

Raven Pointe Homeowners Association
Annual Meeting Minutes
November 6, 2023

Prior to the meeting, copies of the President's Annual Report, Treasurer's Report and Minutes from the 2022 meeting were distributed.

At 7:00 PM, the President, Bill Melvin called the meeting to order. The President introduced the Board of Directors for the previous year.

Bill asked the homeowners to introduce themselves. A quorum was met between members present and proxies received prior to the meeting.

Bill Melvin made a motion to approve the previous annual meeting minutes. Leslie Caliva seconded the motion and the motion carried.

TREASURER'S REPORT

Natalie Evernham reported that there is \$44,830.66 in the Association's bank account. The report also reflected the years' Projected Expenses \$10,453 ending December 31, 2023 and Actual Expenses \$8,047 as of October 31, 2023.

Bill Melvin moved to approve the Treasurer's Report. Narce Caliva seconded the motion and the motion carried.

PRESIDENT'S REPORT

Dues Status

Bill Melvin shared the Bank Account balance of the last 5 years. In 2022, there was a decrease as reflected on the Statement of Cash Receipts and Disbursements from the above Treasurer's Report. He wanted the homeowners to be aware that the Association had incurred and will continue to have expenses such as: Landscaping responsibilities around the sign on Cahille and Summerfield, in the past adjacent homeowners took care of the area around those signs; in the future there will be common areas; the RPHOA website is now contracted out to a Webmaster; and the HOA is responsible for the electric bill for the streetlights. The Board will take into consideration increasing the HOA dues to cover expenses now and in the future.

Home Improvements Applications

There were three applications for home improvements that were approved. Bill Melvin again reminded homeowners to follow the guidelines published on the website and use the form provided in requesting approvals.

Developer Activity (phase III, section 6)

The extension of Summerfield Drive continues with the building of homes on the eleven lots. Upon completion of the homes the “common area” will be transferred from the developer to the RPHOA. The common area will have a storm water drainage pond. It will become the responsibility of the homeowners to keep the area/drain free of debris. Frederick County requires that an organization or individuals be responsible for that task. Bill Melvin assured that the area will be graded, tree removal where necessary and the proper formation to receive the water. He plans to contact Ben Whitlock at Public Works and look over the plans with him. He will also address a homeowner’s concern regarding stagnating water as well as possible insect infestation.

Doolin Avenue Drainage Issue

Bill Melvin updated the ongoing drainage issue on Doolin Avenue. The “Drop inlet” continued to flood because of a fallen tree that stop the water flow and created a “pond” along with debris. The prohibit water flow and increased spillage into the pond would cause flooding onto and inside a homeowners’ property. Glaize Developers took care of the tree removal and installed a pipe to direct the water. The **Rip Rap** needs to be reformed as it presently collecting debris. Bill hopes to get some people to coordinate a “clean up” after receiving the quoted cost from a private contractor to take care of it.

Inverlee Way/Taggart Drive Sigh Status

A sign has been installed to correctly identify Inverlee Way and Taggart Drive.

“No Through Truck Traffic” Sign Status

In the future, with the development of One Logistics Park, the HOA will again request VDOT to review locations and install “No Through Truck Traffic” throughout The Ravens Community.

“Glo-Fiber” Status

The Glo-Fiber company has been in the community installing wiring in the ground and connecting customers to its internet service.

One Logistics Park Status

Bill Melvin reviewed the history of One Logistics Park to the homeowners. He has been in contact with the investors. The investors indicated with no present tenants identified, there has been no further development of the area. The investors did share the new contractor was from Kentucky. There was no further discussion regarding a traffic light and a pedestrian path from

The park's entry/exit onto Route 50 opposite the entry/exit of Inverlee Way. In the future development for traffic control, VDOT will need to stripe to divide Inverlee Way and consider a stop sign at the second egress coming out of Raven Oaks.

Thanks to our Homeowner Volunteers

Bill Melvin acknowledged volunteers who continue to support the Board and the homeowners in some capacity. Alex Hewes, professional advice is gratefully appreciated. Brenda and Dave Goodwin are a valuable service to our community. Brenda continues as the Raven Pointe "Welcome Person" and Dave's daily walks throughout neighborhood are beneficial to anything of significance that should be brought to the Board's attention. For the years that Pete Sherman was the RPHOA webmaster. And for the years Brandy Schwab assisted the Board and produced the yearly newsletter. Brandy has moved and Bill made a request, if any homeowner would like to volunteer their services and expertise in producing the newsletter to contact the Board.

Reminders

To continue to keep vandalism down in the community, homeowners are encouraged to keep their outside lights on during the night; and to report any stranger or strange behavior to local authorities.

New Standardized Resale Form

Bill Melvin asked Bob Puttock to explain the **New Standardized Resale Form** that was implemented by the State of Virginia under the Virginia Resale Disclosure Act that became effective on July 1, 2023. The guidelines under the **Maximum Allowable Preparations Fees** are what the HOA can legally charge (the seller) for preparation and delivery of a **resale certificate**. The "**Resale Certificate Request Form**" formerly known as a "**Disclosure Packet**" has been amended for the use by the RPHOA community regarding the requirements and fee schedule.

The seller with initially contact Bob to obtain the **Resale Certificate Request Form**. There are two options of payment to cover the HOA Administrative Fee: Electronically (via email) \$176 or Paper (via US mail) \$211. All HOA Dues and/or fees must be PAID IN FULL before the **Resale Certificate** can be issued. Copies can be provided to the Realtor/Title Company/Closing Agent at no additional cost. Any prorated amounts are between the seller and the buyer and is the responsibility of the closing agent.

Nominations/Election of 2024 Directors

The existing Board agreed to remain as the Board of Directors. There were no new nominations from the floor. They were unanimously elected to serve on the Board for 2024.

A meeting of the newly elected Directors will take place before the end of the calendar year. Officers will be appointed by the Board at that meeting.

OPEN FORUM

Bill Melvin will follow up on a request by a homeowner regarding the “lack of a streetlight” at the end of Summerfield adjacent to Derryman Ct.

ADJOURMENT

The meeting adjourned at 8:05 PM

Respectfully submitted,
Valerie Kramer, Secretary