

RAVEN POINTE HOMEOWNERS' ASSOCIATION, INC.

Annual Meeting Minutes

January 14, 2013

CALL TO ORDER:

Tom Tandy called the 2013 annual meeting, of the Raven Pointe HOA, to order at 7:00 PM at the Millwood Station Fire Hall Bingo Room. After a welcome and a thank you to all in attendance and an introduction of the current board members by Tom, the homeowners then introduced themselves.

ATTENDEES:

Present at the meeting were:

- Tom Tandy – President
- Leslie Kibbe – Vice President
- Lori Kovich – Secretary
- Katelyn Poffinberger – Treasurer
- Clyde Vaughn – Director
- 26 Homeowners representing 19 residences. (attaching list to hard copy)

REVIEW AND APPROVAL OF MINUTES FROM THE 2012 ANNUAL MEETING:

The minutes from the Annual Meeting, held on January 12, 2012, were distributed and reviewed by all in attendance. Millie Mennard motioned to approve the minutes as received and Sharon Renalds seconded the motion. Motion carried.

TREASURER'S REPORT:

- HOA total account balance as of the December 2012 statement is: \$23,685.27 (ING and Bank of Clarke County accounts combined)
- Income and costs were reviewed and can be found in detail on the website
 - Income received, results from \$7,166.70 in paid dues and \$96.42 in interest.
 - Disbursements came to a total of \$7,822.04 with the primary expense resulting from the electric bill.
- Dues for 2013 will be \$85.00.
 - This is an increase from the \$75 in 2012, since we spent more than we took in this past year. This is still a significant decrease from the \$200 yearly dues permitted by the Deed of Dedication, and actually levied in the early years of the HOA.
- The HOA moved the BB&T account to the Bank of Clarke County due to notification of fraudulent activity on the BB&T account.
 - The account did not receive any loss, but since it had to be closed, the board voted to move to a local bank.

- Jan Elias motioned to approve the Treasurer's report as received and Jeff Weiss seconded the motion. Motion carried.

2012 ANNUAL REPORT GIVEN BY TOM TANDY:

- This Board met 8 times throughout the year and carried out business many other times via email.
- 2012 dues have been paid by all home and lot owners (other than Glaize)
- There are currently 98 homes and 16 lots, including 11 owned by Glaize. This is an increase of nine homes during 2012. The next section to be developed will be completing the cul-de-sac on the southern end of Summerfield Drive (eleven lots).
- Two newsletters were mailed to all owners.
- The Board composed, approved and distributed By-Laws of Raven Pointe Homeowners' Association, Inc.
- To be in compliance with Chapter 29 of Title 55 of the Code of Virginia, the Board established an Association Complaint Form and Process of Resolving Association Complaints and distributed it to all owners.
- The HOA filed 2011 Federal tax return, paid annual dues and filed the 2012 Annual Report to the Virginia State Corporation Commission.
- Lori Kovich has kept the community directory updated, given copies to those who want to be included, and sent new directories when requested. There are currently 69 households included. She has also maintained an email distribution list containing 86 email addresses (88% of residents) and sent messages to that list when asked. Thank you, Lori, for all your efforts on our behalf.
- The Neighborhood Beautification Team (read Kelli & Jeff Weiss) once again weeded and mulched around the entrance sign at Inverlee and Taggart. It is beautiful and I have received many compliments. Thank you, Kelli and Jeff.
- The Board sponsored and Kelli & Jeff Weiss hosted a Neighborhood Social October 6 at the end of Inverlee Drive. Jeff cooked hot dogs and hamburgers and all who came brought a dish to share. It was really special and all thanks go to the Weiss's who have hosted Socials the last four years. We are blessed to have them as neighbors.
- Katelyn Poffinberger sent HOA disclosure packets (HOA bank reconciliations, annual budget, whether dues have been paid, covenants, and other info requested by lending institutions, realtors and settlement agents when a sale or refinance occurs) 10 times this year.
- Webmaster Pete Sherman posted all Board minutes including Financial Statements, newsletters, announcements of upcoming events, Deed of Dedication, By-Laws, Complaint Procedure, and much more on the Raven Pointe website (www.ravenpointehoa.org) which has become the primary communication tool for our development. He also reregistered our HOA domain. Thanks Pete Sherman for creating it and for keeping it current.
- Called Shenandoah Valley Electric Cooperative to straighten two street lights that were badly leaning and to replace all burned out lights when informed by residents – perhaps a dozen times during the year.

- We have stayed in touch with Scott Naylor, President of Raven Wing HOA, in an attempt improve communications and cooperation between the two communities and maintained a working relationship with JP Carr, Vice President of Glaize Developments, Inc., and the developer of Raven Pointe.
- Our plan to establish Raven Pointe as a Neighborhood Watch Community was put on hold because of the adverse publicity in the Florida death.
- The Board continues to send meeting notices to those on email list, posting minutes and financial information on our website to satisfy legal requirements.
- There was NO vandalism to Inverlee entrance sign for the second year in a row! Egging is still a problem and we had several incidents of vandalism and one serious burglary spree prompting calls to the Sheriff's Department.
- Assisted many owners with questions, made phone calls, wrote letters, did what was asked when owners sought help. It was a productive year.

