

Holly Hill Farms Homeowners Association Board of Directors Meeting Minutes for Monday, June 23, 2025, 7:30 PM, at the home of Bruce Hensley, 9324 Percy Court

1. Call to order at 7:41 pm

In Attendance:

Bruce Hensley – HHF HOA President

Tiffany Stern – HHF HOA Secretary

Mark Fritz – HHF HOA Vice President

Kellie Karavokiros – HHF HOA Treasurer

Sandi Randle – HHF HOA Board member and Social Chair

Mark Cordaro – HHF HOA Maintenance Committee Chair

Tiffany Macomson HHF HOA vendor/treasurer with KodaVantage Properties

2. Provisionally approved the minutes from the HHF HOA Annual Meeting on April 29, 2025. These will be ratified at our next annual meeting in April 2026. Sandi motioned to approve the minutes, Mark Fritz seconded the motion. Motioned passed.
3. Bruce welcomed the new board members: Kellie Karavokiros, Tiffany Stern, and Mark Fritz, and explained his usual process of running meetings, i.e., Roberts Rules of Order, etc.
4. New board officers were chosen and committee chairs confirmed as follows:
 - Bruce Hensley -- President
 - Mark Fritz -- Vice President
 - Kellie Karavokiros – Treasurer
 - Tiffany Stern -- Secretary
 - Sandi Randle -- Social Committee chair
 - Mark Cordaro -- Maintenance Committee chair
 - Rob Dayton -- Architectural Control Committee chair

Kellie motions to approve this slate of officers and committee chairs, Sandi seconded the motion. The motion passed.

5. In-person vote was held to ratify the email vote to continue with HHF HOA vendor KodaVantage Properties through May 2027. Sandi motions to approve, Kellie seconds the motion. The motion passed.
6. Treasurer Report – Tiffany Macomson
 - Reviewed monthly treasurer report.
 - Tax forms need to be filed for the last four years, and Tiffany M. and Bruce will figure out the most affordable resolution, as a professional may be required for this ongoing duty. No money is owed but the appropriate, required tax forms were not filed for four years.
 - We will need to have a discussion at some point this year about an increase in the dues because new and overall increasing costs are outpacing the small annual

dues increase.

- Mark Fritz motioned to approve the treasurer report, Kellie seconded. The motion passed.

7. Social Committee Report – Sandi Randle

- Sandi needs to submit receipts for the ice cream party.
- For the annual block party, she is going to look at dates and send a survey on Evite and see what date most people can go to. To cut costs we will plan on a potluck, community involvement and sign-up genius. Kellie suggested adding to sign-up list for event set-up and take-down so more community members can help out.
- Talked about possible beer event in the neighborhood, and reaching out to Sandi Fritz re coordination assistance.
- Hot chocolate party will be moving to a new location and new leader for this event.
- Book club has been proposed.

8. Maintenance Committee Report – Mark Cordaro

There are multiple homeowners who don't meet the specifications of the community's standards as required in the Maintenance Guidelines and the Covenants, Conditions and Restrictions of the HHF HOA. Mark plans to connect with each of them in a cordial email with notification of their violations as a first step. All correspondence will specify the violation(s) and offer solutions and/or vendors that can help rectify the violations.

Tiffany M added that in addition to email communications, door hangers might be a good idea to remind them to take care of the violation. A designated email for the maintenance committee is also recommended.

9. Architectural Committee Report – Rob Dayton, chair, was not present

In Rob's stead and as a member of the ACC, Bruce discussed the need to add verbiage to the Architectural Improvement Request form that requires the homeowner to provide proof of any necessary permits before project continuation. A new form was written and approved by the ACC and presented to the board for approval. Kellie motioned to approve, Sandi seconded the motion. The motion passed and the new form will replace the old one in the documents section of the HHF website.

10. Nomination Committee – Bruce explained the communal efforts needed to constantly be looking for prospective new board members for nomination every April. Bruce suggests recruiting some of the newer, younger HOA members to serve.

11. General and Unfinished Business

- The board reported multiple, longstanding violations to maintenance committee.
- Fallen branch removal in the pond common area was completed on 6-21-2 by Dave Hawk Tree Service.

- Approval of donation of \$100 from the HOA to Levine Cancer Center in honor of late HHF HOA member Virginia Thornburg. Kellie motioned to approve, Sandi seconded the motion. The motion passed.
- We talked about adding a subcommittee under the social committee to have community members help out when a family needs it (as long as the family approves). Also, talked about adding a newsletter or email blast relative to this idea, from a Holly Hill Farms email address.
- The impending asphalt paving of all HHF roads preliminary work begins June 26 and/or 27, no street parking on those days. Projected to resurface all the streets mid-July.
- Viet Le replaced four bad light fixtures at common area corner and trellis walkway on 6-21-25. He also cleared out some underbrush for better light.

12. Announcements – no other announcements

13. Next BOD meeting – Tuesday, August 26, 2025, 7:30 PM, at Tiffany Stern's home at 9021 Arrington Manor Place.

14. Adjournment: Sandi motioned to adjourn, Kellie seconded the motion. The motion passed at 9:07 PM.

Minutes submitted by Tiffany Stern