

RAVENNA HOA Member Meeting Minutes

Location: 1613 Mt. Pleasant Rd.

🏠 Chesapeake, VA 23322

📅 **Date:** 24 January, 2023

🕒 **Time:** 6pm

- I. Introductions – The President, Mark Riedy, opened the meeting and introduced the Board Members and Community First Management (CFM) representatives, Brian Reese (Owner of CFM) and Sydney Carmichael, Administrative Assistant. Mr. Riedy advised the members that Brian and Sydney are no longer managing our account but that Andre Towe and his assistant Dana are now managing the Ravenna contract.
- II. Community First Management – Brian Reese spoke briefly about CFMs approach to managing our contract and collections.
- III. Rules of Engagement – Mr. Riedy advised the members to introduce themselves, where they live and how long they have been living there before asking questions.
- IV. Information flow – Mr. Riedy advised the members that communication will be done through website, email, letter, front entrance sign. The Board members will not respond to Facebook, as it is not an official part of Ravenna HOA, but rather privately run Group. Our communications through websites will be the following and that members need to establish a CFM account and update their personal and payment information:
 - a) CFM Website – comwebportal.com
 - b) Ravenna Website – ravennahoa.com
- V. Landscape Update - Mr. Riedy advised the members that we have signed a 1 year contract with Gossman and Associates and that they will begin regular maintenance and front entrance beautification on 1 February 2023.
- VI. Payments – The President advised the members that accounts over 90 days due are sent to collections and that members are highly encouraged to verify their account balances are current and contact information is accurate.
- VII. HOA Rules Enforcement – The President discussed how the Board, through CFM, will enforce payment through Late Fee notices, Collections, and lastly through putting Liens on all properties owned by egregiously late HOA Members.
 - a) Homes in non-compliance have received 2nd notice
 - i) Next Inspection in Spring 2023
- VIII. Elections

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- a) Positions – President, Vice President, Treasurer, Secretary, At-large
 - i) 1 Year Term
- b) Call for Nominees in Spring
- c) Election Results in June

IX. Community Enrichment Events

- a) Possible community “Day of Service” in April based on what the Board decides what we can afford and how we want to beautify the front entrance.
- b) We may conduct a Fall Community Enrichment event but we need someone to volunteer to organize the event.

X. Budget

- a) Mr. Riedy explained that the Monthly Fees had never been raised since Ravenna HOA inception and that the average inflation over that time averaged 2.52% (not including 2022 at @7.8% inflation). This would lead to approximately \$45/month HOA fee, but that does not account for the mismanagement of funds over that time period, nor does that help us get fund our Reserve Account, which currently is at zero. \$55/month allows us to fund the Reserve Account. Mr. Riedy was asked if the monthly fee would return to \$45/month and he stated that it would not, because each year less and less will go toward funding the Reserve account as inflation will continue to raise costs nearly everywhere else in the budget.
- b) Mr. Riedy stated that the Board decided to have Reserve Study performed, which is a requirement for Virginia HOAs every five years. Ravenna has not had a study done in quite some time and this will help the Board properly allocate Budget funds to the Reserve account.

XI. Tentative Ravenna HOA Meeting Schedule

- a) 4 April 2023 – Quarterly Mtg.
- b) 27 June 2023 – Annual HOA Member Mtg.
 - i) Election Results
 - ii) State of the HOA
- c) 3 October 2023 – Quarterly Mtg.

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- XII.** Mr. Riedy explained that Ravenna HOA Meeting and Board Minutes will be posted at ravennahoa.com and sent those residents who have an accurate email registered with CFM.
- XIII.** Mr. Riedy thanked the homeowners for coming and closed the meeting.

OPEN FORUM