

**Rolling Valley Section 8-D
HOA Quarterly Board Meeting
Wed, 17 Apr 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
Gabi Kreuzcher

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

Treasurer's Report: Ruth Ann Hoel presented the first quarter CY24 Financial Statement, which reflected total income of \$6,004.82 and total expenses of \$3,500.94, leaving a balance of \$13,906.11. Ruth Ann noted that there were 3 remaining delinquent homeowners for annual dues, two of which are out-of-area landlords. There were a couple homeowners who paid twice, so the Board recommended simply giving them credit for next year, rather than attempting to refund the amounts. Ruth Ann also highlighted notable increases in our insurance premiums (from \$1708 to \$1939) and grass cutting contract charges (\$850 to \$985). Finally, she informed the Board that she had not been able to locate a contact for the Girl Scouts in order to process our planned donation. Tom Blume indicated he would try to track down a point of contact. (**Action Item**)

Old Business:

- **New Resale Certificate form (formerly known as a disclosure packet):** Dennis Kurre stepped the Board through the new Resale Certificate that he had pre-populated with our HOA information, noting the fields that we will need to dynamically update, when preparing a package for a realtor or title company. The form is considerably more complicated than the prior structure, and will require additional documentation, to include the most recent Board meeting minutes and financial statement. Ruth Ann had provided the Common Interest Community Board registration number, which was another new form requirement, but was uncertain about whether we have (or need) a certificate for "crime & fidelity insurance." She indicated she would contact our insurance provider to determine if we have such coverage. (**Action Item**) The Board also discussed hosting the populated form and the most recent documentation required for it on a cloud-based application such as OneDrive, so any

Board member who needs to assemble a Resale Certificate can access the requisite files.

- Lien on 8803 Newell Court: Tom Blume reported that he had again contacted the homeowner's attorney and relayed the Board's statement at the January meeting absolving the homeowner of the lien, but we still have a requirement to visit the County Clerk to close the matter with the County. (**Action Item**)

New Business:

- Delinquent Homeowners: The Board discussed the enduring problem of delinquent homeowners and all the leg work that collecting annual dues has required, despite the incentive structure that the Board has implemented for the past three years. Tom Blume suggested we consider employing the services of a collection agency, such as Beckell Law. Tom had spoken to a representative who indicated that the charges for their services would be \$395 per event, but would be charged to the delinquent homeowner, not the HOA. Prior to calling them, however, it was recommended that a certified letter be sent warning the homeowner that continued failure to pay would lead next to a collection agency action and its associated fees. Tom recommended we discuss this further at the July meeting.

The meeting adjourned at 8:11 pm. The next Board meeting was scheduled for **July 17th, 2024**.

See Action Items and the 2024 Budget below:

Action Items for the Board:

- Locate a contact for the Girl Scouts to serve as a conduit for our annual donation to the local troop. (**Tom Blume**)
- Contact our insurance provider to determine if the HOA has "crime and fidelity" coverage and/or whether it is actually warranted. If we are covered, secure a copy of the Certificate of Insurance that can be included in the new Resale Certificate package. (**Ruth Ann Hoel**)
- Visit the County Clerk to clear the lien on 8803 Newell Court. (**Tom Blume**)
- Finish pre-populating the new Resale Certificate form with the requisite content and document attachments to facilitate future responses for requests from real estate agents. (awaiting the "crime and fidelity" insurance certificate noted above) (**Dennis Kurre**) Post the associated documents on OneDrive (**Jonathan Clough**)

- 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**)

**Financial Statement for Rolling Valley Section 8D HOA
January 1 – March 31, 2024**

INCOME	BUDGET	ACTUAL
Dues 191 @ \$35 (Will vary due to discounts)	\$6,685.00	\$5,904.82
Late Fees/Penalty	\$	\$
Packet Fees	\$ 200.00	\$ 100.00
TOTAL INCOME (Includes \$25 early payment for 2024)	\$6,885.00	\$6,004.82
EXPENSES	BUDGET	ACTUAL
Administrative		
Returned Dues	\$ 0.00	\$ 104.96
Insurance	\$1,708.00	\$ 1,939.00
P.O. Box – Small	\$ 230.00	\$ 236.00
Office Supplies (Includes new signs)	\$ 40.00	\$
Commercial Checking Account	\$ 0.00	\$
InMotion Hosting	\$ 35.98	\$ 35.98
Mailings – Postal	\$ 0.00	\$
Printing/Copying	\$ 100.00	\$
Banking Fees	\$ 7.50	\$
Common Land		
Tree/Land Service	\$3,000.00	\$
Snow Removal	\$ 0.00	\$
Grass Cutting	\$ 850.00	\$ 985.00
Other Operating Expenses		
VA Corporation Commission	\$ 25.00	\$
VA Real Estate Board Fee	\$ 0.00	\$
Tax Preparation, Accounting/Audit	\$ 0.00	\$
Web Site	\$ 150.00	\$
Lawyer	\$ 00.00	\$
Miscellaneous		
Contingency	\$ 4,000.00	\$
Donation to Cub Scout Pack 685	\$ 200.00	\$ 200.00
Donation to Girl Scouts	\$ 200.00	\$
TOTAL EXPENSES		\$ 3,500.94
RECONCILIATION		
Bank Balance as of 12/31/2023	\$11,402.23	
Total Income for 1/1 – 03/31/24	\$ 6,004.82	\$17,407.05
Total Expenses as of 3/31/24	\$ 3,500.94	
Balance as of 3/31/2024		\$13,906.11