

**Rolling Valley Section 8-D  
HOA Quarterly Board Meeting  
Wed, 24 Jan 2024**

**Minutes**

**Location:** Dennis Kurre's home

**Board Officers Present**

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

**Board Members Present**

Sylvia Nutbrown

**Call to Order:** Tom Blume called the meeting to order at 7:03 PM.

**Treasurer's Report:** Ruth Ann Hoel presented the year-end CY23 Financial Statement, which reflected total income of \$5,618.08 and total expenses of \$8,996.08, leaving a balance of \$11,402.23, a net decline of \$3,378.00 for the calendar year. The primary cause of the substantial decline was the \$4,610 in tree services in 2023, which exceeded the budget by over \$2,100.

Ruth Ann also presented the proposed 2024 budget to the Board for consideration and approval. The primary changes included the following:

- A modest increase (+\$955, +17%) for Dues, based on raising the on-time payment amount to \$35 this year, from \$30 in 2023.
- A major reduction in Mailings (from \$540 to \$0) due to our mass purchase of stamps in 2023
- Another increase in Tree Services (+\$500, +20%), in light of the past two years of cost growth, to \$3,000
- A slight increase in the Grass Cutting budget (+\$30, +4%) to account for the new annual contract cost of \$850

This budget includes a total income of \$6,885 and expenses of \$6,396 (not including a \$4,000 contingency wedge), for a net gain of \$289. Tom Blume moved to approve the 2024 budget, Dennis Kurre seconded, and the Board unanimously approved.

**Old Business:** None

## New Business:

- Annual Assessment Announcements: The Board reviewed the HOA's 2024 Annual Assessment fee schedule that had been previously coordinated via email amongst the Board and was distributed to homeowners via email on 18 Jan 2024:

Payment Options	Pay By	Amount Due
Early Payment	January 31, 2024	\$30.00
On-Time Payment	March 1, 2024	\$35.00
Official Assessment / Dues for 2024	N/A	\$36.75
Late Payment (Dues + 6%)	After March 1, 2024	\$39.00

Ruth Ann Hoel reported that 53 payments had already been received via PayPal or check. The Board agreed to distribute a hardcopy version of the Annual Assessment notice on 1 Feb 2024 to all homeowners who had not taken advantage of the Early Payment option. Dennis Kurre, Syliva Nutbrown and Ruth Ann Hoel agreed to print the hardcopy notices and stuff envelopes during the weekend of 27-28 Jan. Jonathan Clough agreed to print mailing labels. ([Action Item](#))

- Zelle Payment Option: Tom Blume noted that several homeowners had inquired about using Zelle as an alternative to PayPal for electronic payments, but Ruth Ann Hoel informed the Board that our bank would not support it for a business, without a charge. So, the Board agreed not to pursue the option for the time being.
- Late Payment Fees: Dennis Kurre raised a concern about the timing for assessing late fees on overdue annual assessments. He reminded the Board that our Declaration of Covenants precludes charging late fees until 30 days after payments are overdue. So, we will need to postpone increasing the PayPal charge for Late Payments until 31 March, rather than 2 March. ([Action Item](#))
- Disclosure Packets: Jonathan Clough discussed the new Virginia Department of Professional and Occupational Regulation (DPOR) policy and associated statute, effective 1 July 2023, which eliminates separate "Disclosure Packets" for HOAs and combines them with "resale certificates," for condos, mandating a new common form for both, and adopting the name "resale certificate." He reviewed the new compliance requirements, which Ruth Ann Hoel believed we were already following, although she was not certain about whether we'd received a "registration certificate" and associated registration number. The new form is a 25-page PDF form including 30 appendices, which will increase the administrative burden for generating these resale certificates. Dennis Kurre agreed to pre-populate a "baseline" version of the

form with the associated appendices and provide it to the Board so whomever needs to respond to the next request will have the bulk of the work complete, minus the property-specific fields and time-sensitive components (e.g., latest HOA Board Minutes). (**Action Items**)

- **Lien on 8803 Newell Court:** Tom Blume reviewed the situation in which the homeowner at 8803 Newell Court discovered that the HOA had a lien against the property stemming from an alleged failure to pay HOA dues back in 2010. Ruth Ann Hoel had already sent a letter to the homeowner’s lawyer informing him that the homeowner was in good standing with the HOA and that the lien was invalid. Tom Blume indicated, however, that the lien was still appearing in the Fairfax County records, so some additional actions were going to be needed. Tom offered to get back in touch with the homeowner’s attorney and determine the next steps. In the meantime, however, the Board unanimously agreed to the following statement: **“We, the duly elected Winston Knolls HOA Board of Directors, unanimously absolve the homeowner at 8803 Newell Court of the lien in question, as we have no record of an outstanding delinquency.”** (Jonathan Clough made the motion for this statement, seconded by Dennis Kurre, and unanimously approved.) (**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 25<sup>th</sup>, 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 2024:

