

**Rolling Valley Section 8-D
HOA Quarterly Board Meeting
Wed, 26 Oct 2022**

Minutes

Location: Dennis Kurre's home

Board Officers Present

Tom Blume – Vice President

Ruth Ann Hoel – Treasurer

Jonathan Clough – Secretary

Board Members Present

Dennis Kurre

Alisa Goetz

Gabi Kreuzscher

Jeff Lins

Call to Order: Tom Blume called the meeting to order at 7:05 PM.

Treasurer's Report: Ruth Ann Hoel presented the 3rd Quarter CY22 Financial Statement, which reflected total income of \$5,512.13 and expenses of \$5,694.15, leaving a balance of \$14,752.71 in the HOA account on 9/30/22. The only noteworthy expense in the past quarter was the annual fee paid to the Virginia Corporation Commission (\$25). The HOA received a couple packet fee payments on the income side of the ledger.

Old Business:

- **Annual Membership Meeting:** Tom Blume informed the Board that he'd adjusted the scheduled Annual Membership Meeting from the original reservation at the Springfield Government Center on November 16th to the 17th in order to align with the mass email that the Board had disseminated back in October. The remaining tasks for the notification process included mailing hardcopy fliers to those homeowners who'd withheld their email addresses and emplacing the three sign boards throughout the neighborhood. Jonathan Clough offered to take care of printing, labeling and stuffing the ~20 letters as well as setting up and deploying 2 of the 3 signs during the coming weekend. Tom Blume offered to assist Jeff Lins with the third sign. (**Action Item**)
- Several members reported they had already received Proxy forms for the Annual Meeting.

New Business:

- **Freedom Tree Service Estimate:** Tom Blume reviewed the estimate Michael Graves had received after the annual tree survey of the HOA common areas by the arborist

from Freedom Tree Service. The survey identified 13 separate jobs totaling \$3,630, if the Board opted to pursue all of them. Gabi Kreuzscher motioned that the Board approve the full list, and Dennis Kurre seconded the motion. Dennis offered to contact Freedom Tree Service to communicate the approval on behalf of the Board and get it scheduled this fall or winter. (**Action Item**)

- **Burden-sharing:** Dennis Kurre suggested that some of the At-Large members of the Board assist in learning and assisting with some of the routine Board duties, such as fulfilling disclosure packet requests and conducting the annual tree survey. The objective would be to ensure more members were experienced in performing some of the regular functions of the Board (avoiding single points of failure) as well as to reduce the workload for members who have been single-handedly performing such duties for years. Gabi Kreuzscher volunteered to help out with disclosure packets, and offered to seek Sylvia Nutbrown's support for the annual tree survey. Other outstanding duties needing additional Board member support include serving on the architecture committee and maintaining the website and MailChimp database. (**Action Item**)

The meeting adjourned at 7:57 pm. The next Board meeting will be the Annual Membership Meeting scheduled for **Nov 17th, 2022**.

Action Items for the Board:

- Print, stuff, label and send Annual Meeting announcements via physical mail to those members that opted not to share their email addresses. (**Jonathan Clough**)
- Set up and deploy the 3 HOA outdoor signs (**Jonathan Clough, Jeff Lins, Tom Blume**)
- Contact Freedom Tree Service to approve their estimate for the full list of tasks and schedule them (**Dennis Kurre**)
- 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**)