

RAVEN POINTE HOMEOWNERS ASSOCIATION, INC.

Annual Meeting Minutes

January 6th, 2011

Location: The 2011 Annual meeting was held at the Millwood Station Fire Hall Bingo Room

Call to Order: Meeting was called to order at 7:05 PM, with Tom Tandy providing a quick welcome and note of thanks to all attending, as well as introducing all board members.

Attendees:

Present at the meeting were:

Tom Tandy, President
Steve Agrecy, Vice President
Clyde Vaughn, Director
Katelyn Poffinberger, Treasurer
Pete Sherman, Secretary

Also present were 8 homeowners

Review of minutes from previous annual meeting:

Pete Sherman provided a brief overview of the 2010 annual meeting minutes

Financial Statement & Dues Collection:

Katelyn provided handouts of the detailed bank statement to all meeting attendees:

- Net assets at the beginning of the year: \$23,722.94
- Total cash disbursements: \$9,404.42
 - Note: 2/3rds of the annual disbursements are for electrical, totaling 6,688.76 for the year.
- Net assets as of December 31st 2010: \$23,810.17
- Also noted was the reduction in dues (to \$85.00) for the third year in a row and the status of past dues collection. All but 1 home (a foreclosed property) have paid the dues for 2010.
- A homeowner asked about the 1200.00 spent for sign maintenance. Tom / Katelyn responded by detailing the cost of the long term solution to vandalism of the entrance sign, including the backing board and template. Also noted that no vandalism has occurred after this repair / modification was made

Accomplishments in 2010:

- Tom Tandy provided a list of all accomplishments for 2010. The list is included in the appendix of these minutes

Election of 2011 Board:

- Steve Agrecy has decided to step down as Vice president of the board, leaving one vacant position
- Tom Tandy, Katelyn Poffinberger, Clyde Vaughn and Pete Sherman all offered to remain on the board for another year. Current board members were successfully re-nominated
- Additional nominations were also requested from the floor. One was received, with Steve Agrecy requesting nomination of Leslie Kibbe. This nomination was seconded by the floor, approving Leslie to the 2011 board.
- Specific board member roles will be determined at the next regular board meeting in February.

Open Forum / New Business:

- Discussion of common areas behind Cahille, Killaney, Inverlee, etc:
 - One resident expressed an interest in putting in a walking path. The board again noted that we do not yet have possession of this area. Tom also mentioned that Glaize would not be releasing

this area to the HOA until all sections of the Raven Pointe development are complete. He also noted that the board voted to leave the area “wild” in 2008.

- Investigate getting access to water for landscaping the signage area at the Inverlee entrance
 - Proposals were to run a metered line from the new development areas, or potentially ask nearby residents if we can run a hose from their outside spigot when needed
- Homeowner request to contact the county regarding the stop sign on Dewberry and Kinross:
 - Proposed to make it a three way stop, or have Kinross traffic stop rather than Dewberry traffic
- Homeowner request to investigate adding “Kids at play” or speed limit signage on Cahille, at or near the turn to the northeast. All Cahille residents noted that vehicles accelerate when going through this area.
- Homeowner suggestions for the next newsletter:
 - Add a request to get cars off of the road (curbside) during snowstorms, so the plows can properly clear the roads. It was also requested we utilize the email list that Lori Kovich maintains to request this.
 - Add a note to be responsible with your pets when walking them. Keep them from dropping waste or peeing on mailboxes, and contain them to the tree line when possible.

Adjournment: The meeting was adjourned at 7:50 PM

APPENDIX

Accomplishments / Completed Items for 2010

Raven Pointe Homeowners Association

- The board met 8 times throughout the year, and carried out business many other times via email
- All 2010 HOA dues have been paid by homeowners and lot owners (other than Glaize)
- Five (5) new homes have been built, and another 5 have changed hands. Each settlement requires an HOA financial statement, letter notifying status of annual dues, and a copy of the covenants. There are now 87 lots with homes, 27 empty lots remaining
- The HOA filed the 2009 tax return
- An annual report was filed with the VA State Corp Commission and 2010 fees were paid to remain current
- Lori Kovich has kept the community directory updated and given copies to those who want to participate. She has also maintained an email distribution list
- Letters were written or phone calls made on behalf of about a dozen homeowners
- We funded a community social on June 19th, hosted by Kelli and Jeff Weiss. Jeff started cooking the beef briskets in the middle of the night so they would be ready. Thank you to Jeff and Kelli!
- Contacted Allegheny Power to replace 4 burned out street light bulbs. (Requested attendees notify a board member if a light has burnt out)
- Had Allegheny Power run electricity to the entrance sign on Inverlee and install a street light there to illuminate the sign. This was a once time cost of \$400.00 and \$10.00 /month
- Had SVEC cover the large concrete bunker behind the entrance sign that has been an accident waiting to happen.
- Repaired the entrance sign on Inverlee with an aluminum plate containing painted letters that cannot be removed. We also purchased a reusable plastic template so the letters can be repainted if vandalized.
- We worked with the developer, Glaize, to keep outsiders from running their 4-wheel drive vehicles up and down the large dirt pile off of Inverlee and running through the large water holes behind Summerfield. Glaize erected a fence with a locked gate and posted the area with No Trespassing signs. This has been a recurring problem for years, but law enforcement officers could do nothing because the area was not posted.
- A Landscape Beautification Team was formed and headed by Kelli Weiss and 7 volunteers. Lori Kovich and Kelli Weiss and their husbands Mark and Jeff did most of the landscaping work that is seen at the entrance sign. Larry Sams has been keeping the grass mowed and Joyce and Charles Early have been weeding the area on a regular basis. Phillip and Monica Shultz have been maintaining the Kinross / Cahille entrance sign throughout the year.
- Letters were written to all the owners of empty lots requesting they mow them, as weeds were growing out of control. All were mowed throughout the remaining summer.
- Three letters to all members of the HOA were sent – A spring newsletter summarizing the annual meeting and listing new officers, the notice for the Summer Social, and the dues invoice / annual meeting notice at years' end.
- A letter was sent to a builder asking him to remove 3 trailers and a truck parked on Taggart
- Builder was contacted to clean up debris left on an adjoining lot after construction had been completed and too much time had elapsed without evidence that the debris would be moved.
- Sought legal counsel regarding steps and proper procedure to file a lien against a homeowner for failure to pay HOA dues.
- Met with Fredrick County Engineer and a representative of Glaize to determine how best to satisfy the County Engineer's desire to plan willow trees along the service road behind Summerfield. They agreed instead on Maple trees, and they have since been planted by Glaize along this road.
- Requested VDOT to sweep the gravel from last winter that was spread to help traction and to remove two dead deer

- Asked Charles Early to remove an old TV along Inverlee and to replace a burned out bulb at the Ravensing on the Route 50 entrance.
- Our HOA is for the first time registered with the VA Community Association Network
- Attended a meeting between Frederick County Board of Supervisors and county and city HOAs to discuss common interests.
- 2011 HOA dues notices have been mailed and are due February 15th, 2011

Respectfully submitted by the board:

Tom Tandy, President, member for three years

Steve Agrecy, Vice President, member since October 20th, 2005 (Five years!)

Katelyn Poffinberger, Treasurer, member for two years.

Clyde Vaughn, Director, member for one year

Pete Sherman, Secretary, member for two years