

**Rolling Valley Section 8-D
HOA Quarterly Board Meeting
Wed, 17 Jul 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

Alicia Waked
Gabi Kreuzscher

Call to Order: Tom Blume called the meeting to order at 7:02 PM.

Treasurer's Report: Ruth Ann Hoel presented the 2nd quarter CY24 Financial Statement, which reflected total income of \$6,691.57 and total expenses of \$4,778.45, leaving a balance of \$13,315.35. She informed the Board that the Girl Scouts finally cashed the check from our donation in the spring. The only new/notable expense was the \$1,150 bill for recent tree service.

Old Business:

- **Certificate of Insurance for the New Resale Certificate form (disclosure packet):** Ruth Ann was able to confirm that our current insurance does include crime and fidelity insurance, one of the requirements noted on the state's new form.
- **New Resale Certificate form:** Dennis Kurre reported some research he'd conducted regarding the new and more complicated "Resale Certificate" that was recently enacted by the state of Virginia. His conclusion was that the form may not actually be required for an HOA like our own, and that we may be simply be able to revert back to our original disclosure packet format. Dennis committed to call Department of Professional and Occupational Regulation to seek an authoritative position on the use of the form.
- **Lien on 8803 Newell Court:** Tom Blume notified the Board that he had contacted the County Clerk's office and provided them the information needed to close the unsubstantiated lien on 8803 Newell Court, but had not received a response yet.

New Business:

- **Annual Membership Meeting:** Tom Blume proposed November 13th as the date for the Annual Membership Meeting. He will make a reservation at the Library or

Springfield Government Center. (Action) The Board discussed the timeline leading up to the event, including sending the announcement letter / email on or about November 1st, along with placing our 3 signs outside. Tom indicated he would ensure the agenda includes a discussion about utilizing a collection agency for future delinquent homeowners for HOA dues.

The meeting adjourned at 7:41 pm. The next Board meeting was scheduled for **Oct 16th, 2024**.

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Action Items for the Board:

- Contact the Department of Professional and Occupational Regulation to seek an authoritative position on whether our type of HOA is mandated to use the new Resale Certificate or not. (**Dennis Kurre**)
- Reserve the Library or Government Center for the Annual Membership Meeting (**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**)