



Civic Association of Hollin Hills

Board Meeting Minutes

February 2, 2009

1. Call to Order – Christine Leonard, President
The meeting was called to order at 7:15 at Chris McNamara’s house.
Attendance was as follows:

Christine Leonard, President	Present
Chris McNamara, Vice President	Present
Alice Lauthers, Treasurer	Present
Diana White, Secretary	Present
Robert Fina, Social Activities & Director-at-Large	Present
Heather Watenpaugh, Membership & Director-at Large	Present
Barbara Wickham, MVCCA & Director-at Large	Present
Lee Ann Kinzer, Parks & Director-at Large	Present
Barry Pearson, HH Pool & Director-at Large	Present
Noel Mazade – DRC Chair	
Paul Trombley – Chair, Architectural Guideline Review Committee	
Peter Kinzler – Pool president	
David Armstrong – member, Architectural Guideline Review Comm.	
2. Minutes:
January minutes were approved.
3. DRC Architectural Subcommittee:
 - a. The Subcommittee came to the Board with questions about procedures for approval of the new guidelines. Robert provided a brief history on the Board’s actions to carry out the recommendations of the Special Design Review Committee’s report and the creation of the operating manual for the charge of the two committees. Board members agreed that the original language did not clearly explain the process forward and how it would be carried out and that new language needed to be drafted. Clarifications will include DRC review process, presentation to the community for comment, presentation to the Board, and finally to the community for a vote. Subcommittee chairs Robert and Paul will revise the guidelines for clarity and direction and submit to the Board for approval.
 - b. During discussion, the issue of voting eligibility was raised regarding the households on upper Range Road who may be CAHH members, but are not bound by the covenants and DRC guidelines and also whether or not residents who are not members of the Civic Association should be eligible to vote on

DRC changes. The by-laws stipulate only members in good standing of the Civic Association are eligible to vote.

4. Pool Report:
Pool Chair Peter Kinzler provided Board members with the annual report on the pool's finances. Current membership is about 40% Hollin Hills residents and 60% from outside of the community. The Pool Committee has set a fixed date for membership renewal to help ensure membership level remains adequate to support Pool operations. No problems are anticipated, as there is a substantial waiting list to join. All positions on the Pool Committee are filled. It was determined that full repiping will not be required for another 10-15 years or more. Millennium Pools has been contracted to do repair work and also widen the stairs and replace three panels of concrete facing Paul Spring Road. Additional eating space will also be added on both sides of the pool house area. The expected cost for maintenance, repairs and additions will be approximately \$50,000 - \$60,000. The fence around the pool also needs to be replaced at an expected cost of \$40,000. The Committee plans to replace it with the same type of fencing used around the playground, pending County regulations and DRC approval. That will be done in the fall, if revenues hold

5. 60th Anniversary Celebration:
 - a. The event originally planned for March 14th and to be held at the Unitarian Church has been cancelled and deposits returned.
 - b. A discussion followed on how the community might want to observe and celebrate our 60th anniversary within our limited budget. On a motion by Diana, seconded by Christine, the Board agreed to ask the 60th Anniversary Committee to use the money previously designated to develop special, low-budget plans for the July 4 picnic.

6. Vice President's Report:
 - a. The next DRC meeting is Wednesday, February 4.
 - b. The website has been updated to include new Board members.
 - c. Robert raised a question about the unusual number and length of DRC actions reported in a recent Bulletin and suggested short summaries with a referral to the website for further information.
 - d. Board members discussed interaction between the DRC and the Guideline Review committees and agreed that the subcommittees set their own operating procedures and that committee members serve at the pleasure of the Board.
 - e. On a motion by Chris, seconded by Lee Ann, the Board approved reappointing Derek Norton to the DRC for another two-year term.

7. Treasurer's Report:
 - a. Alice is considering ways to restate the Budget for the calendar year to make it easier to understand when published in the Bulletin.
 - b. We expect to have a deficit this year due to legal fees and no supplemental revenue from a house tour.

8. Membership Report:
 - a. The Directory Committee has received its requested information on budget and printing costs. No information is available about expected delivery date.
 - b. Plans for this year's membership drive are in formation. Heather expects to follow last year's plan with a mailer sent to all households in late March or early April. This year's membership form will request move-in date information for next year's directory.

9. Parks Report:
 - a. Parks Chair Jim Klein is concerned about a possible fire hazard due to the large amount of downed wood in the Wildlife Sanctuary and proposes issuing one-time permits for removal. On a motion by Lee Ann, seconded by Chris, the Board agreed to allow Jim to issue pre-arranged, one-time permits with park warden or park chair supervision for interested residents to remove downed trees from the Wildlife Sanctuary. Robert and Barry recused themselves from the vote.
 - b. The Parks committee is waiting for the full survey to deal with a possible fence incursion on Wildlife Sanctuary property. The Parks committee is also dealing with a homeowner's concerns about the possibility of a tree wrongfully removed from the homeowner's property near park land.

10. MVCCA Report:

Barbara attended the January meeting and reported that concerns were raised about floating duck blinds in the Potomac near Dyke Marsh and that Wal-Mart is proposing a new store at the Chuck-E-Cheese site which would be three times the size of its current location.

11. Social Report:

The Winter Potluck Lasagna dinner is on track for Saturday, February 21 from 6:00 – 8:00pm at the Unitarian Church. Christine will determine how honorees will be recognized and work with Robert to develop the list.

12. Other Business:
 - a. Christine spoke to Barbara Shear about the possibility of distributing the Bulletin via e-mail, and Barbara is willing to explore options. Board members raised concerns about membership renewal if printed Bulletins are eliminated, as the three free months help increase the renewal and joining rate. Christine will write something for the Bulletin to determine if members are interested in receiving the Bulletin electronically.
 - b. We currently have 700 copies of the Hollin Hills book. Christine has spoken to Scott about approaching architecture schools to see if we can get some of the books out of our inventory.
 - c. Christine will follow up with Jere Gibber to set a goal of July 4 for submission of information and surveys to EHT Tracerics for our application for inclusion in the National Register of Historic Places.

13. Future Meetings:

On a motion by Robert, seconded by Chris, the Board agreed to meet at Hollin Meadows School for the next three months.

Meeting was adjourned at approximately 10:00pm.