

## **RAVEN POINTE HOMEOWNERS' ASSOCIATION, INC.**

### **Annual Meeting Minutes**

January 12th, 2012

**Location:** The 2012 Annual meeting was held for the second year at the Millwood Station Fire Hall Bingo Room

**Call to Order:** Meeting was called to order at 7:00 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  
Leslie Kibbe, Vice President  
Clyde Vaughn, Director  
Katelyn Poffinberger, Treasurer  
Pete Sherman, Secretary

Also present were 18 homeowners and our guest speaker, Captain Aleck Beeman from the Frederick County Sheriffs Office (See below) for a total of 24 attendees. The sign-in sheet will be archived with these minutes.

**Neighborhood Watch Presentation:** Capt. Aleck Beeman of the Frederick County Sheriffs Office led an overview / discussion on the Neighborhood Watch program at the request of the board. Capt. Beeman outlined how we can get started in the program, and provided tips on how to prevent crime within our community:

- Communication between homeowners is the key to the success of the program
- If a homeowner notices any suspicious activity, take video or photos of the individuals involved. They are helpful to identify the criminals when reported
- Witnesses to any criminal activity should immediately document as many specific details as possible, including the description of individuals, automobiles, license plate numbers, etc.
- It was recommended that homeowners should take photographs of all valuables, as they are helpful in the verification of ownership and recovery of stolen items. They are also useful for insurance claims
- It was noted that homes are usually burglarized during the day, businesses at night
- Alarms are a worthwhile investment, but skilled criminals usually cut the phone lines prior to entering the home
- Contact information for the Frederick County Sheriffs Office:
  - Website: <http://www.co.frederick.va.us/sheriff/default.aspx>
  - The Virginia Crime Prevention Association website: <http://www.vcpa.org>
  - The non-emergency number for the Frederick County Sheriffs Office is: **540-662-6162**
    - **ACTION:** Pete to post this information on the RPHOA website

The board will investigate the cost of signage and move forward with forming a Neighborhood Watch team for our community.

#### **Review of minutes from previous annual meeting:**

Pete Sherman provided a brief overview of the 2011 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: \$23,810.17
- Total cash disbursements: \$8,588.85
- Net assets as of December 31<sup>st</sup> 2011: \$24,244.19
- Katelyn noted another reduction in dues to \$75.00 per lot for 2012
- There are 114 lots in Raven Pointe, 95 of which pay yearly dues. The remaining 19 lots that do not pay dues are owned by the developer and therefore exempt, per our covenants.

**2011 Annual Report:**

- Tom Tandy provided the annual report / list of all accomplishments for 2011. The report is included in the appendix of these minutes

**Election of 2012 Board:**

- Board members serve for one year only. Tom Tandy, Katelyn Poffinberger, Clyde Vaughn and Leslie Kibbe all offered to serve another term if elected
- Pete Sherman decided not to run for re-election, but will continue to serve as the Webmaster of the RPHOA website
- **Nominations:** Tom Tandy nominated Lori Kovich. Roger Viadero nominated Tom, Katelyn, Clyde and Leslie. After all nominations were seconded, additional nominations were requested from the floor. Roger Viadero then moved that nominations close and the slate be elected by acclamation. That motion was unanimously approved.
- It was noted that specific board member roles will be determined at the next regular board meeting

