

**Rolling Valley Section 8-D
HOA Quarterly Board Meeting
Tuesday, 21 Jan 2025**

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 7:12 PM.

Treasurer's Report: Ruth Ann Hoel presented the 4th quarter CY24 Financial Statement, which reflected total annual income of \$6,799.56 and total expenses of \$6,843.45, leaving a balance of \$11,358.34. She informed the Board that she'd received 21 dues payments already (18 checks and 3 PayPal).

Old Business: None.

New Business:

- **Mass emails for 2025 Dues:** Tom Blume had sent a mass email during the second week of January, he recommended sending another via Mail Chimp by 25 January to give homeowners another reminder to take advantage of the discount. (**Action Item**)
- **Physical mailers for 2025 Dues:** The Board agreed to gather on 1 February to stuff envelopes to mail the hardcopy annual assessment notices to all those homeowners who had not yet paid their dues or that did not have email addresses on file. Jonathan Clough agreed to print the mailing labels based on Ruth Ann's most current database as of 30 or 31 January. The Board asked Jonathan Clough to send a reminder email via MailChimp by the final week of February to any remaining homeowners who had not paid. (**Action Item**)
- **Board Officer Duties:** Tom Blume encouraged the Board members to document step-by-step instructions for performing their duties. Jonathan Clough had open items for website maintenance and PayPal account procedures.

- Delinquent Homeowners; Tom Blume recommended holding a virtual meeting on 10 or 12 March to discuss plans for any delinquent homeowners, including sending certified letters warning them to pay by 31 March or face a \$450 fee from the collection agency.
- Officers for 2025: The Board discussed their willingness to continue serving in their current Officer roles, given that we had no volunteers to serve in the positions. All current officers agreed to continue in their current positions, as shown below:

Office	2024 Officer	2025 Officer
President	Tom Blume	Tom Blume
Vice President	Dennis Kurre	Dennis Kurre
Treasurer	Ruth Ann Hoel	Ruth Ann Hoel
Secretary	Jonathan Clough	Jonathan Clough

Ruth Ann Hoel informed the board that she is planning on selling her home and relocating outside the HOA boundaries, so the Board will need to identify her replacement before the end of the year.

- Cub Scouts Donation: Tom Blume requested Ruth Ann provide a check for our annual donation to the Cub Scouts, so that he could present it at the 21 February Blue and Gold banquet.

The meeting adjourned at 7:54 pm. The next Board meeting was scheduled for **Apr 8th, 2025**.

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Action Items for the Board:

- Send MailChimp reminders to homeowners for their annual dues by 25 January. **(Jonathan Clough)**
- Print labels and stuff envelopes for hardcopy annual assessment notices on 1 February **(All)**
- Create lists of Board Officer duties and step-by-step instructions for their performance:
 - Website maintenance & updates **(Jonathan Clough)**
 - Printing address labels for annual assessment notices **(Jonathan Clough)**

- PayPal account maintenance and website PayPal button updates (**Jonathan Clough**)