

**Raven Pointe Homeowners Association**  
***Meeting Minutes***  
**June 5, 2018**

**Present:** Bill Melvin, President  
Joe Dewald, Vice President  
Brandy Schwab, Secretary  
Natalie Evernham, Treasurer  
Alex Hewes, Lot Owner

**Excused:** Valerie Kramer, Director

At 7:03, Bill Melvin called the meeting to order.

Joe Dewald moved to accept the previous meeting's minutes, including documentation of a decision handled via email regarding a request from a Lot Owner to approve the placing of a structure on his Lot. Natalie Evernham seconded and the motion carried.

**TREASURER'S REPORT**

The current checking balance is \$43,428.96.

10 homeowners have yet to pay their dues. Final notices will be mailed this week. 30 days after that, the accounts will go to collection.

Brandy Schwab moved to accept the Treasurer's Report. Joe Dewald seconded and the motion carried.

**NEW BUSINESS**

**"The Ravens" Sign at Route 50 & Inverlee**

Raven Wing handles the maintenance of and around the sign. Raven Pointe pays for the electricity to light the sign.

There is a light currently not functioning. Bill Melvin is attempting to find out what is wrong and how the issue can be addressed. We don't know if it is just a burned-out bulb or if there is a malfunction.

**Mowing of Grass Along Inverlee**

VDOT came through and mowed, but only did a narrow strip on each side of the road. Bill Melvin called them and asked them to mow all of their property and they did return to take care of it.

**Raven Pointe Sign at Inverlee & Taggart**

Brandy Schwab will trim the shrubs there as usual.

**Insurance Renewal**

Bill Melvin received a letter that our insurance would automatically upgrade to provide additional limited coverage, with an increase in premiums, unless declined by the HOA. After discussion, the consensus of the Board was to decline the additional coverage and Bill Melvin will so advise the insurance company.

### **State Corporation Commission**

The annual report was mailed again to the residence of former president Tom Tandy, despite the address having been changed last year. The Treasurer will pay the \$25.00 bill for the annual registration fee charged by the State Corporate Commission and look in to changing the mailing address.

### **Request for Dues Statement**

Jeff Weiss requested a copy of his 2018 dues statement. This was handled via email by the Secretary.

### **Annual Picnic**

We are still in need of a venue. Brandy Schwab will contact the City of Winchester Department of Parks & Recreation to see if a pavilion can be reserved at Jim Barnett Park.

The Secretary will mail invitations to all lot owners and residents who rent homes. Email reminders will also be sent.

### **Annual Meeting**

Joe Dewald will call and book the Fire Hall for October 1<sup>st</sup> or October 2<sup>nd</sup> at 7:00pm if possible.

Notice must be mailed no later than 10 days and no earlier than 60 days to all lot owners. The Secretary will mail notices and also send email reminders to all lot owners. The mailing will be combined with the invitations for the annual picnic.

### **Suggested Guidelines for Home Improvement Projects**

A draft memo was presented for consideration that would outline in very clear terms the information the Board needs when considering a request for improvement projects. The lot owner may include all information and assurances in one email for the Board to consider.

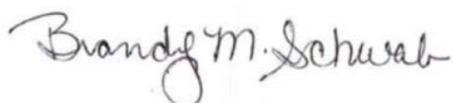
Joe Dewald moved to place this memo on the HOA website with the addition of the Board's email address. Bill Melvin seconded and the motion carried.

### **Board Members for the 2018/2019 Session**

Brandy Schwab will not be seeking re-election to the Board at the annual meeting. No other members indicated their willing or unwillingness to serve another year.

Brandy Schwab moved to adjourn the meeting. Joe Dewald seconded and the meeting was adjourned at 7:46.

Respectfully submitted,



Brandy Schwab  
Secretary

**Raven Pointe Homeowners Association**  
***Request for Board Approval Notes***

On May 11, 2018, Raju Bishkawarma of 233 Summerfield Drive submitted a request via email to obtain approval to place a playset in his back yard. The request was forwarded by Bill Melvin, President of the Board, to the rest of the Board on May 13, 2018.

The request was approved via votes in writing by all five Directors. Please see the attached emails for details and verification.

Respectfully submitted,

Brandy Schwab  
Secretary

From: William Melvin [wmeilge@icloud.com](mailto:wmeilge@icloud.com)  
Subject: Board Approval of Homeowners Request  
Date: May 13, 2018 at 10:27:08  
To: Pete Sherman [board@ravenpointehoa.org](mailto:board@ravenpointehoa.org)

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We have received a request for approval from a homeowner. Request that you respond to this email with your vote on this matter.

1. The homeowner is Raju Bishwakarma, 233 Summerfield Dr.
2. He is requesting approval to install a play set in his back yard. His official request along with a description of the play set is attached. I have informed Mr. Bishwakarma of the easements applicable to his lot. Since the play set will not be permanently anchored in place it can be relocated if it were infringing on an easement.
3. The board is requested to vote on approval/disapproval consistent with Article VII, Section 8 of the By-laws and paragraph 13.1-865 of the Nonstock Corporation Act of Virginia.

