

**Rolling Valley Section 8-D
HOA Quarterly Board Meeting
Tuesday, 17 January 2017**

Minutes

Location: Jeff Lins' Home

Board Members Present

Jeffrey Lins –President	Jonathan Clough – Vice President
John Foley – Treasurer	Christel Schaefer
Thomas Blume – Member & WKCA President	Michael Graves

Call to Order: HOA President Jeff Lins called the meeting to order at 7:01 PM.

Old Business:

Maintenance of HOA Website: Michael Graves, presently administrator of the website, stated that the website has not been updated in quite a while. In his opinion, the website is not complicated to deal with but there need to be revisions made, mainly the links to the present board members need to be re-established. In addition, Michael plans to share the link and the password to the HOA website to all board members **(Action Item)**.

Identifying New Board Members: Unfortunately there were no new board members. The board agreed to continue to actively solicit new board members.

Status of Tree Removal From Common Areas: The work was completed and paid.

Adding Weed Control To The Mowing Contract: This task is still outstanding. **(Action item)**.

Treasurer's Report:

- HOA Treasurer John Foley provided a year-end budget report and checking account spreadsheet. The largest expense in 2016 was the tree service of \$1,110, although still under the budgeted amount of \$2,000. The total reserves at the end of December 2016 were \$13,467.49. John provided a comparison of income and expenses for the board to decide whether to charge an annual HOA fee of \$25 versus \$30 per household. Thomas Blume made a motion to charge \$30; Christel Schaefer second the motion. The board decided to send the annual fee notice to the homeowners by 1 February 2017. Michael Graves agreed to prepare the letter, John Foley to provide the

addresses of the homeowners in the HOA and Jonathan Clough and Michael Graves to stuff the envelopes and mail them out. **(Action item)**.

New Business:

Disposition of 30+ Year-Old Records (Mostly Architectural Reviews): Jeffrey Lins reported that after examining the file box containing historical HOA records that the bulk of them were architectural reviews dating from the late '70s to the mid '80s. There was discussion about whether there are legal requirements to retain these records, and Jeff offered to research the state and/or county requirements and inform the Board accordingly. **(Action item)**. Additionally, John Foley stated that we have been following the Fairfax County codes in the architectural reviews with one exception. Our bylaws do not permit chain link fences or chicken wire.

Election of HOA Board Officers: Michael Graves nominated Jonathan Clough as new President, Thomas Blume as new Vice President and Christel Schaefer as new Secretary. The board members voted unanimously to elect these nominees to their respective offices.

Transfer of Records and Mailbox Key to New President: Jeffrey Lins provided the mailbox key and the box with all documents pertaining to the HOA to Jonathan Clough.

Date, Time and Location of Next Board Meeting: 4 April 2017 at Jeffrey Lins' home.

Miscellaneous: Thomas Blume made an appeal for \$450 to offset some of the costs for the springtime dumpster. John Foley confirmed that the funds have already been considered in the 2017 budget.

The meeting adjourned at 7:53 PM.

Action Items Summary:

- Legal requirement of retaining HOA and architectural committee records (Jeffrey Lins)
- Annual Fee Notice to home owners by 1 February 2017 (Michael Graves, John Foley, Jonathan Clough)
- Get a quote for adding weed control to our present mowing contract with Premium Landscaping Services (John Foley)
- HOA website link and password to all HOA members (Michael Graves)