

Raven Pointe Homeowners Association  
Meeting Minutes  
June 29, 2020

Present: Bill Melvin, President  
Joe Dewald, Vice President  
Natalie Evernham, Treasurer  
Brandy Schwab, Assistant Treasurer  
Valerie Kramer, Secretary  
Bob Puttock, Director  
Alex Hewes, Lot Owner

At 7:00 PM Bill Melvin called the meeting to order.

Bill Melvin offered a proposed agenda for the meeting and thereafter moved to approve the proposed agenda. Bob Puttock seconded the motion and the motion carried.

Bill Melvin next moved to accept the minutes of the previous regular Board Meeting as written. Natalie Evernham seconded the motion and the motion carried.

#### **Treasurer's Report**

The balance of the checking account as of June 29, 2020 was \$47,535.00.

Natalie Evernham reported that there are no outstanding HOA dues. She noted that the anticipated expenses for the remainder of year would be: Streetlights at approximately \$500 a month; Insurance Premium at \$1200; the yearly Post Office Box Rental at \$70; Registered Agent Fee at \$235; and reimbursement to Pete Sherman for Web Hosting \$170 and Domains \$80.

Bill Melvin moved to accept the Treasurer's Report. Bob Puttock seconded the motion and the motion carried.

#### **NEW BUSINESS**

##### **Realtor Issues**

The Board discussed the increasing occurrences of Realtors, specifically Title Companies requesting a more detail completion of the forms pertaining to house sales, that are obtained from the Raven Pointe Website, before the sellers/buyers go to settlement. Due to the additional time required by the RPHOA Treasurer and/or Assistant Treasurer to complete requested information, the Board agreed that a fee of \$100 (\$50 each) be split between the sellers and the buyers. The fee would be deposited as **"Realtor Fees/Brandy/Natalie Payouts."** In turn, the collected fee would be dispersed at \$50 each to the Treasurer and Assistant Treasurer for their time in completing those forms.

Bill Melvin made a motion that upon the request of a Realty Company and/or Title Company for additional information regarding the HOA forms, that both the Sellers and Buyers would be charged \$50 each. A total of \$100 being paid directly to RPHOA. The monies will then be dispersed at \$50 each to the Treasurer and Assistant Treasurer. Bob Puttock seconded the motion and the motion carried.

### **Annual Fireworks**

Bill Melvin addressed an inquiry from a homeowner regarding fireworks for the Fourth of July. Fireworks are to be displayed under the rules and regulations regulated by Frederick County. Bill will have Brenda Goodwin send an email with the same information to the homeowners.

### **OLD BUSINESS**

#### **Homeowners Dispute**

The Homeowner dispute that was discussed at the October 14, 2019 and January 13, 2020 Board Meeting seems to be resolved.

#### **Clean up of Lot 86**

Bill Melvin and Bob Puttock tried again to clean up the lot, but feel a company needs to be hired to clear and remove existing debris. Bill Melvin made a motion that hiring a company and removing the debris not to exceed the cost of \$500. Joe Dewald seconded the motion and the motion carried.

### **Annual Meeting Issues**

1. **Drag Racing** has not been observed recently. The drag racing may have ceased for the time being due to the COVID pandemic and people being encouraged to stay home.
2. VDOT responded to Bill Melvin's (HOA Board) request regarding **Mirrors on Senseny Road**. VDOT will study the possibility even though in the past their studies have proved road mirrors to be ineffective.
3. Due to private land ownership, authorized **Access to other Subdivisions** via certain road extensions from Raven Pointe will most likely never happen.

### **SCC Registration**

Bill Melvin inquired to the State Corporation Commission (SCC) regarding RPHOA current registration and \$25 annual fee. Prior to the meeting and concern in keeping RPHOA current, Bill Melvin chose personally to pay the annual fee. Bill will be reimbursed the \$25. The HOA has a Registered Agent with Incorporate.com to oversee this annual fee in the future.

## **OPEN FORUM**

### **RPHOA Annual Meeting**

The Board discussed and agreed to move the annual meeting previously held in October to November. The annual meeting could take place the first of November, but no later than November 15<sup>th</sup>. Joe Dewald is going to check the availability at Millwood Fire Hall.

Bill Melvin moved that the Raven Pointe Homeowners Association Annual Meeting be changed from October to November. The meeting date to take place between the first and no later than the 15<sup>th</sup> of November. Joe Dewald seconded the motion and the motion carried.

The meeting was adjourned at 7:58 PM.

Respectfully submitted,  
Valerie Kramer, Secretary