

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

**Sapphire Valley Community Center
Riverside Room**

**August 5, 2021
10:00 a.m.**

CALL TO ORDER

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

ATTENDANCE

Board Members Present: Jim Spain, Donald Terrill, John Hill, Dick Zacher, Gym de Moye, Melissa McKinnon, and John Daly.

Present from Capital Vacations: Alex Chamblin, Vice President of Operations; Cory Humble, Regional Vice President; Jennifer Gainey, General Manager; Megan Kimsey, Assistant General Manager.

Present from ECC: Christa Pankey

Guest Speaker Present: Terry Andersen, CPA of Carland & Andersen, Inc.

CERTIFICATION OF PROXIES

Don Terrill announced there were a total of 192 lot owners represented either in person or by Proxy; therefore, a quorum was present, and the Annual Meeting would be official.

PROOF OF NOTICE OF MEETING

Melissa McKinnon read 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 June 25, 2021.

APPROVAL OF THE MINUTES

Jim Spain presented the 2020 Annual Meeting Minutes for approval. Hearing no changes, he requested for a Motion from the floor to approve the minutes as presented.

<p>A Motion was made by Christa Pankey and seconded by Joe Wilczech to approve the 2020 Annual Meeting Minutes as presented. All were in favor and the Motion passed unanimously.</p>

PRESIDENT'S REPORT

Jim Spain provided his report giving an overview of the 2020 operating details. The Board has been focused on several initiatives that have been mostly completed. Improve communications, permit follow-through, a new website, and several new policies to deal with rentals, unsightly properties, nuisances, bears, parking in the right of way, excessive lighting, and high-speed internet. The new policies on feeding the bears and excessive lighting are currently with the Association's attorneys being finalized and will hopefully be rolled out soon. All the other initiatives have been completed and enforcements has begun.

The Board has taken a tougher stance on non-paying property holders that are delinquent via liens and foreclosures. President Spain also spoke on what the Board is doing to address the private road system and road maintenance plan. There was also a detailed discussion on the high-speed internet.

OPERATIONS REPORT

Amenities

Steve Martell, Amenities Manager, provided an overview of the operation details during 2020.

FINANCIAL REPORTS

2020 Audit Report

Terry Andersen of Carland & Andersen, Inc. reviewed the Association's 2020 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 did not have a copy of the audit would be able to obtain one after the meeting adjourned.

2021 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. The dues collection rate for all of 2020 was 99% of the budgeted amount. The collection rate as of June of 2021 is 98.5% of budget but in anticipation of our substantial increase in paving expenses the Board increased the 2020 dues by 3.9%. Due to COVID, only \$72,000 worth of paving and infrastructure work was completed. As a result, the Association ended 2020 with a healthy cash surplus to be carried over and applied to the 2021 paving projects and enable the 2021 dues increase to only be 3.3%.

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.

UNFINISHED BUSINESS

There was no Unfinished Business to come before the membership.

NEW BUSINESS

Election results

As there were only three candidates for the four open seats on the Board of Directors, John Hill, Melissa McKinnon, and Richard Zacher will be reelected by acclamation.

MEMBER COMMENTS

Owner Joe Wilczek asked two questions about the new high-speed internet. To whom do owners send the \$200 to get onboard with the process? How soon the advanced service will be in lower Holly Forest along West Christie Rd. Jim Spain responded that Altice USA will be contacting owners directly for payment. That will come at the completion of the main line cable that will be coming down that road. The agreement signed with Altice USA gives them until the end of June 2022 to complete the project.

Owner Denis Healy asked about the internet service and the \$200 fee, asking what kind of interface he will receive, will it come into his home. Jim Spain responded it will be brought

into his home but will not include the modem for Wi-fi. Mr. Healy's second question was regarding the webpage and that he has difficulty finding various items. It was explained he must log into the owner portal to find various communications and reports. Lastly, Mr. Healy asked if a road report will be available on the webpage based on the condition of each road. President Spain stated that was a great idea and the Board will put a plan in place to make sure that happens.

Owner Deborah Brown asked what the options for an over population of deer on her property and surround area are. President Spain stated there is very little that can be done outside of encouraging feeding with bird feeders and the like. Deer are attracted to vegetation unlike bears who are attracted to trash left out on property. There are some communities that receive special permits from the Dept. of Wildlife that will provide various ways to reduce the herd. Ms. Brown then asked about fencing on the back of her property. Mr. Spain responded some fencing is allowed and a permit would have to be submitted to the ECC committee.

Owner Nick Smith commented on the major blind spots on Mount Laurel roads and wanted to know if there is a volunteer organization that can place signs on some of the corners making drivers aware of the major blind spots. Jennifer Gainey responded the contractors try to keep those areas trimmed during routine maintenance to aid with the line of sight but if there is a specific area that is in need to let management know and they will get someone out to take care of it.

ADJOURNMENT

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

A Motion was made by Joe Wilczeck and seconded by John Daly to adjourn the meeting at 11:30 a.m. All were in favor and the Motion carried unanimously.
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