

**Rolling Valley Section 8-D  
HOA Quarterly Board Meeting  
Tuesday, 26 September 2017**

**Minutes**

**Location:** Jeff Lins' Home

**Board Members Present**

Jonathan Clough – President

Jeffrey Lins

Thomas Blume –Vice President & WKCA  
President

Michael Graves

Dennis Kurre

John Foley – Treasurer

**Call to Order:** HOA President Jonathan Clough called the meeting to order at 7:03 PM.

**Treasurer's Report:** John Foley reviewed the financial statements for the last Quarter. He stated that to date we have just 3 unpaid resident members, and he is continuing to pursue those delinquent accounts. Only one of these delinquents poses a concern for collection, 7130 Sontag Way. That address is currently being rented and the ownership has seemingly transferred several times, which make tracking down the owner more difficult. John discussed some of the specific line item expenses. Questions about the about the "Web Site" expenses of \$474.10 were answered, explaining that most of the expenses (\$280.) was for the new website design. He then explained that server fee (\$106.64) covers 3 years of service, thus for the next 2 years there will be few expenses for the Web Site.

There was further discussion about the annual dumpster we've funded on Spur Road, given that the bi-annual Large-Item Pick Up events at OHES, one of which is sponsored by the Winston Knolls Civic Association and Orange Hunt Association. Since the rental costs for a single dumpster went up to \$550 this year, and these other events meet nearly the same need, Tom Blume suggested we consider not sponsoring one next year. The Board will make a decision on this matter when it approves the CY18 budget at the January meeting.

**Old Business:**

- **Quote for adding weed control to mowing contract.** John Foley is continuing to work on the issue as part of a reexamination of the mowing contract overall. He intends to get some estimates from other providers to compare with the current contract with Premium Lawn Care. **(Action item)**
  
- **Update on status of HOA records disposition:** Jeff Lins continues to make progress organizing the records chronologically, and plans on having it complete by January.

- Draft Non-compliance letter for 8916 Arley Drive (backyard fence): Jonathan Clough was unable to get a draft done in time for this meeting. He will draft and circulate to the Board by the end of October. **(Action item)**
- Reservation options for Annual HOA Meeting Michael Graves had checked Pohick Library for availability of meeting rooms, but they were already booked for the mid-November dates we were interested. Since rooms may be reserved 90 days in advance, Michael will set a reminder for next September to lock in a reservation at Pohick next November. Tom Blume volunteered to contact the Springfield Government Center and reserve a date in the first or second week of November this year. **(Action item)**

**New Business**

- Establish date & location for Annual Meeting; review announcement letter: Given the non-availability of Pohick Library, the Board agreed to utilize the Springfield Government Center for the meeting and attempt to reserve the dates of 8,9, 15 or 16 November, depending on what Tom Blume discovers regarding its availability. Tom Foley will provide address labels for mailing the announcements, and Jonathan Clough and Michael Graves will print, stuff and mail them NLT 30 days prior. **(Action item)**
- Email notification for future meetings: The Board discussed utilizing email notification for future meetings and annual assessment letters. Michael Graves informed the Board that as part of the new website, we've signed up with Mail Chimp to provide this type of email notification. We have paid for a "pay as you go" service whereby we pay .03 cents per email. We will receive verification of email delivery to address and if that email was opened, thus the recipient was "notified" of Annual Meeting or Annual Dues. In order to use this capability, we must populate a secure Mail Chimp database online with resident's email addresses. John Foley has spreadsheet with an estimated 80% of the addresses that he will provide to Michael for this purpose. We will need to test the accuracy of this data and request members update their addresses via the Annual meeting announcement this year. We expect to have a standing requirement for some hardcopy mailers despite the plan to migrate to email. This year's Annual Meeting Notice we will be distributed via standard U.S. Mail. **(Action item)**
- Review/update Board Succession history/plan: Jonathan Clough reviewed the last several years of Board officeholders with the objective of identifying volunteers for officers for CY18 in the event there are no new members that join the Board. The table below summarizes the recent history and reflects the volunteers for 2018.

Office / Yr	2014	2015	2016	2017	2018
<b>President</b>	Kurre	Graves	Lins	Clough	Blume
<b>VP</b>	Graves	Lins	Clough	Blume	Kurre
<b>Treasurer</b>	Foley	Foley	Foley	Foley	Foley
<b>Secretary</b>	Nelson	Nelson	(Clough)	Schaeffer	Clough

- Fall tree survey of Common area ( re: Lisa Nelson inquiry): Michael Graves will call Freedom Tree Service (Howard) and arrange a date for the survey. Michael will contact Lisa Nelson to request she mark the tree in question before the survey. **(Action item)**

- Determining date, time and location for next Quarterly Board Meeting: Jonathan Clough suggested January 16 for next quarterly meeting. This date was generally agreed to but, will be subject to change as needed.

Meeting Adjournment 7:54

**Action Items Summary:**

- Get a quote for adding weed control to our present mowing contract with Premium Landscaping Services. (John Foley)
- Finish organizing the HOA Records. (Jeffrey Lins)
- Prepare a letter for the homeowner of 8916 Arley Drive, notifying them of their non-compliance with the WKHOA Covenant. (Jonathan Clough)
- Print and mail the Annual Meeting announcements once Tom Blume successfully reserves a meeting location. (John Foley, Michael Graves, Jonathan Clough)
- Schedule a fall tree survey with Freedom Tree Service (Michael Graves)
- Populate the Mail Chimp address list with the Treasurer's spreadsheet (John Foley, Michael Graves, Jonathan Clough)