

**HOLLY FOREST ASSOCIATION, INC.  
2025 ANNUAL HOMEOWNERS MEETING  
August 7, 2025  
10:00 a.m.**

**CALL TO ORDER/ROLL CALL**

Chris Guttormsson called the meeting to order at 10:00 a.m. at the Sapphire Valley Community Center.

Board of Directors:

Chris Guttormsson, President  
Melissa McKinnon, Vice President  
John Hill, Treasurer  
Michael Davidson, Director  
Scott Bebout, Director

Capital Vacations and Resort Management:

Trish Docherty, Sr. Director, Hospitality Operations  
Jennifer Gainey, General Manager  
Audrey Cottrell, Assistant General Manager  
Steve Martell, Director of Amenities  
Gary Wilson, Maintenance Supervisor

Present from ECC:

Christa Pankey

Guest Speakers Present:

Terry Andersen, CPA of Carland & Andersen, Inc

**I. CERTIFICATION OF PROXIES**

Melissa McKinnon announced there were a total of 125 lot owners represented either in person or by Proxy; therefore, a quorum was present, and the Annual Meeting would be official.

**II. 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 July 17, 2025.

**III. APPROVAL OF THE 2024 ANNUAL MEETING MINUTES**

**MOTION:** Crista Pankey moved to approve the 2024 Annual Meeting Minutes as presented. Motion was seconded by Tom Vergjo and approved unanimously.

#### **IV. PRESIDENT'S REPORT**

Chris Guttormsson spoke briefly reminding owners of the importance of obtaining permits and following environmental guidelines for any construction projects, and discussed ongoing issues with drainage, addressed the damage to bridges and roads due to flooding and outlined plans for repairs.

#### **V. SECURITY REPORT**

An officer with Blue Ridge Safety addressed the owners informing them their department encompasses both state-certified North Carolina police officers and armed security officers. The police officers will handle any crimes committed on the property while armed security officers will handle any by-law or covenant rule violations. As part of the amenities, the Blue Ridge Public Safety is available 24/7, 365 days a year. In addition, they can respond to any medical needs and notify the EMS should an owner contact Blue Ridge Public Safety directly. All the officers are trained in AED and CPR with all police vehicles carrying the AED machines. The officer also stated that owners who have not updated their owners' sheet to send one, so the police have the most current information on file.

#### **VI. FINANCIAL REPORTS**

##### **A. 2024 Audit Report**

Terry Andersen, of the Gould Killian CPA Group, reviewed the Association's 2024 audit report. It was noted that any owner who does not have a copy of the audit would be able to obtain one after the meeting adjourned.

##### **B. 2025 YTD Review**

Mr. Hill provided a brief review of the Association's collections to date reporting that overall the Association was in good financial condition. The dues collection rate year to date is 96.6% of the budgeted amount. Paving and infrastructure work was cut back in 2024 and those funds allocated to storm cleanup. Through June 2025 \$78,000 of road infrastructure have been completed.

#### **VII. ECC REPORT**

Christa Pankey provided an overview of the responsibilities of the ECC and reminded those in attendance of the importance of notifying Management of any home additions and tree trimming.

#### **VIII. UNFINISHED BUSINESS**

There was no unfinished business to come before the membership.

## **IX. NEW BUSINESS**

### **A. Election Results**

Chris Guttormsson and Melissa McKinnon were re-elected for two-year terms. Additionally, there were three nominees elected, Mike Armstrong, John Burich, and Oscar Range.

## **X. MEMBER COMMENTS**

The Board addressed some comments/concerns from owners in attendance.

## **ADJOURNMENT**

**MOTION:** John Hill moved to adjourn the meeting at 11:00 a.m. Motion was seconded by Melissa McKinnon and approved unanimously.

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Crystal Vereen, Administrator

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Date

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