



## Civic Association of Hollin Hills

### Board Meeting Minutes

October 9, 2008

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1. Call to Order – Richard Seltzer, President  
The meeting was called to order at 7:15 at Heather Watenpaugh’s house.  
Attendance was as follows:

Richard Seltzer, President	Present
Chris McNamara, Vice President	Present
Gus Matson, Treasurer	Present
Diana White, Secretary	Present
Robert Fina, Social Activities & Director-at-Large	Present
Heather Watenpaugh, Membership & Director-at Large	Present
Michael Damitz, MVCCA & Director-at Large	Not Present
Lee Ann Kinzer, Parks & Director-at Large	Not Present
Sally Collins, HH Pool & Director-at Large	Present
2. Minutes:  
On a motion by Dick, seconded by Chris, the minutes from the September 9 meeting were approved.
3. Cell Tower special meeting on October 23:
  - a. Gus will obtain a copy of the deed to the parcel of land at the corner of Ft. Hunt and Paul Spring Road to help determine DRC jurisdiction. Robert will provide a projected map of the area and DRC representatives will be invited to attend.
  - b. Dick will contact AT&T to outline format and our expectations.
  - c. Chris will take notes.
  - d. Dick will open the meeting with a history of AT&T’s request, turn it over to AT&T representatives for their presentation, then open it to the floor for discussion. There will not be any votes.
4. Nominating Committee:
  - a. Pam Koger-Jesup, Andrew Cheng, Gail McNulty, Kevin Ann Huckshorn and Mary Ann Rametta have agreed to serve as the Nominating Committee..
  - b. The Fall Membership meeting will be held Monday, December 8 at Hollin Meadows School.

5. DRC Report:
  - a. Chris reported on DRC actions taken at the October 1 meeting (posted on Hollin Hills DRC page). DRC members also discussed creating a standard form to be provided to home owners following approval of a project. The form would indicate property information, specific information about what the DRC approved, the date of approval and how long the approval is effective.
  - b. The SDRC Process Committee has selected Robert Fina to serve as the new chair. The Architectural Committee has provided the Process Committee with a draft of their work, and all on the Process Committee agreed that it widened the scope of what should be approved and has gone beyond the SDRC mandate. The chairs of each committee and the DRC chair will be asked to attend the November Board meeting to prepare the Board to give an update at the December general membership meeting.
  
6. Treasurer's Report:
  - a. Membership is at 370.
  - b. Expenses for the parks are currently running at about the same amount as designated income.
  - c. Kathleen Jamison has provided a proposal to do a formal review of CAHH books at a cost of \$1500. She is willing to work with us to organize Quick Books, and recommends the Pool maintain its own set of financial records. On a motion by Chris, seconded by Robert, the Board agreed to accept Kathleen's proposal.
  - d. Moving the CAHH IRS filing year to a calendar year will require filing a form and a short year filing for the rest of 2008. As of January 1, 2009, the IRS filing period will be based on the calendar year.
  
7. Membership Report:
  - a. Heather has contacted members from last year who have not renewed and distributed a list of non-members by greeter area.
  - b. New members as of January 1, 2008, will be invited to the BBQ at no charge.
  - c. The Directory Committee has established a cut-off date of October 15 for updated information. Heather will check with them on the transition from the previous committee.
  
8. Parks Report:

Jim Klein has resigned as Parks Chair. Until a new chair is identified, park wardens are making parks decisions in coordination with Lee Ann.
  
9. Pool and Tennis Report:
  - a. The Board discussed the Pool's governing rules, and requested a line be added regarding actions that could affect the Pool's insurance coverage.
  - b. Rebecca Bostick is the new treasurer.
  - c. John Harris (Mt. Vernon Pool) has been contracted to handle Pool repairs and upgrades. At this time, he is recommending several smaller repairs and will make further assessments before recommending repiping.

- d. The Pool Committee is looking into expanding the food courts.
10. Social Report:
- a. The 60<sup>th</sup> Anniversary Committee is on target with plans for the March 14, 2009 event.
  - b. The Fall Barbecue will be held on Saturday, October 18 in Voigt Park. Chris will send out a reminder notice using Constant Contact.
11. Old Business:
- On a motion by Chris, seconded by Diana, the Board authorized the expenditure of up to \$2000 to pursue legal action to enforce the contract for box gutters at 7507 Elba Road. Sally opposed.
12. The November meeting will be held Thursday, November 6 at Diana's house.

Meeting was adjourned at approximately 9:45pm.