

**Rolling Valley Section 8-D
HOA Quarterly Board Meeting
Thurs, 13 Apr 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 7:04 PM.

Treasurer's Report: Ruth Ann Hoel presented the 1st Quarter CY23 Financial Statement, which reflected total income of \$4,843.28 and total expenses of \$7,868.44, leaving a balance of \$11,776.82. Key expenses that exceeded budget amounts included the tree service charges of \$3,630 (~\$1,100 over budget) and website hosting (\$500 for 3 yrs). Income was roughly \$1,000 below budget due to a considerable share of homeowners taking advantage of the early-pay discount rate of \$25 vs. the \$30 amount built into the budget.

Ruth Ann reported that there were still 8 delinquent homeowners, and that they were largely different from those delinquent last year. Multiple Board members expressed frustration with the level of effort expended to date to avoid this situation with results little better than previous years.

Old Business:

- **Prior Action Items:** Tom Blume reviewed the action items from the previous meeting and noted those that were complete.

New Business:

- **Reducing Delinquencies:** The Board discussed a division of labor to personally contact the remaining delinquent homeowners and close out the dues collection. There was discussion about trying to get explanations from these homeowners regarding why they had not paid on time, as that information would be important to help refine our dues collection approach in the next cycle.

- Instructions for Board Officer Duties: Tom Blume reminded Board members about documenting the tasks they have been historically responsible for so that other (and future) Board members can assume those duties without significant difficulty. (**Action Item**)
- RV parking: Lisa Nelson reported that one of her new neighbors had been parking a large RV near their property for multiple weeks, in violation of Fairfax County regulations, and sought recommendations on what to do about it. Alicia Waked indicated could reach out to contacts in the police department to inquire about a course of action that could politely inform the homeowner of their violation without attributing it to a specific neighbor. (**Action Item**)
- Tree Service alternates: Dennis Kurre suggested the Board consider getting a couple competitive bids from other tree service contractors this coming fall/winter, to ensure the HOA is still getting fair and competitive rates from our current provider (Freedom Tree Service).

The meeting adjourned at 7:50 pm. The next Board meeting was scheduled for **June 21st, 2023**.

Action Items for the Board:

- Contact the Fairfax Police Department about courses of action to inform the RV-owning homeowner about Fairfax County regulations they are violating by parking in neighborhood for an extended period of time (**Alicia Waked**)
- Create lists of Board Officer duties and step-by-step instructions for their performance:
 - Website maintenance & updates (**Jonathan Clough**)
 - Disclosure Packet Requests (**Gabi Kreuzscher**)
 - HOA email list maintenance (**Jonathan Clough**)
 - 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**)