

**Rolling Valley Section 8-D
HOA Quarterly Board Meeting
Tuesday, 2 Apr 2019**

Minutes

Location: Dennis Kurre's Home

Board Members Present

Dennis Kurre – President

Michael Graves – Vice President

Ruth Ann Hoel – Treasurer

Jonathan Clough – Secretary

Thomas Blume

HOA Members / Board Candidates:

Gabi Kreuzcher

Lisa Nelson

Alisa Goetz

Call to Order: Dennis Kurre called the meeting to order at 7:08 PM.

Treasurer's Report: Ruth Ann Hoel presented the budget report for the first quarter of the calendar year, which reflected current reserves totaling \$15,625.78. While 155 homeowners have paid their annual dues to date, 36 are delinquent, in spite of a second round of emails and mailed delinquent notices. The Board discussed options to collect from these members, and decided to divide the list evenly amongst them for door-to-door visits. Gabi Kreuzcher suggested that we deliver paper copies of a 3rd delinquent notice during these in-person visits, rather than seek on-the-spot collection, and the Board agreed this was a prudent course of action. Michael Graves agreed to provide a list of the 36 members sorted by address that the Board could sign up to visit, based on their proximity to our homes. (**Action Item**) Tom Blume reported that he'd paid several visits to the 2-year delinquent homeowner (Zeeger, 8915 Arley Dr) and left several voice mails, but was unable to gather a response. Their lack of responsiveness is unusual, since they did pay their WKCA dues this year. The Board has few options but to continue attempting contact.

Ruth Ann reported that she'd paid the mowing contract for the year (\$797.00), which precipitated some questions about how frequently Premium would provide service throughout the season. Ruth agreed to share the paid invoice with the Board to address their questions. (**Action Item**)

Old Business:

- Dennis Kurre reported completion of several Action Items from the last meeting, including:
 - Printing & mailing the Annual Dues Assessment Letter

- Replacing John Foley with a new Treasurer (Ruth Ann Hoel) and accomplishing the transfer to her as the “registered agent” for the State Corporation Commission (SCC)
 - Taking possession of John Foley’s financial history data and files
 - Transferring the HOA checking account to other Board members
- Mowing Contract Update: Tom Blume reported that he had contacted Premium Lawn Services and received an email quote of \$59/application for weed control, which he believed was somewhat excessive given the relatively small areas that they service. The Board agreed, so Tom will follow up with a counter-offer in the hopes of securing a cost less than \$50. (**Action Item**).
 - Board Vacancies: Dennis Kurre welcomed a couple new HOA members who he’d invited to attend the meeting to determine if they would be interested in filling some of the vacancies on the Board: Gabi Kreuzscher and Alisa Goetz. Lisa Nelson, the former Secretary of the Board also attended, accompanying Alisa. The Board certainly appreciated their interest and their participation, and we hope they will opt to join the Board in the coming weeks.

New Business:

- Vandalism on Applecross Ln: Jeff Lins was not present to provide the Board an update on his initial reporting on this incident, and Dennis Kurre indicated he’d heard nothing further on the matter. Alisa Goetz reported that there had been a vandalism incident at OHES a couple weeks ago.
- Division of labor for responses to email inquiries/issues: Dennis Kurre reviewed the agreement reached amongst the Board members during email exchanges about which Board members would serve as the primary email respondents to member or realtor inquiries of the Board:
 - Receipt of dues payments or checks clearing: Ruth Ann Hoel
 - Disclosure packet requests: Michael Graves
 - Architecture review board inquiries: Dennis Kurre
 - Website issues: Jonathan Clough

The Board agreed that each Board member should continue to receive all emails addressed to the hoaboard@winstonknolls.org email address in order to provide a backup if the primary member were away on travel or otherwise unable to respond.

