

**HOLLY FOREST ASSOCIATION, INC.
ANNUAL MEETING**

**Sapphire Valley Community Center
Riverside Room**

**August 6, 2020
10:00 a.m.**

CALL TO ORDER

Meeting was called to order at 10:00 a.m.

ATTENDANCE

Board Members Present: Walt Green, Jim Spain, Arlene Hendrix, John Hill, Dick Zacher, and Gym de Moye.

Present from Capital Vacations: Cory Humble, Regional Vice President; Jennifer Gainey, General Manager; Danny Handley, and Tamera Villareal.

Present from ECC: Christa Pankey

Guest Speakers Present: Blue Ridge Public Safety, and Terry Andersen, CPA of Carland & Andersen, Inc.

CERTIFICATION OF PROXIES

Jim Spain announced there were a total of 154 lot owners represented either in person or by Proxy; therefore, a quorum was present and the Annual Meeting would be official.

INVOCATION

Mrs. Hendrix conducted an invocation prior to the start of the meeting.

PLEDGE OF ALLEGIANCE

Mrs. Hendrix led the membership in the Pledge of Allegiance.

PROOF OF NOTICE OF MEETING

The Certification of Mailing of the Annual Meeting into the record, certifying that the Notice of Annual Meeting was mailed to owners of record on July 8, 2020.

APPROVAL OF THE MINUTES

Mrs. Hendrix presented the 2019 Annual Meeting Minutes for approval. Hearing no changes, he requested for a Motion from the floor to approve the minutes as presented.

A Motion was made by Christa Pankey and seconded to approve the 2019 Annual Meeting Minutes as presented. All were in favor and the Motion passed unanimously.
--

PRESIDENT'S REPORT

Jim Spain, Vice President, introduced the Board members and the Management staff members in attendance.

A representative from Blue Ridge Safety spoke briefly to the owners, reminded them to keep their contact information, as well as their authorized visitors/contractors lists, up to date with Public Safety. Following a question and answer session, she thanked the Board for allowing her time to speak with the owners and requested all owners report suspicious activity at any time.

OPERATIONS REPORT

Amenities

Steve Martell, Amenities Manager, provided an overview of the operation details during 2019-2020, including how the resort has handled the amenities in wake of the COVID-19 restrictions.

FINANCIAL REPORTS

2019 Audit Report

Terry Andersen of Carland & Andersen, Inc. reviewed the Association's 2019 audit report. His summation was that no problems were noted and an unqualified opinion was rendered. A question and answer session ensued during which it was noted any owner who didn't have a copy of the audit would be able to obtain a copy after the meeting adjourned.

ECC REPORT

Christa Pankey, ECC Chairperson, provided an overview of the responsibilities of the ECC. She reminded the importance of notifying Management of any home additions and tree trimming. In closing, she thanked the Board for all their hard work and support of the ECC.

2020 YTD Review

Mr. Hill provided a brief review of the Association's collections to date reporting the overall the Association was in good financial condition. Mr. Hill also provided an update on the paving project.

UNFINISHED BUSINESS

There was no Unfinished Business to come before the membership.

NEW BUSINESS

Election results

The results of the 2020 Board Election were announced, Gym DeMoye, Walter Green, and Donald Terrill had all been elected to serve a two-year term on the Board of Directors.

ADJOURNMENT

There being no further business to come before the Board, Mrs. Hendrix requested a Motion to Adjourn.

<p>A Motion was made and seconded to adjourn the meeting at 11:07 a.m. All were in favor and the Motion carried unanimously.</p>
--