Office	2023 Officer	2024 Officer
President	Tom Blume	Tom Blume
Vice President	Dennis Kurre	Dennis Kurre
Treasurer	Ruth Ann Hoel	Ruth Ann Hoel
Secretary	Jonathan Clough	Jonathan Clough

The meeting adjourned at 7:54 pm. The next Board meeting was scheduled for **April 17<sup>th</sup>, 2024.**

See Action Items and the 2024 Budget below:

### Action Items for the Board:

- Print address labels, stuff envelopes and mail the hardcopy Annual Assessment notices to homeowners o/a 1 Feb 2024. (**Jonathan Clough, Dennis Kurre, Sylvia Nutbrown, Ruth Ann Hoel**)
- Send a follow-up 2024 Annual Assessments reminder via MailChimp email to those homeowners who have not paid their dues by the final two weeks of February. (**Jonathan Clough, Ruth Ann Hoel, Tom Blume**)
- Set up and deploy the 3 HOA outdoor signs (**Jonathan Clough, Jeff Lins, Tom Blume**)
- Delay the PayPal charges for late fees until 31 March 2024 (**Jonathan Clough**)
- Research the new DPOR Resale Certificate requirements for a Certificate of Insurance (e.g., crime & fidelity insurance) and a Common Interest Community Board registration number with expiration date to ensure we have these documents for future disclosure packet requests. (**Ruth Ann Hoel**)
- Pre-populate the new Resale Certificate form with the requisite content and document attachments to facilitate future responses for requests from real estate agents. (**Dennis Kurre**)
- Contact the attorney for the homeowner at 8803 Newell Court to determine what steps are required to expunge the Fairfax County records of the erroneous lien. (**Tom Blume**)
- Create lists of Board Officer duties and step-by-step instructions for their performance:
  - Website maintenance & updates (**Jonathan Clough**)
  - Disclosure Packet Requests (**Dennis Kurre**)
  - HOA email list maintenance (**Jonathan Clough**)
  - HOA member database management (**Ruth Ann Hoel**)
  - Printing address labels for annual mailings (**Jonathan Clough**)
  - PayPal account maintenance and website PayPal button updates (**Jonathan Clough**)

**Proposed Budget for Rolling Valley Section 8D HOA  
Fiscal Year: Jan – Dec, 2024**

<b>INCOME</b>	<b>BUDGET</b>	<b>ACTUAL</b>
Dues 191 @ \$35 (Will vary due to discounts)	\$6,685.00	\$ 0.00
Late Fees/Penalty	\$	\$ 0.00
Packet Fees	\$ 200.00	\$ 0.00
<b>TOTAL INCOME</b>	<b>\$6,885.00</b>	<b>\$ 0.00</b>
<b>EXPENSES</b>	<b>BUDGET</b>	<b>ACTUAL</b>
<b>Administrative</b>		
Returned Dues	\$ 0.00	\$ 0.00
Insurance	\$1,708.00	\$ 0.00
P.O. Box – Small	\$ 230.00	\$ 0.00
Office Supplies	\$ 40.00	\$ 0.00
Commercial Checking Account	\$ 0.00	\$ 0.00
InMotion Hosting	\$ 35.98	\$ 0.00
Mailings – Postal	\$ 0.00	\$ 0.00
Printing/Copying	\$ 100.00	\$ 0.00
Banking Fees	\$ 7.50	\$ 0.00
<b>Common Land</b>		
Tree/Land Service	\$3,000.00	\$ 0.00
Snow Removal	\$ 0.00	\$ 0.00
Grass Cutting	\$ 850.00	\$ 0.00
<b>Other Operating Expenses</b>		
VA Corporation Commission	\$ 25.00	\$ 0.00
VA Real Estate Board Fee	\$ 0.00	\$ 0.00
Tax Preparation, Accounting/Audit	\$ 0.00	\$ 0.00
Lawyer	\$ 00.00	\$ 0.00
<b>Miscellaneous</b>		
Contingency	\$ 4,000.00	\$ 0.00
Donation to Cub Scout Pack 685	\$ 200.00	\$ 0.00
Donation to Girl Scouts	\$ 200.00	\$ 0.00
<b>TOTAL EXPENSES</b>	<b>\$10,396.48</b>	
<b>RECONCILIATION</b>		
Year End Bank Balance as of 12/31/2023	\$11,402.23	
Total Income	\$	
Total Expenses	\$	
<b>Bank Balance as of 12/31/2023</b>		<b>\$11,402.23</b>