

Holly Hills Estates Board Meeting  
February 5, 2009

Minutes prepared by: Lara Harker, secretary  
Call to Order: 8:45 pm (directly following annual meeting)  
Attendance: Lara Harker  
Marie Page  
Margaret Tweet  
Sandra Luna  
Pam Wathen, TMG

Approval of Minutes for Nov. 6, 2008 meeting, 1<sup>st</sup>: Lara Harker 2<sup>nd</sup>: Margaret Tweet  
All voted in favor, Marie Page abstained (not present at meeting)

Discussion was held to decide who would fill the positions on the board.  
For 2009, Marie Page will serve as President, Margaret Tweet as Vice-President, Lara Harker as Secretary, Sandra Luna as Treasurer and non-voting member.

Margaret Tweet discussed need for 2 signature approval of all contracts signed by the board. Lara Harker said that before a contract is brought to the board, we have approved it in an open meeting. Every contract is signed by a Holly Hills board member and a TMG representative. No motion was made, and idea was tabled until the board meeting in May 2009.

Delinquency Report

Pam Wathen, TMG, told the Board that the three delinquent accounts were sent to Barker-Martin (the attorney) for collections after approval was given at Nov 6, 2008 board meeting. The Smith-Greeves contract (collection agency) was included in the board packet for Feb 5, 2009. This contract was not approved and not signed by the Board.

Sandra Luna did some cost analysis for hiring a collection agency to collect on delinquent accounts. Sandra proposed that the homeowner be sent a letter about their reason for the delinquency. Pam Wathen stated that the board should perform due diligence and learn about the process that the credit agency follows to collect on accounts.

Marie Page asked Pam Wathen about filing liens and how long they are in effect. Do they have an expiration? Pam said she would follow up on this question.

**Action:** Schedule to meet with the collections agency representative. Sandra Luna will plan this meeting.

In 2009, the Association went to semi-annual due collection to save on mailing costs. One homeowner requested to stay on quarterly billing and the request was approved by the board. No late fees will be assessed to this homeowner.

## Financial

Discussion was held about moving extra funds from excess operating account to capital reserve account. This discussion will be held at board meeting in May 2009.

**Motion:** TMG was approved to charge one (1) hour of time for management representation (Pam Wathen) at the board meeting. The charge is \$85/hr.

1<sup>st</sup>: Lara Harker      2<sup>nd</sup>: Marie Page

There are currently three liens that are pending board approval. They have not been filed by the association yet. No motion was made to approve at this meeting.

**Revise Budget Motions:** The 2009 budget was revised as follows:

1. Landscape maintenance was increased by \$1100 for miscellaneous items,  
1<sup>st</sup>: Margaret Tweet, 2<sup>nd</sup>: Marie Page, 2-1 Vote, Lara Harker (no)
2. Reserve transfer was increased by \$600 to \$1600  
1<sup>st</sup>: Lara Harker, 2<sup>nd</sup>: Marie Page
3. The audit fees were decreased by \$900 to \$3400, and management fees decreased by \$800 to \$16,000.  
1<sup>st</sup>: Lara Harker, 2<sup>nd</sup>: Marie Page
4. Community Function Expense was increased to \$400 from \$200 (extra from audit expense). Included in this figure is \$300 for summer picnic and \$100 for annual expenses (garage sale, annual meeting).  
1<sup>st</sup>: Lara Harker, 2<sup>nd</sup>: Marie Page, 2-1 Vote, Margaret Tweet (no)

## Landscape

**Motion:** A motion was made to include one hillside thistle cut back in Acer contract for 2009. The cost will be \$900 per Acer bid. In operating statement, the amount for Common Area Maintenance will cover this cost.

1<sup>st</sup>: Margaret Tweet, 2<sup>nd</sup>: Marie Page, All in favor

Margaret Tweet will work with Acer to find best time to cut them back.

## Contract Agreement

**Motion:** Board affirmed August 2008 contract agreement rollover with TMG for management of the association. The Holly Hills Board is not signing the new contract with TMG for a two year term. This was as agreed in August 2008 board meeting. Our current contract with TMG will expire on Sept 1, 2009.

1<sup>st</sup>: Marie Page, 2<sup>nd</sup>: Lara Harker, All in favor

Action Items:

- Board will meet in March for an extra board meeting.
- Board to meet with collection agency representative from Columbia Collections. Sandra Luna will follow up.
- Board tabled discussion of View Control till next meeting.
- Swing Set : Lara will bring information by to Margaret Tweet
- Set May neighborhood work day budget

Motion to Adjourn: 11pm.  
1<sup>st</sup>: Lara Harker, 2<sup>nd</sup>: Margaret Tweet