**Open Forum / New Business:**

- **Changes / Interpretations of Covenants:** As noted in Tom's annual report (see appendix,) the board has clarified how covenants regarding fencing would be interpreted. A homeowner requested those and any other changes or interpretations of the covenants be posted on the website as an addendum to the existing document. The board agreed to do so.
- **2012 Community Social:** Jeff Weiss was in attendance and asked if another community social was desired for the year. There was unanimous agreement to have it again from those in attendance. Also discussed was a different date for the event in an attempt to avoid the summer heat. It was decided that we target mid-September as the preferred date.
- **Raven Wing Santa:** A homeowner questioned the board about why the Raven Wing HOA had a Santa ride through their community, and we didn't. The board agreed to consider doing it in 2012.
- **Question about Vandalism:** A homeowner requested information about the vandalism with tennis rackets that occurred earlier in the year. Tom described what we did as far as notifying the authorities, but could not give specifics on the individuals involved, as they are minors. It was noted that one of the minors was an RPHOA resident.
- **Neighborhood Watch:** A resident inquired as to if our community needed the neighborhood watch program, and suggested we consider the use of low-cost window signs. The board agreed to investigate all options, including the use of street and / or window signage as available.
- **Glaize buyout of Globe lots:** Tom discussed the board losing \$600.00 in HOA dues because of the Glaize buyout of the Globe lots. Tom noted that Glaize intends to build 3-4 homes this year, so the loss is expected to be reduced by at least half if those homes are constructed. He also noted that Glaize has been extremely helpful to this board over the years. Katelyn stated that it is very common for the developer to make themselves exempt from HOA dues within the covenants, as they (and their lawyers) are typically the ones that draft the covenants for new developments.

**Adjournment:** The meeting was adjourned at 8:05 PM

## APPENDIX

### **Raven Pointe Homeowners' Association**

#### Annual Report for 2011

- This Board met 9 times throughout the year and carried out business many other times via email.
- 2011 dues have been paid by all home and lot owners (other than Glaize)
- There are currently 89 homes and 25 lots, including 19 owned by Glaize. This is an increase of two homes during 2011. At year-end, only 3 homes were "For Sale".
- The HOA filed 2010 Federal tax return and the 2010 Annual Report to the Virginia State Corporation Commission.
- Our President attended the Virginia Community Association Network meeting in Winchester where he learned about the Virginia Common Interest Community Association and the Virginia Property Owners Act.
- Following that, our HOA joined the Virginia Common Interest Community Association and the Virginia Community Association Network and filed an annual report with the former.
- During meetings throughout the year, the Board studied provisions of the Virginia Property Owners Act effective July 1, 2010. Raven Pointe HOA is in compliance.
- The Board's course of action when dues are delinquent was delineated. The cost will be passed on to the owner and the timing of each step was determined.
- The covenant language covering where fences must be was clarified and documented.
- Lori Kovich has kept the community directory updated, given copies to those who want to be included, and recently sent new directories to all. She has also maintained an email distribution list 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 replaced dead flowers/shrubs, weeded and mulched around the entrance sign at Inverlee and Taggart. It was so beautiful Raven Wing asked what was planted because they wanted to emulate ours. Thank you, Kelli and Jeff.
- The Board sponsored and Kelli & Jeff Weiss hosted a Neighborhood Social July 30 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 three years. We are blessed to have them as neighbors.
- A resident gave us a brochure published by the Frederick County Department of Planning & Development that explains how they will assist homeowners get grass cut when nearby lot owners let grass and/or weeds grow higher than 18". It works! They helped us get the weeds cut on Lot 105 when the owner ignored our letter.
- Sent HOA disclosure packets (HOA financial information, whether dues have been paid, covenants, and other info requested by lending institutions, realtors and settlement agents when a sale or refinance occurs) perhaps 18 times this year.
- A Raven Pointe website was created ([www.ravenpointehoa.org](http://www.ravenpointehoa.org)) containing Board minutes, financial information, announcements, etc. which will become the primary communication tool for our development. Thanks to Webmaster Pete Sherman for creating it and for agreeing to keep it current in the near future.
- Invited Scott Naylor, President of Raven Wing HOA to a Board meeting so we could meet him and improve communications between the two communities.
- The Board is sending meeting notices to those on email list, posting minutes and financial information on our website to satisfy legal requirements.
- Mailed three newsletters to owners during the year.
- There was NO vandalism to Inverlee entrance sign for the first time! Egging is still a problem and we had four other incidents prompting calls to the Sheriff's Department.
- Called realtor to get plywood covering windows removed from "house for sale" because of the erroneous message it sent to all who saw it.
- 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 Reynolds, 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 does to keep this Board viable.