

**Rolling Valley Section 8-D
HOA Annual Membership Meeting
Wednesday, 15 November 2017**

Minutes

Location: Springfield Government Center

Board Members Present

Jonathan Clough –President

Thomas Blume – Vice President

Michael Graves

Jeffrey Lins

Dennis Kurre

Board Members Absent

John Foley – Treasurer

Homeowners Present

Mark Washechek

35 Proxies Received

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

Treasurer’s Report: In John Foley’s absence, Jonathan Clough reviewed the current budget report provided by John, highlighting some of the key outlays this year that exceeded budgeted amounts. The two notable expenses in this category were the one-time costs associated with the development of the new HOA website and the higher than expected cost of the dumpster rental. The web site costs included 3 years worth of hosting services and domain fees, so the recurring costs in the next several years will be much lower than what we’d historically budgeted. The higher dumpster cost is a factor the Board will need to consider next year when we consider whether or not to sponsor a “dumpster day” with the WKCA. The total expenses for 2017 to date were \$4846.36 vs. the budget of \$5920.00. This leaves a current Cash Reserve of \$14514.38. One major upcoming expense will be the tree cutting service, which is expected to cost \$1960.

Old Business:

- **Summary of key HOA activities for 2017:** Jonathan Clough reviewed the major activities of the Board and HOA for the year, including the development and fielding of a new, more professional and easy to maintain website, the annual Common Area tree survey, and the co-sponsorship of the neighborhood “Dumpster Day” with the WKCA.

- Tree Survey and Approval: Mike Graves reported that Freedom Tree service conducted the survey of the common area and identified 6 trees in the area needing to be felled, at an estimated cost of \$1960. There was some discussion about the possibility of members collecting some firewood from the trees to be felled on Sontag Way that are accessible, but those particular trees are Tulip Poplars, and the representative from Freedom indicated that type of wood was not suitable for firewood. Tom Blume made a motion to approve the estimate and have the work scheduled, and Jeff Lins seconded the motion, and the Board unanimously approved proceeding with the work.
- HOA Records Disposition: Jeff Lins updated the attendees on his efforts to organize and archive the 35+ years' worth of paper records for the HOA. Ultimately, he would like to digitally archive the records and inquired about whether anyone could recommend someone willing to do this task, but none of the attendees could offer any. This work will continue for some time.
- 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 the coming year, which will save significant postage cost as well as time spent stuffing envelopes multiple times each year. MailChimp provides delivery and read confirmations for each address, which will facilitate accountability.
- Joint Events/Actions Between WKII HOA and WKCA: HOA Vice President and WKCA President Thomas Blume made some short remarks about the close and collaborative relationship between the HOA and the WKCA, highlighting the spring and fall Dumpster Days, one of which the HOA funds, and the Neighborhood Watch program that the WKCA administers.

New Business:

The only official new business conducted at the meeting was the Election of Board Members for 2018. Board members appealed to the audience for volunteers to fill the three vacant positions on the Board (6 of 9 filled currently), but the homeowner in attendance had previously served on the Board and was not available to serve again. Each of the current Board members indicated their willingness to continue to serve, and agreed by acclamation to continue serving. The elections for specific offices on the Board will be an order of business in the January 2018 meeting.

The meeting adjourned at 7:37 pm.

Action Items for the Board:

- Procure the email address spreadsheet from John Foley and populate the MailChimp database and send an 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)
- Continue archiving and organizing the HOA historical records (Jeff Lins)

The next meeting of the Board is scheduled for Tuesday, January 16, 2018

Attachments: Treasurer's Reports