

**Rolling Valley Section 8-D
HOA Quarterly Board Meeting
Wednesday, 3 Oct 2018**

Minutes

Location: Jeff Lins' Home

Board Members Present

Thomas Blume – President

Michael Graves

John Foley – Treasurer

Jeffrey Lins

Jonathan Clough – Secretary

Ruth Ann Hoel

Call to Order: Tom Blume called the meeting to order at 7:08 PM.

Treasurer's Report: John Foley reviewed his budget report to year to date, which reflected current reserves totaling \$14,888.47. There is only one remaining homeowner who is delinquent in paying their dues, and John indicated he would follow up for a third time with this member. There were no noteworthy recent expenses to discuss. Tom Blume relayed to the Board that Dennis Kurre's inquiries to a lawyer about whether delinquent members could be rendered "uncovered" by the HOA's liability insurance determined that such an option was most likely not viable. So, this leaves the Board with limited and non cost-effective options (e.g. a lien on the home) to incentivize paying dues in a timely fashion.

Old Business:

- **Tree Survey:** Michael Graves reported that he had not taken a look at the dead tree reported by the homeowner at 8902 Grass Valley Court yet, but that he was planning on contacting Freedom Tree Service to conduct their annual fall survey of the Common Area. Tom Blume suggested that we request they cut back the tree overgrowth along the Common Areas along Arley Drive. (**Action Item**)
- **Fence Issue:** Tom Blume reported that Dennis Kurre had talked to the Lakewood Hills HOA leadership about the dilapidated fence behind 7211 Flower Tuft Court and connected Mr. Hines (homeowner) with them to resolve the matter. The Board considered this issue closed, unless further requests are made by Mr. Hines.
- **MailChimp Email Notifications:** Michael Graves provided a live demonstration of the type of email tracking functions provided by the MailChimp service the HOA has signed up for. He illustrated the capability to confirm delivery and whether the message was opened by the recipient. He informed the Board that the email list for

HOA members was populated now with all known email addresses, but requested that John Foley provide him the most current roster so updates could be made. He asked Jonathan Clough to reformat the roster to a format acceptable to MailChimp to facilitate this update. The Board then discussed whether the Proxies for the upcoming Annual Meeting could be disseminated via MailChimp and electronically returned with homeowner's signatures. Michael told the Board he would investigate the feasibility. (**Action Items**)

- **Mowing Contract Update:** John Foley reported that he had not inquired about adding periodic weed killer applications to our grass cutting contract. Tom Blume indicated he'd like to have them include edging along the street as well and that he would call to request quotes for both additional services. (**Action Item**).
- **Zelle Electronic Payments:** Michael Graves reported that he had experimented with the Zelle payment service to determine whether address information could be captured and reported via that system. He found that indeed addresses could be included, but only via the "Memo" text field option, which could not be automatically required or error-checked. So, homeowners wishing to exercise this system to pay dues in the future would need to be reminded that they must provide their address in the memo field, or their dues will not be properly credited to them. The Board will need to consider whether we wish to establish a Zelle account to facilitate electronic payments, perhaps next year. John Foley highlighted that he will likely be moving out of the area in 2019, so the Board will need to identify a new Treasurer who could pursue this further.

New Business:

- **Annual HOA Membership Meeting:** The Board agreed to schedule the next Board meeting for Tuesday, **20 Nov 2018**, at 7:00PM at the Springfield Government Center. Jonathan Clough circulated a draft of the meeting announcement letter for the Board to review and volunteered to print the letters, proxy forms, and return labels, and purchase the stamps and envelopes. John Foley indicated he would provide the address labels, and Tom Blume and Ruth Ann Hoel volunteered to help stuff and label the envelopes such that we could get them in the mail prior to 15 Oct.

The meeting adjourned at 7:52 pm.

Action Items for the Board:

- Contact the remaining delinquent homeowner that owes 2018 assessment dues. (John Foley)

- Contact Freedom Tree Service to schedule their annual tree survey in the Common Area, request they trim the overgrowth along the Arley Drive section of the Common Area, and ensure they examine the dead tree near 8902 Grass Valley Court. (Michael Graves)
- Provide the updated HOA membership spreadsheet to Michael Graves to update the MailChimp database (John Foley); reformat the spreadsheet to the proper format for import by MailChimp (Jonathan Clough); and update the database accordingly (Michael Graves)
- Investigate the viability of using the MailChimp email service to electronically send and receive proxies from homeowners for future Annual Meeting notices. (Michael Graves)
- Contact Premium Lawn Service to get a quote for including periodic weed killer applications under the grass cutting contract for the common areas, and request they perform edging along the street when they cut. (John Foley & Tom Blume)
- Print the Annual Meeting announcement letter and Proxy form, print address labels, stuff envelopes and place them in the mail NLT 15 Oct 2018 (Jonathan Clough, Tom Blume, Ruth Anne Hoel).

Attachments: Treasurer's Report (TBD)