

Raven Pointe Homeowners Association  
Meeting Minutes  
January 25, 2021

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

At 7:04 PM Bill Melvin called the meeting to order.

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

Bill Melvin next moved to accept the amended minutes of the previous regular Board meeting. Bob Puttock and Joe Dewald seconded the motion and motion carried.

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

The balance of the checking account as of January 25, 2021 was \$51,004.86. To date there are no outstanding bills to include the January electric bills. A motion was made, seconded and carried to accept the Treasurer's report.

#### **OLD BUSINESS**

##### **Homeowners Dues Status**

All HOA Dues have been received except from 17 homeowners. Natalie will be sending an email after the first of February to remind them of the due date.

##### **Property Transfer Status**

Bill Melvin shared that Bob Puttock will be overseeing the Property Transfers that will be on an Excel Spreadsheet accessed via Dropbox. The Dropbox web browser enables the Board members to view the up-to-date status of the individual lot ownership in the Raven Pointe community.

Bob will update prior to the sale, requested documentation from Realtors and/or Title companies and new homeowner information. The tracking will enable the HOA to be current with sale transfers. The Administrative Fee (\$100) charged for the documentation will be split (\$50 each) with Bob Puttock and Natalie Evernham for their services. Bill requested Natalie to check on payment status from Realtor/Title companies for property sales in 2019 and 2020.

Bill Melvin made a motion to follow up with Bob Puttock and Natalie Evernham after they determine when to receive payment for their services. The motion would authorize Bill to approve payment to them.

### **HOA Dropbox**

Bill Melvin made a motion that the HOA acquire a **Business Account** with Dropbox. The present Dropbox account could be transferred, as it is now, from a Personal Account to a Business Account. The Dropbox can also store other HOA business information. He will check further if a fee is involved as a Business Account. Joe Dewald seconded the motion and the motion carried.

### **Transfers from Glaize**

The property information being transferred from Glaize to new homeowners are not being forwarded to the Raven Pointe HOA. Bill Melvin suggested that Brenda Goodwin as the “Welcome Lady,” to our community would be a good “point of contact” person. She would contact the Board when a new sale has been posted. The Board would follow up by contacting Glaize and updating the Raven Point Property Transfers.

### **NEW BUSINESS**

#### **Brenda Goodwin’s Expenses**

Brenda on the behalf of the RPHOA has personally been purchasing a “Welcome Gift” to new homeowners in the community. Bill Melvin will inquire what she spends on her purchases. There will be a “capped amount” that would be agreed upon. Bill made a motion that in the future a “capped amount” would be reimbursed to Brenda for the gift purchases. The motion was seconded and carried.

#### **Streetlights**

Bill Melvin suggested posting to the website the procedure for homeowners to report streetlight outages to the electric companies.

#### **Chickens**

A letter was received from the county to the HOA discussing if the RP community would possibly have homeowners raising chickens. The Deed of Dedication “prohibits” the practice. The covenants would override any allowance for it.

## **OPEN FORUM**

### **Website Postings**

Bill Melvin has been working with Pete Sherman regarding the website. There were several updates made on the website to accurately obtain general information such as, the Deed of Dedication, Covenants, Disclosure Packets and Frequently Asked Questions (FAQ). The website will have the last three years of the Board and Annual Meeting Minutes. The prior years of minutes are archived in a PDF.

### **Monitoring**

Bill Melvin asked Joe Dewald to oversee the website to ensure that the updates are current.

The meeting was adjourned at 7:45 PM.

Respectfully submitted,  
Valerie Kramer, Secretary