

RAVENNA HOA

Meeting minutes

Location: 1613 Mt Pleasant Rd, Chesapeake, VA 23322

Date: 7/26/22

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

Time: 6PM

Homeowners HOA Meeting

- I. New incoming board introductions
 - a) President -Mark
 - b) VP - Richard
 - c) Secretary - open
 - d) Treasurer – Sabrina
 - e) “At-Large” – Lin
- II. Counted 10 others in attendance at approx. 6:15pm
- III. Financial Report: (Tim)
 - a) Operating account at approx. \$30,200.00
 - b) \$2,300.00 outstanding receivables
 - c) Operating account included credits from pre-paid homeowners paid through 2023.
 - d) Month-to-month approx. \$4,000.00 receivables to break even on monthly expenses.
- IV. Budget 2023:
 - a) Tim, incoming board and CFM are working to establish a budget. Reserve Study to come.
- V. NEW HOMEOWNER FEES PAYMNET PORTAL (CFM)
 - a) Starting August 1st- letter have gone out, website update and emails have been sent to homeowners to set up their account with CFM.
- VI. Invoices:
 - a) Landscaping: \$2,000 for crepe myrtles
 - b) CFM is now full management- updated contract and fees therein.
 - c) Bayshore- landscaping for front entry (6month contract.)

VII. Special assessment for landscaping did not pass: all agreed on doing the landscaping in phases with the front entrance median taking priority before we lost the season. Crepe myrtles planted- 4 died but are under warranty. Winesett will plant again after summer months.

VIII. Delinquencies: Per the current board: CFM will be handling delinquencies starting with the most egregious accounts first.

- a) First step is contact
- b) Then sent to collections, where the remaining balance of homeowner's fees of the current year will be requested.
- c) The following year, homeowner will be billed for entire year instead of monthly payments.
- d) 1 account is approximately \$2,000.00 behind (6months+)

IX. Website- meant to be a "one stop shop"

- a) Website (<https://ravennahoa.com/>) is up and running, paid for by HOA for full control and no issue for any turnover of management.
- b) Will have HOA documents are to be uploaded to the site for access to everyone.
- c) Will include link to HOA fees payment portal

X. Floor opened

- a) Mark R.- announced Secretary position open
- b) Bill- CFM portal questions
- c) Michelle- Asked if possible to have a subscription option for website
- d) Lenard- Website question regarding fees
- e) Sara- Question about property management (website and fees)
- f) Mike- Question about prior management- Associa Property Mgmt- mismanagement of old HOA documents
- g) Mark- voiced concerns on HOA fee billing practices- **board to look into options for monthly billing options**
- h) Bryan- Questions on landscaping