

**Rolling Valley Section 8-D
HOA Quarterly Board Meeting
Wed, 20 Apr 2022**

Minutes

Location: Dennis Kurre's home

Board Officers Present

Michael Graves – President
Tom Blume – Vice President
Ruth Ann Hoel – Treasurer
Jonathan Clough – Secretary

Board Members Present

Dennis Kurre
Jeff Linns
Lisa Nelson
Alisa Goetz
Gabi Kreuscher
Sylvia Nutbrown

Call to Order: Michael Graves called the meeting to order at 7:06 PM.

Treasurer's Report: Ruth Ann Hoel presented the 1QCY22 Financial Statement, which reflected total income of \$5,244.22 and expenses of \$5,689.21, leaving a balance of \$14,489.74 in the HOA account on 3/31/22. Income for the year was below budget by roughly \$500 due to the positive response to the early payment discounts. There remained only 1 delinquent homeowner who believed they'd already paid. Ruth Ann emailed the homeowner and informed her there was no evidence of payment and to please remit the balance due.

Old Business:

- **Boy/Cub Scout sponsorship:** Ruth Ann reported that she had made the Board's agreed-upon \$200 donation to the Boy Scouts, presented by Tom Blume, and was awaiting the opportunity for the similar donation to the Girl Scouts.
- **Storm Drain clean up:** Tom Blume reported that had called the County Storm Water Division and they did complete the cleanup of the catch basin and storm drain under Arley Drive.

New Business:

- **Girl Scout Service Project:** Tom Blume suggested the Board place a notice on the website announcing local Girl Scout Cameron Thorpe's service project to place "No

Dumping” labels on storm drains in the neighborhood. Jonathan Clough agreed to post it on the website’s event calendar. ([Action Item](#))

- Disclosure Packet Fees: Michael Graves proposed raising the HOA’s fees for disclosure packets from the current fee of \$25, which has remained unchanged since 1977. He reported that the average fee from other local HOAs was approximately \$200. Raising the fee would provide additional revenue to offset reduced income from the early-payer discounts for annual dues. Tom Blume made a motion to raise the fee to \$100, and the motion was passed unanimously. ([Decision](#))
- Recruiting New Board Members: Michael Graves led a discussion about the need to be more deliberate about getting more homeowners involved in the Board to ensure the HOA remains viable, as many of the current Board members have been serving for decades and would like to be relieved of their officer duties. As a fallback plan, he suggested the Board investigate further the options to hire a management company to assume the HOA administrative workload.

Dennis Kurre reported that his initial research had identified one company that charged \$700/month (\$8400/year) for a “small” HOA. Charges of this order of magnitude would require every homeowner to pay at least an additional \$50/year, more than doubling our current dues. Dennis agreed to update this research with some newer quotes and some additional providers. ([Action Item](#))

This topic led to considerable discussion about the best way forward. Ultimately, the Board agreed to embark on a communication campaign to spell out the problem, seek commitments for additional participation as Board members (and future officers), and warn homeowners of the consequences if the Board had to disband and turn over management to an outside management company (minimally, double the dues). The Board agreed to draft a letter to homeowners on the subject that would be sent via email in the summertime (July), then via hardcopy to accompany the Annual Membership Meeting announcement in October. The letter would include a delineation of the Officer duties and associated time commitments. Several members also suggested this list of Officer duties be posted on the website. ([Action Item](#))

- Enumerating HOA Board Officer Duties: Michael then recommended Board Officers begin compiling a list of their current duties and typical activities, along with crafting step-by-step instructions for conducting them. The goal would be a “continuity book” that would enable burden-sharing, the delegation of some duties to Members-At-Large, and basic instructions for any new future Officers. The Board agreed this was a good idea, and several At-Large members stated their willingness to assist officers with their duties, as long as instructions were available. Alisa Goetz

recommended Board offices delegate some duties to help distribute the work load. Another suggestion was to assign “block captain” responsibilities to At-Large Members for the purpose of dues payment follow-up in the future. (**Action Item**)

The meeting adjourned at 8:09 pm. The next Board meeting is scheduled for **Jul 20th, 2022**.

Action Items for the Board:

- Post Girl Scout Cameron Thorpe’s service project details on the HOA website (**Jonathan Clough**)
- Create lists of Board Officer duties and step-by-step instructions for their performance:
 - Website maintenance & updates (**Jonathan Clough**)
 - Disclosure Packet Requests (**Michael Graves**)
 - HOA email list maintenance (**Michael Graves**)
 - HOA member database management (**Ruth Ann Hoel**)
 - Printing address labels for annual mailings (**Jonathan Clough**)
 - PayPal account maintenance (**Michael Graves**) and website PayPal button updates (**Jonathan Clough**)
- Research updated cost estimates for hiring an HOA management firm to assume Board duties. (**Dennis Kurre**)
- Update the website to move documents older than 5 years to the Archive. (**Jonathan Clough**)

Decisions by the Board:

- Increase the charge for disclosure packets to \$100 each, effective immediately.

Attachments:

- HOA Financial Statement (1 Jan – 31 Mar 2022)

Financial Statement for Rolling Valley Section 8D HOA
January 1 – March 31, 2022

INCOME	BUDGET	ACTUAL
Dues 191 @ \$30 (New payments of \$25, \$30 or \$35)	\$5,730.00	\$5,118.78
Advance Dues payment for 2022 made in 2021		\$ 125.44
Late Fees/Penalty	\$	\$
Packet Fees	\$ 150.00	\$
TOTAL INCOME	\$5,880.00	\$5,244.22
EXPENSES	BUDGET	ACTUAL
Administrative		
Returned Dues (2 PayPal Payments – double payment)	\$ 0.00	\$ 80.82
Insurance	\$1,808.00	\$1,705.00
P.O. Box – Small	\$ 176.00	\$ 216.00
Office Supplies (Includes new signs)	\$ 40.00	\$ 00.00
Commercial Checking Account	\$ 0.00	\$ 00.00
InMotion Hosting	\$	\$ 00.00
Mailings – Postal	\$ 300.00	\$ 115.50
Printing/Copying	\$ 100.00	\$ 00.00
Bank Service Charge		\$
Common Land		
Tree/Land Service	\$2,000.00	\$2,520.00
Snow Removal	\$ 0.00	\$ 00.00
Grass Cutting	\$ 800.00	\$ 820.91
Other Operating Expenses		
VA Corporation Commission	\$ 25.00	\$ 00.00
VA Real Estate Board Fee	\$ 0.00	\$ 0.00
Tax Preparation, Accounting/Audit	\$ 0.00	\$ 0.00
Web Site	\$ 150.00	\$ 30.98
Lawyer	\$ 0.00	\$ 00.00
Dumpster	\$ 550.00	\$ 00.00
Miscellaneous		
Contingency	\$ 4,000.00	\$ 00.00
Donation to Cub Scout Pack 685	\$ 0.00	\$ 200.00
TOTAL EXPENSES	\$ 9,963.00	\$5,689.21
RECONCILIATION		
YE 2021 Balance 12/31/2021	\$14,934.73	
Total Income for 1/1 – 3/31/2022	\$ 5,244.22	\$20,178.95
Total Expenses as of 3/31/2022	\$ 5,689.21	

Balance as of 3/31/2022

\$14,489.74

Actual bank balance for 3/31/2022 is \$14,529.30. The difference is \$39.56 which I believe accounts for the different PayPal fees when we were not forcing the homeowner to pay those fees.