

**Rolling Valley Section 8-D
HOA Annual Membership Meeting
Wednesday, 31 January 2018**

Minutes

Location: Jeff Lins' Home

Board Members Present

Jonathan Clough –President / Acting Secretary Michael Graves

Thomas Blume – Vice President Dennis Kurre

Jeffrey Lins

Call to Order: Jonathan Clough called the meeting to order at 7:15 PM.

Treasurer's Report: Treasurer John Foley was absent due to unexpected travel for his office, so the Board was unable to review the 2017 final report or the proposed 2018 budget. The Board agreed to review the reports via email once the Treasurer can compile and circulate them electronically. Based on the budget report reviewed at the Annual Meeting in November, the Board already had a good grasp of our financial status.

Old Business:

- **Tree Removal Update:** Michael Graves reported that Freedom Tree Service successfully completed the planned tree removal work in the common areas in early December.
- **HOA Records Disposition:** Jeff Lins reported that he had completed efforts to organize and archive the 35+ years' worth of paper records for the HOA, most of which consisted of Architectural Review Board correspondence. The Board discussed the need to archive the previous year's records from 2016 and 2017, which still only exist in digital form. Jonathan Clough agreed to print out the Board meeting minutes, as well as any relevant Architectural Review Committee correspondence (to be provided by Dennis Kurre) for the year and file it, so we maintain physical copies of them. (**Action Item**).
- **Email Notifications:** Mike Grave is awaiting the homeowners email address spreadsheet from John Foley, which he will use to populate our MailChimp database for future email-based notifications. The objective will be to migrate most if not all HOA correspondence to email in 2018, which will save significant postage cost as well as time spent stuffing envelopes multiple times each year. (**Action Item**).

- Mowing Contract Update: John Foley was not present and therefore unable to provide an update on his efforts to research costs for including weed control in our mowing contract, as well as examining alternate providers for potential cost savings.

New Business:

- Election of HOA Board Officers for 2018: In the absence of any new Board members at the Annual Board meeting in November, the Board voted unanimously for the following Officer roles for the 2018 calendar year:

Thomas Blume –President

Dennis Kurre – Vice President

John Foley - Treasurer

Jonathan Clough - Secretary

- Determination of 2018 dues / Review draft annual assessment letter: The Board then discussed the annual assessment and agreed to maintain the current \$30 per household per year rate. Jonathan Clough circulated a draft assessment letter for review and corrections, and several were suggested. The Board agreed to try to get the letters in the mail by the first week of February with a deadline for payment of 1 March 2018, in order to deconflict with the planned WKCA dues letter which would be out in March with payments due in April. Jonathan Clough and Tom Blume agreed to share responsibilities for printing, labeling and stuffing the envelopes. (**Action Item**).
- Joint WKII HOA and WKCA Dumpster Day: HOA Vice President and WKCA President Thomas Blume asked the Board to consider funding a spring Dumpster day event that would be manned by WKCA members, as we've done for many years. Although the rental costs increased in 2017, participation from the neighborhood was strong, and the Board agreed that it served a useful function and provided a public face for both the HOA and the Civic Association. So, the Board agreed to support this event once again. Tom Blume volunteered to contact the dumpster vendor and determine what the cost would be this year and inform the Board accordingly. His expectation was that the rental would cost ~\$550.
- 2018 HOA Goals: The Board discussed a couple goals to work towards in the coming year: (a) Identify and recruit additional Board members to fill vacant positions as well as provide for more equitable workload distribution, and (b) migrate to primarily electronic communications with homeowners via the MailChimp functionality within the new website.

The meeting adjourned at 7:37 pm.

Action Items for the Board:

- Electronically circulate the final 2017 Budget report and the proposed 2018 Budget (incorporating the decisions reflected above) to the Board members for their review and approval. (John Foley)
- Print out the HOA Board meeting minutes and any Architectural Review Committee correspondence from 2016-17 and add to the physical archive that Jeff Lins organized. (Jonathan Clough)
- Procure the email address spreadsheet from John Foley and populate the MailChimp database and send a preliminary test message to check addresses. (Mike Graves)
- Explore the option to include periodic weed killer applications under the grass cutting contract for the common areas with grass. (John Foley)
- Finalize the 2018 assessment letter, print copies, label & stuff envelopes and mail them NLT 5 Feb 2018 (Jonathan Clough & Tom Blume -- **DONE**)

The next meeting of the Board is scheduled for Tuesday, April 3, 2018

Attachments: Treasurer's Reports (**pending**)