

**Rolling Valley Section 8-D
HOA Quarterly Board Meeting
Wed, 11 Jan 2023**

Minutes

Location: Dennis Kurre's home

Board Officers Present

Tom Blume – President
Dennis Kurre -- Vice President
Ruth Ann Hoel – Treasurer
Jonathan Clough – Secretary
Alisa Goetz

Board Members Present

Gabi Kreuzscher
Lisa Nelson
Sylvia Nutbrown
Alicia Waked

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

Treasurer's Report: Ruth Ann Hoel presented the 4th Quarter CY22 Financial Statement, which reflected total income of \$5,537.46 and total expenses of \$5,919.15, leaving a balance of \$14,553.04, a net decline of \$384.69 for the calendar year.

Ruth Ann also presented the proposed 2023 budget to the Board for consideration and approval. The primary changes included the following:

- A modest increase (+\$50, +33%) for Packet Fees based on the new fee structure approved last year
- Slightly reduced insurance premiums (-\$103, -6%) based on the latest policy
- Increased fees for the P.O. Box (+\$40, a 23% increase)
- A sizable reduction in Mailings (-\$100, -33%) based on realized savings last year from our migration to primarily email-based communications
- A larger amount for Tree Services (+\$500, +25%) based on recent charges
- Slightly increased charges for grass cutting (+\$20, + 3%)
- A new \$400 line item for Donations to cover the recent Board-approved annual donations to the neighborhood Cub Scout pack and Girl Scouts unit

This budget included a total income of \$5,930 and expenses of \$6,706 (not including a \$4,000 contingency wedge), for a net loss of \$776. The Board recommended the budget replace the \$550 line item for the annual Dumpster Day with a bulk buy of stamps for the same amount, since the new stipulations for the dumpster rental make it logistically and financially untenable, and stamp prices are going up on Jan 22nd.

Old Business:

- **Common Area Tree Cutting:** Several members of the Board asked whether Freedom Tree Service had scheduled or completed the tree cutting jobs the Board approved at the November meeting. None of the members had heard from Freedom Tree Service about a scheduled date(s), but Jonathan Clough reported that the first four jobs on the list had been completed in the Common Area south of Arley Drive and Freshaire Drive. Tom Blume agreed to call and confirm a schedule for the remainder of the work. (**Action Item**)

New Business:

- **Annual Assessment Announcements:** The Board reviewed and approved a proposed email announcement and website posting for the HOA’s 2023 annual assessments, which reflect the planned annual 5% increase to the official assessment (from \$33 to \$35) and continuation of the discounts for early and on-time payments (\$25 prior to Jan 31st, and \$30 by Mar 1st). The Board agreed to distribute the announcement on Saturday, 14 Jan, and simultaneously deploy the three road signs reminding homeowners about the dues and email. The Board discussed the follow-on communications strategy for the period between Feb 1st and March 1st, agreeing to send hardcopy letters of the announcement over the weekend of Jan 28-29th to any homeowners who had not paid by Jan 31st, particularly for those who have opted not to provide email addresses. Ruth Ann Hoel planned to provide a list of all unpaid accounts by the evening of Jan 27th, and the rest of the Board agreed to print, label, stuff, and mail the letters by the following Monday, Jan 30th. (**Action Item**)
- **Upcoming Events:** Tom Blume reminded the Board that the combined WKCA and HOA “dumpster day” would not be planned this year for the aforementioned reasons and that Fairfax County had still not announced the resumption of the “large item pickup & shredding events at the Orange Hunt Elementary School. He noted that the Boy Scout Blue & Gold event was scheduled for Feb 25th, and that he would like to present our annual donation at that time.
- **Election of Officers:** The Board voted and unanimously agreed on the following Officer positions for 2023:

Office	2022 Officer	2023 Officer
President	Michael Graves	Tom Blume
Vice President	Tom Blume	Dennis Kurre
Treasurer	Ruth Ann Hoel	Ruth Ann Hoel

Secretary	Jonathan Clough	Jonathan Clough
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The meeting adjourned at 7:45 pm. The next Board meeting was scheduled for **April 13th, 2023**.

Action Items for the Board:

- Contact Freedom Tree Service to inquire about their planned schedule to complete the tree cutting the Board approved at the November meeting. (**Tom Blume**)
- Send the 2023 Annual Assessments notice via MailChimp email to those homeowners who have provided their email addresses on Jan 14th, 2023. (**Jonathan Clough**)
- Print, stuff, label and send Annual Meeting announcements via physical mail to those members that opted not to share their email addresses. (**Tom Blume, Dennis Kurre, Alisa Goetz, Gabi Kreuzscher**)
- Set up and deploy the 3 HOA outdoor signs (**Jonathan Clough, Jeff Lins, Tom Blume**)
- 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**)