

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

**Sapphire Valley Community Center  
Riverside Room**

**August 8, 2019  
10:00 a.m.**

**CALL TO ORDER**

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

**ATTENDANCE**

Board Members Present: Walt Green, Arlene Hendrix, John Hill, Dick Zacher, Gym de Moye, Dottie Collier

Present from Capital Vacations: Jennifer Gainey 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**

Arlene Hendrix announced there were a total of 199 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 2, 2019.

**APPROVAL OF THE MINUTES**

Mrs. Hendrix presented the 2018 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 2018 Annual Meeting Minutes as presented. All were in favor and the Motion passed unanimously.
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**PRESIDENT'S REPORT**

Mrs. Hendrix, Vice President, introduced the Board members and the Management staff members in attendance.

Owners were updated on projects and accomplishments for the year.

- Owners should check the bulletins posted at the mailbox clusters for any upcoming events and other information
- Outside lighting should be aimed away from neighbor's home and should be low density

- There has been increased bear activity this year compared to others. Owners are advised to not leave bird feeders or trash outside.

## **FINANCIAL REPORTS**

### **2018 Audit Report**

Terry Andersen of Carland & Andersen, Inc. reviewed the Association's 2018 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.

In response to a question posed by Owner Michael Harrison, John Hill, the Association Treasurer, provided an overview of how delinquent owners are dealt with as well as the issues faced with the associated lots.

### **2019 YTD Review**

Mr. Hill provided a brief review of the Association's collections to date reporting the current collections ratio as 90% compared to the budget of 92%. Overall, the Association was in good financial condition. He stated that the 2019 road patching and paving was scheduled to be done during the late summer and early fall.

A brief discussion was held regarding road impact fees.

## **ECC REPORT**

Christa Pankey, ECC Chairperson, provided an overview of the responsibilities of the ECC. She reported there were currently 5 new homes under construction and 6 additions/remodels. 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.

Mrs. Hendrix stated that all owners are welcome to attend the Holly Forest Board Meetings held at in the Community Center.

## **OPERATIONS REPORT**

### **Amenities**

Steve Martell, Amenities Manager, provided an overview of the many amenities available to the owners of Holly Forest as members of the Sapphire Valley Master Association. He reviewed the improvements made over the past year to the individual amenity areas including the Community Center, Recreation Center, boat dock, tennis facility, Red Bird golf, ski, and others.

## **UNFINISHED BUSINESS**

There was no Unfinished Business to come before the membership.

## **NEW BUSINESS**

### **Election results**

The results of the 2019 Board Election were announced, John Hill, Richard Zacher and Melissa McKinnon 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.

A Motion was made and seconded to adjourn the meeting at 12:37 a.m. All were in favor and the Motion carried unanimously.
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