daly the Board moved to accept the bid from J.K. Enterprise in the amount of \$4,100 to dig the ditch line for drainage. All in favor, motion passes unanimously.

Restate Any New Action Items

Management to send two letters to owners threatening liens:

- One owner fined \$500 for cutting down 5 trees without a permit and must replace with 5 8' evergreen trees.
- One owner fined \$500 for asphaltting her driveway without a permit.

MEMBER COMMENTS

No comments from members came before the Board.

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 4:35 p.m. All were in favor and the Motion carried unanimously.