

**Rolling Valley Section 8-D
HOA Quarterly Board Meeting
Tuesday, 22 Jan 2019**

Minutes

Location: Jeff Lins' Home

Board Members Present

Thomas Blume – President

John Foley – Treasurer

Jonathan Clough – Secretary

Dennis Kurre

Michael Graves

Jeffrey Lins

Ruth Ann Hoel

Call to Order: Tom Blume called the meeting to order at 7:01 PM.

Treasurer's Report: John Foley reviewed the budget report for the new fiscal year, which reflected current reserves totaling \$13,891.97. There remains one homeowner who is delinquent in paying their dues (Zeeger, 8915 Arley Dr) who owe a total of \$62.10 (two years dues + late fees). John reported that in addition to multiple letters, he visited them in person on three occasions, the most recent of which resulted in a brief argument, so John departed the scene. Historically, this homeowner has paid their dues, and even served on the Board, so it is not clear what the issue is presently. Tom Blume offered to pay them a visit and see if he could secure their cooperation. (**Action Item**)

John then proceeded to talk the Board through his Treasurer duties, since he is planning to move out of the area at the end of February. A lengthy discussion ensued regarding the responsibilities of the job and actions the Board must take to accomplish the handover of his duties in the absence of a designated replacement Treasurer. Near-term tasks included the following:

- Replace John with at least three Board members on the HOA's checking account with BB&T Bank. Dennis Kurre, Tom Blume, and Jonathan Clough agreed to do this the following weekend. (**Action Item**)
- Replace John as the "registered agent" for State Corporation Commission (SCC). Ruth Ann Hoel agreed to serve in that capacity. (**Action Item**)
- Take possession of John's HOA dues database and financial history data, as well as remaining office supplies. (**Action Item**)

Old Business:

- Mowing Contract Update: Tom Blume reported that he had contacted Premium Lawn Services and received an email quote in response, but had not acted on it yet. He told the Board he would take a look and make a recommendation to the Board at the next meeting. (**Action Item**).
- Tree Survey: Michael Graves reported that the trees identified during the survey in December had been felled, including the dead tree reported by the homeowner at 8902 Grass Valley Court. So that Action Item is complete.

New Business:

- HOA Board Officers for 2019: The Board agreed to rotate the President and Vice President positions as discussed at the Annual meeting and approved the assignments in the table below by affirmation. The tentative plan for the Treasurer position was that the duties would be distributed across the Board as needs arose. The Board acknowledged that we need to be deliberate and intentional about recruiting new and younger members to fill this and other vacant Board positions.

President	Dennis Kurre
Vice President	Michael Graves
Treasurer	TBD
Secretary	Jonathan Clough

- WKCA Dumpster Day: The Board agreed to sponsor another annual Dumpster Day with the WKCA, with the Board funding the event and the Civic Association providing the manpower. The date is TBD, but will be held in the spring and be deconflicted with the Orange Hunt-sponsored Large Item Pick Up event, when that is announced.
- 2019 HOA Goals: The Board agreed with two major goals for 2019, as follows:
 - Smoothly transition Treasurer duties with John Foley’s departure
 - Recruit three more members, preferably younger folks, to the Board
- Annual Assessment Letter: The Board discussed the need to distribute the annual dues letter and agreed to try to get it in the mail by the first week of Feb. Jonathan Clough offered to draft up the letter and coordinate it with the Board. He additionally agreed to print the copies of the letter and address labels, if other members could volunteer to stuff the envelopes. Dennis Kurre, Ruth Ann Hoel, and Tom Blume indicated they would volunteer for that duty. (**Action Item**)

- The Board agreed to schedule the next Board meeting for Tuesday, **2 April 2019**, at Jeff Linn's home.

The meeting adjourned at 8:10 pm.

Action Items for the Board:

- Transfer the HOA Checking account from John Foley to other members of the Board (Dennis Kurre, Tom Blume, Jonathan Clough)
- Pay another visit to the Zeegers to inquire about paying their late dues (Tom Blume)
- Replace John as the "registered agent" for State Corporation Commission (SCC). (John Foley and Ruth Ann Hoel)
- Draft, approve, print, stuff and send the Annual Assessment Letter by the first week of Feb (Jonathan Clough, Michael Graves, Tom Blume, Dennis Kurre, Ruth Ann Hoel)

Attachments: Treasurer's Report (TBD)



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