- Arley Drive Road Maintenance: In response to resident Mark Washechek’s suggestion during the Annual Meeting to potentially join forces with the Orange Hunt

HOA to put pressure on the county to address the deteriorating condition of Arley Drive, Tom Blume reported that he had called and spoken with Pat Herrity's office on the matter. The take-away from the conversation was that VDOT was responsible for the road maintenance, and they were only repairing 7% of the residential roads needing repairs per year, so we were at their mercy, in spite of the fact the road has not been repaved in over 25 years.

- Proposals Regarding Dues: Michael Graves presented several proposals to the Board to address the challenge of incentivizing homeowners to pay their annual dues in a timely fashion as well as reduce the need for physical mailers:
 1. Increase the dues "ceiling" at the max rate allowed per the By-Laws (2% per year) every year until it reached a level at which the 2% delinquent fee was painful enough to deter late payers. The actual dues charged to homeowners would remain steady at \$30/year, but it would be considered a "discount" from this gradually increasing ceiling rate, from which delinquent fees could be derived.
 2. Offer early payers graduated discount based on how timely they responded to notifications, as follows:
 - 1st notice via email in early Jan: Discounted dues = \$20 if paid by 1 Feb
 - 2nd notice via physical mail early Feb: Discounted dues = \$25 if paid by 1 Mar, and
 - Standard dues of \$30 would apply to those that paid between 2-31 Mar
 3. Advertise and discuss the proposed changes at the Annual Meeting

The Board discussed these proposals and agreed to pursue options #2 and #3. (**Action Item**).

- Database Consolidation: Michael Graves and Ruth Ann Hoel presented their efforts to modernize and clean up the Treasurer's spreadsheet to better serve the Board's needs. With the Board's concurrence, they plan to drop the fields attempting to track historical sales prices of homes, and add a second automatically-mirrored spreadsheet sorted by homeowner last name to simplify lookups.
- Electronic Banking: Graves and Ruth Ann Hoel discussed the potential to utilize the electronic payment service Zelle as a means to allow homeowners to pay their annual dues electronically, which would significantly simplify the process and unburden the Treasurer. The challenge, as discussed at previous meetings, was ensuring the Board could associate the payment with a homeowners address. Michael Graves reiterated that a "note" field within Zelle could facilitate this. If

homeowners failed to populate it, however, we would have to rely on a manual lookup via the email address recorded on the Treasurer's spreadsheet, assuming the homeowner sent the payment from that email address, not a cell phone number. Gabi Kreuzscher spoke highly of her experience using Zelle to collect payments by tenants of her properties. Ruth Ann Hoel agreed to discuss the option with BB&T bank as well as set up her online access to our account. (**Action Item**).

- **WKCA Dumpster Day:** Tom Blume announced that the annual WKCA Dumpster Day was scheduled for Saturday, **27 April 2019** starting at 08:00. Although already included in our 2019 budget, Dennis Kurre sought and received an affirmative vote to approve the \$550 payment to the WKCA for the lease of the dumpster. Tom also announced that the OHES Large Item Pick-Up event was scheduled for Saturday, **25 May 2019**. Gabi requested we highlight those dates on the website. (**Action Item**).
- The Board agreed to schedule the next Board meeting for Tuesday, **9 Jul 2019**, at Dennis Kurre's home.

The meeting adjourned at 8:38 pm.

Action Items for the Board:

- Provide a list of homeowners still delinquent on their dues for the Board to divide evenly and visit in person (Michael Graves)
- Pay visits to the delinquent homeowners and provide them a copy of a 2nd delinquent notice. (All)
- Provide the Board a copy of the mowing invoice for the 2019 season (Ruth Ann Hoel) **DONE**
- Negotiate a lower fee for weed control applications from Premium Lawn Care (Tom Blume)
- Prepare some presentation materials on the discounted dues proposals in time for the Annual Member's Meeting in Nov 2019 (Michael Graves)
- Discuss the HOA's use of Zelle with our bank (BB&T) and evaluate the viability of using that service; register for online access to our account (Ruth Ann Hoel)
- Add the Dumpster Day and Large Item Pickup date to the HOA website calendar (Jonathan Clough) **DONE**

Attachments: Treasurer's Report



2019 1Q Financial
Statement HOA.docx