

Raven Pointe Homeowners Association
Meeting Minutes
March 11, 2024

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

At 7:05 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. Joe Dewald seconded the motion and the motion carried.

Bill Melvin moved to accept the minutes of the previous regular Board meeting, as corrected. Joe Dewald seconded the motion and the motion carried.

Treasurer's Report

The balance of the checking account as of March 11, 2024 was \$52,812.35. The Administrative Fee from a Realtor/Title Company was disbursed.

On the first of March the 60 day outstanding dues notice was sent out. The 90 day notice will be sent out the end of the month.

OLD BUSINESS

Property Transfer Status

There has only been one sale transfer, otherwise, no active sales to report.

Bob Puttock discussed that the responsibility was on the seller to give the buyer the **Resale Certificate Request Form**. The information can be obtained from the RPHOA website.

Dues Status

Presently, there are two homeowners with outstanding 2024 HOA Dues.

NEW BUSINESS

Approve Property Transfer SOP

Bill Melvin made a motion to approve the Board members Standard Operating Procedures (SOP) that are to be follow upon the request of a **Resale Certificate Request Form**. The motion was approved and the motion carried.

OPEN FORUM

CONNEX Container on Inverlee

Bill Melvin is going to contact the Sheriff's Office, VDOT and Mark Schomer (Property Manager for Raven Oaks) regarding the parked CONNEX Container on Inverlee.

Landscape Business on Cahille

Bill Melvin will make further inquiry with the homeowner on Cahille Drive regarding the parked truck and trailer that has a business landscaping logo on it.

Drainage Issue on Doolin

In the future before any of the common area(s) are transferred to RPHOA responsibility, Frederick County will have Glaize Developers clean up the property.

In the spring, volunteers will be invited to help clear the debris behind the home(s) on Doolin.

Website Status – Email Web Portal

The Webmaster at FLYO has set up a Google Account for the homeowner's addresses. The new address is, **home@ravenpointehoa.org**.

Bill Melvin moved that the meeting be adjourned. The motion was seconded and the motion carried. The meeting adjourned at 7:55 PM.

Respectfully submitted,
Valerie Kramer, Secretary