

# RAVENNA HOA

## Meeting minutes

**Location:** 1617 Cicero Ct.

**Date:** 5/17/2022

**Attendees:** Mark Riedy, Richard Alsop, Lin Hill, and Sabrina Heffernan

**Time:** 6PM

## Incoming Board Mtg (informal)

- I. Review of Positions: from Mark's review of By-Laws, there are 5 possible board positions. Turnover is to happen officially in October with the new board "shadowing" until then.
  - a) President -Mark
  - b) VP - Richard
  - c) Secretary - open
  - d) Treasurer - Sabrina
  - e) "At-Large" – Lin (is voting position? Can be made one? (need to follow up with By-Laws to verify)
  
- II. By-Laws Review: By-Laws seem to be from developers of HOA: Possible updating is needed due to most of the language being about developers turning over to the Executive Board. TBD
  
- III. Website: need to follow up on who oversees the website and its development? What is the ETA for the publication of the website? Will be used as the main form of communication for the HOA Executive Board. Payment history for website vendor needed. Other possible information distribution avenues discussed were: Newsletters, direct emails, and sign postings at the entrance.
  
- IV. Common area landscaping issue: If vote for a special assessment of approx. \$400.00 per household not passed: all agreed on doing the landscaping in phases with the front entrance median taking priority before we lose the season.
  
- V. New Property management: Current HOA board has hired a property management company:

Community First Management  
3061 Brickhouse Ct, Ste 109  
Virginia Beach, Virginia  
757-333-7675

Communityfirstmanagement.com

The incoming HOA Board would like to review the management contract and verify the services provided. CSM is handling accounting/payments until OCT 2022 with a planned turnover to CFM at that time.

- VI.** Delinquencies: Per the current board: CFM will be handling delinquencies starting with the most egregious accounts first. It was discussed that a plan of implementation should be reviewed and the review of accounting with the new management company should be done.
- VII.** City assessment: Lin would like to see about getting a city assessment on the common area. Would be seeking board approval to do so. TBD
- VIII.** HOA tax status: Incoming board would like to verify the HOA's tax status and ensure all previous year's tax filings have been filed. Obtain CPA contact (if any)

Action Items	Owner(s)	Deadline	Status
At Large Board position verification	Not assigned	Na	TBD
Landscaping	Mark?	Na	TBD
Review of the management contract	Mark	Na	TBD
By-Laws Revisions	Not assigned	Na	TBD
Website info	Mark	Na	TBD
Landscaping	Not assigned	Na	TBD
Review of accounting	Sabrina	Na	In progress
Tax Status	Sabrina	Na	In progress