VR

Bill Melvin  
540 588 1537  
[wmeilge@icloud.com](mailto:wmeilge@icloud.com)

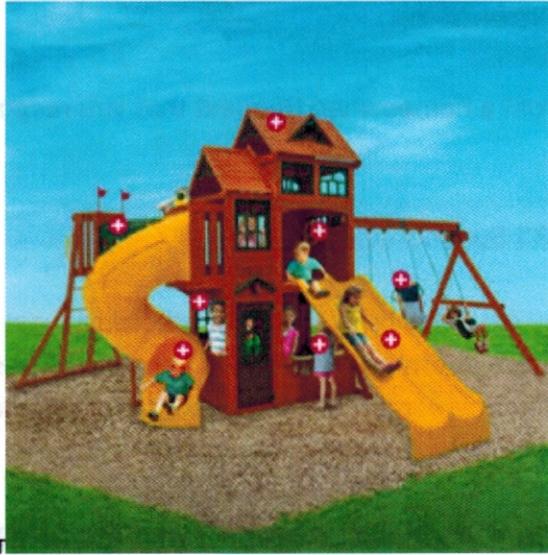
RPHOA President

May 11, 2018

Dear Mr. Melvin  
President  
Raven Pointe subdivision HOA  
Winchester, VA

Re: Approval for installation of kids play set .

Dear Sir,  
I am a resident of Raven point subdivision. I would like to install kids play set in my back yard. As this is a play set, this will not be permanent structure anchored on my property. I would like to inform HOA for approval prior installation.  
I am glad to be in great neighborhood and my great neighbors have no issues with installation. Please find below the picture and assembled diaminesion of the product.  
I appreciate and thank you for your consideration.



**Assembled Product Dimensions:**  
(in): 248"L x 252"W x 132"H / (cm): 629.9L x 640.1W x 335.3H

Sincerely,  
Raju Bishwakarma  
233 Summerfield Dr.  
Winchester, VA, 22602

From: Lon Kramer vkramer9@gmail.com  
Subject: Re: Board Approval of Homeowners Request  
Date: May 14, 2018 at 10:12:21  
To: Natalie Evernham wtpooh13@aol.com, William Melvin  
wmeilge@icloud.com  
Cc: Pete Sherman board@ravenpointehoa.org

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I approve the play set.

Valerie

On Sun, May 13, 2018 at 3:01 PM Natalie Evernham <[wtpooh13@aol.com](mailto:wtpooh13@aol.com)> wrote:

I vote to approve the request

Natalie Ardouny Evernham

Sent from my iPhone

On May 13, 2018, at 10:26 AM, William Melvin <[wmeilge@icloud.com](mailto:wmeilge@icloud.com)> wrote:

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VR

Bill Melvin  
[540 588 1537](tel:5405881537)  
[wmeilge@icloud.com](mailto:wmeilge@icloud.com)

RPHOA President



From: Joseph\_Dewald@navyfederal.org  
Subject: Re: [External]Board Approval of Homeowners Request  
Date: May 14, 2018 at 07:48:40  
To: William Melvin [wmeilge@icloud.com](mailto:wmeilge@icloud.com)  
Cc: Pete Sherman [board@ravenpointehoa.org](mailto:board@ravenpointehoa.org)

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I vote to approve this request.

Joe

Joseph Dewald  
AVP, Contact Center Operations  
Navy Federal Credit Union  
Direct Line: [\(540\) 722-1655](tel:(540)722-1655)  
Mobile: [\(540\) 450-7493](tel:(540)450-7493)

**Navy Federal is a FORTUNE “100 Best Company to Work For<sup>®</sup>” in 2018.**



From: William Melvin <[wmeilge@icloud.com](mailto:wmeilge@icloud.com)>  
To: Pete Sherman <[board@ravenpointehoa.org](mailto:board@ravenpointehoa.org)>  
Date: 05/13/2018 10:27 AM  
Subject: [External]Board Approval of Homeowners Request

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Bill Melvin

540 588 1537

[wmeilge@icloud.com](mailto:wmeilge@icloud.com)

RPHOA President

[attachment "Kids play set.pdf" deleted by Joseph Dewald/HQ/NFCU]

From: Natalie Evernham [wtpooh13@aol.com](mailto:wtpooh13@aol.com)  
Subject: Re: Board Approval of Homeowners Request  
Date: May 13, 2018 at 15:01:17  
To: William Melvin [wmeilge@icloud.com](mailto:wmeilge@icloud.com)  
Cc: Pete Sherman [board@ravenpointehoa.org](mailto:board@ravenpointehoa.org)

---

I vote to approve the request

Natalie Ardouny Evernham  
Sent from my iPhone

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Bill Melvin  
[540 588 1537](tel:5405881537)  
[wmeilge@icloud.com](mailto:wmeilge@icloud.com)

RPHOA President

<Kids play set.pdf>

From: Brandy Schwab [brandyschwab@icloud.com](mailto:brandyschwab@icloud.com)  
Subject: Re: Board Approval of Homeowners Request  
Date: May 13, 2018 at 14:32:01  
To: William Melvin [wmeilge@icloud.com](mailto:wmeilge@icloud.com)  
Cc: Pete Sherman [board@ravenpointehoa.org](mailto:board@ravenpointehoa.org)

---

I vote to approve this request.

Brandy Schwab

On May 13, 2018, at 10:27, William Melvin <[wmeilge@icloud.com](mailto:wmeilge@icloud.com)> wrote:

I vote to approve the request.

VR

**Bill Melvin**  
[540 588 1537](tel:5405881537)  
[wmeilge@icloud.com](mailto:wmeilge@icloud.com)

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[540 588 1537](tel:5405881537)  
[wmeilge@icloud.com](mailto:wmeilge@icloud.com)

RPHOA President

<Kids play set.pdf>

From: William Melvin [wmeilge@icloud.com](mailto:wmeilge@icloud.com)  
Subject: Re: Board Approval of Homeowners Request  
Date: May 13, 2018 at 10:27:59  
To: Pete Sherman [board@ravenpointehoa.org](mailto:board@ravenpointehoa.org)

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I vote to approve the request.

VR

**Bill Melvin**  
[540 588 1537](tel:5405881537)  
[wmeilge@icloud.com](mailto:wmeilge@icloud.com)

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RPHOA President

<Kids play set.pdf>