



Civic Association of Hollin Hills

Board Meeting Minutes

May 4, 2009

1. Call to Order – Christine Leonard, President
The meeting was called to order at 7:00 at the Hollin Meadows School Library.
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

2. Spring Membership Meeting:
Chris reported that other than a few technical issues, the Spring Meeting went well. Following John Burns presentation, a member of the National Capital Planning Commission offered to give an architectural history presentation at a future meeting.

3. Vice President's Report:
The April DRC meeting included approval for replacing a sliding glass door with windows and installation of a metal railing on stairs leading to a deck. The next meeting will be held on May 6.

4. Treasurer's Report:
Alice reported \$89,680 cash-on-hand, which does not include 50-60 membership renewals received. In discussing the plans for an audit, Alice suggested that an Agreed upon Procedures audit of the previous year's books would provide the level of review needed to ensure expenditures and receipts are supported by appropriated documentation. Kathleen Jamison previously agreed to provide a review and help set up Quickbooks for the Pool. Alice will follow up with her to get an estimate of cost. The Board agreed that the books for Hollin Hills Pool and Tennis should be reviewed as well and the cost of review should be shared with CAHH.

5. Membership Report:
 - a. Flyers for the 2009 Membership Drive have been mailed and forms will go out in the May/June and July Bulletins. Greeters will be provided with a list of non-members and non-renewing members in their areas to contact about joining.
 - b. The Greeters' Tea was held on April 25 at Felicity Blandford's home. Topics included current procedures and forms and a discussion of the Directory. One of the Greeters suggested including a list of new Board officers in the January Bulletin in a format that could be cut and pasted into the Directory.
 - c. On a motion by Heather, seconded by Diana, the Board agreed to authorize a reprint the 2009 Directory after it is reviewed. The 2010 Directory will be published approximately one year later, and an update of new members will be published in the January Bulletin. Several volunteers have offered to review prior to printing.
 - d. The question of distributing new DRC guidelines was raised and the Board agreed that once they're completed, every household will need to be notified of the changes.
 - e. Heather has been approached by a member of the community regarding use of the Hollin Hills tree logo and its status as a protected copyright or trademark. Christine will follow up with Dick to see if the paperwork has been filed.

6. Parks's Report:
 - a. Plantings at Goodman and Paul Springs were done. The work Saturday for Brickelmaier Park was rained out; work is scheduled for May 9 in the Wildlife Sanctuary.
 - b. In response to Robert's request that more mowing be done along the Paul Spring Road Path, selective weeding and silt removal will occur.
 - c. Robert raised concerns about stability of the foot bridge at the foot of Rippon. Lee Ann will convey to Jim, and Robert offered to meet him there to discuss.
 - d. The new picnic tables still need to be treated, pending drier weather and will need sanding to remove splinters.
 - e. Carry in/carry out signs have been ordered so garbage cans can be removed.
 - f. The April 18 S'Mores party in Voigt Park was well attended and fires were contained in portable fire containers.

7. MVCCA Report:

Barbara attended the April meeting and confirmed that Wegman's is building a store at Franconia and Beulah Roads.

8. Pool Report:

Construction projects are complete and expansion of the eating area is underway with and expected completion time of two weeks. Membership is expected to reach 250 soon. Barry raised a question about dues reimbursements and maintenance obligations if the Pool is closed for the season for any reason. The Board suggested Pool president Peter Kinzler will review the contracts to determine what policies are in place.

9. Social Report:
July 4th arrangements are underway, and volunteers will be solicited shortly. Gail McNulty is coordinating the parade, is working on the route and has applied for a road closure permit.

10. Other Business:
 - a. The hearing on the gutter case at 7507 Elba is scheduled for Friday, May 8. Robert will represent CAHH.
 - b. Chris will provide a revised mandate, based on discussions with the DRC for the Guideline Review Committees. The Procedures Committee feels it is close to completing its work. Christine will encourage them to commit to a meeting schedule to complete their work
 - c. Noelle McAfee has agreed to chair the 2010 Home Tour. Many committee members are returning, but the committee still needs a photographer, graphic designer, and publicist. Christine will contact Suzanne McLees and Eric Johnson for suggestions.
 - d. Robert suggested creating a time-line of Hollin Hills events/policies for inclusion in the Directory and on the website. Diana will review the minutes from the last few years of meetings and produce a list.
 - e. The next meeting will be held Monday, June 1 at Christine's house.

Meeting was adjourned at approximately 9:10pm.