Finally, thanks to many residents for their acts of kindness during the year: Charles Early for hauling away trash too heavy to put in a trash bag; Philip & Monica Schultz for mowing around the Cahille entrance sign; Leslie Kibbe for weeding around The Ravens sign, Gerald Renalds, Larry Sams, Scott Forek, Kelli Weiss and Clyde Vaughn for mowing beyond their property lines to help the neighborhood look neater, and especially to Katelyn for all she did to keep this Association effective and in compliance

RPHOA BY-LAWS:

By laws were implemented and can now be found on the website.

- The lack of by-laws was an oversight, which needed to be corrected.
- By-laws can be amended if necessary.

RPHOA COMPLAIN FORM

This form was mailed with the annual dues packet and can also be found on the website.

- The procedure is regulated by The Common Interest Community Board for the state of VA and put into effect for the homeowners' protection.

ELECTION OF 2013 BOARD OF DIRECTORS

- Tom announced that Board members serve for one year only.
- Tom Tandy, Leslie Kibbe, Lori Kovich, and Clyde Vaughn all offered to serve another term if elected.
- Jeff Weiss showed interest to serve on the board.
- Tom Tandy nominated Jeff Weiss, Clyde Vaughn nominated Tom Tandy, and Kelli Weiss nominated Leslie Kibbe, Lori Kovich, and Clyde Vaughn.
 - All nominations were seconded by Mark Kovich (and many others)

- Millie Mennard motioned to approve the nominations as heard and Brenda Goodwin seconded the motion. Motion carried.
- It was noted that all board positions will be determined at the first regular board meeting.

OPEN FORUM/NEW BUSINESS:

- **Owners cleaning up after their dogs:** A homeowner remarked that “dog deposits” were being left in her yard and many others are sharing the same experience. A black lab has been seen many times but residents do not believe the main culprit lives in Raven Pointe. It would be appreciated that all pet owners clean up after their pets.
 - **Action:** A couple of homeowners in attendance notice the owner walking and will tactfully request she please clean up after her dog.
- **Safety Suggestions:**
 - In order to “light” the neighborhood at night and help prevent any vandalism, it might be helpful to leave porch/garage lights on throughout the night. Our neighbors on Summerfield have been doing this for quite a while now and have received no vandalism since.
 - On this note, it was also recommended by a homeowner that everyone be more alert especially during “high incident” times such as Halloween, Graduations, etc.
 - **Action:** Board will send periodic e-mail reminders
 - It was brought to attention that construction trailers and dumpsters are quite dark and present a safety hazard especially from dusk to dawn.
 - **Action:** Tom will request that the builders install reflectors.
- **Sewer Pipe on walking trail:** After an inquiry, Tom discussed the sewer that has broken twice on the walking trail. It seems the pipe broke at the same point each time due to equipment failure. It was explained to Tom, that with the hard rocky ground, the vibration, caused when the pump runs, results in extreme wear and tear. During the second break down and repair, additional gravel was added to cushion the pipe during vibration. On a positive note, both breaks were dealt with quickly and efficiently.
- **Inverlee Entrance:** Neighbors have shown interest in having a left hand turn onto Route 50 from Inverlee and wondered if it might be in the plan.
 - Tom has checked into this in the past, and while VDOT and Frederick County have plans to construct such an intersection in the future, it is not yet on the near term schedule.

- **Light on Senseny Road at the Oakdale Entrance:** This was inquired about by a neighbor, due to the heavy volume at that intersection at certain times of day.
 - This was researched in previous years and Frederick County will not install one unless the homeowners pay for it with a cost of over \$100,000.00. Please be careful at the intersection!
- **New build on lot on Summerfield backing up to 204 Taggart Drive:** As many have noticed, the “back yards” of these two houses are extremely close and an inquiry was made as to if this was in compliance with easement laws.
 - The builder followed all laws and Frederick County Planning and Zoning approved the placement of the house as it stands.
 - Since the lots are triangles, what seem to be the backyards of each home are considered by the county “side yards” and therefore only need a 7ft easement, which is in compliance.
- **2013 Community Social:** Jeff and Kelli Weiss were in attendance and offered to have another social in 2013, if desired by neighbors. All in attendance showed interest but a date has not been set as of yet. Time of year and how to get more involvement was discussed and more information will follow when a date has been set.

ADJOURNMENT:

Millie Mennard motioned for adjournment of the meeting at 8:06pm and Sharon Renalds seconded the motion. The meeting was adjourned at 8:07pm.

Respectfully submitted by:

Lori Kovich – Raven Pointe HOA Secretary