

# **Raven Pointe Homeowners Association**

## *Meeting Minutes*

*February 5, 2018*

**Present:** Bill Melvin, President  
Joe Dewald, Vice President  
Valerie Kramer, Director  
Brandy Schwab, Secretary  
Alex Hewes, Lot Owner

**Excused:** Natalie Evernham, Treasurer

A quorum being present, Bill Melvin called the meeting to order at 7:00.

Joe Dewald moved to accept the minutes from the previous Board meeting. Bill Melvin seconded and the motion carried.

### **TREASURER'S REPORT**

Natalie Evernham was not in attendance due to health and family reasons. Brandy Schwab informed the Board that there were over a dozen homeowners who have not paid their 2018 dues, though checks are still coming in. Late notices will be sent within one week.

The Association has received checks for the \$50.00 document fee the Board approved in 2017. This fee is only collected when a member of the Board is required to fill out a form for a closing company.

### **OLD BUSINESS**

There was a discussion as to the Board's responsibilities for approving lot improvement requests. There are, in general, three items the homeowner must provide to the Board when requesting approval:

1. Validation that the improvements are not interfering with any easements on or around the property
2. Approval from neighbors whose lots border the property
3. Validation that the improvements comply with Frederick County codes

Bill Melvin will contact the homeowner of 115 Killaney Court regarding his planned pool installation and ensure that he is aware of these requirements.

### **NEW BUSINESS**

#### **Emails to the Board Advertising Businesses**

Emails that come in to the Board email addresses advertising businesses will continue to be ignored by the Board.

**Annual Picnic**

After a brief discussion of the volunteer responsibilities and logistics of the annual picnic, Joe Dewald moved to authorize Bill Melvin and Brandy Schwab up to \$500 to locate and reserve an appropriate outdoor venue to hold the neighborhood picnic. Valerie Kramer seconded and the motion carried.

The next Board meeting is planned for April 24, 2018 at 7:15.

Bill Melvin asked if there was any additional business. There was none, and he moved to adjourn. Joe Dewald seconded and the motion carried. The meeting was adjourned at 8:00.

Respectfully submitted,

Brandy Schwab  
Secretary