

CROSSFIELDS II HOMEOWNERS ASSOCIATION ANNUAL MEETING MINUTES 10-25-23

1. CALL TO ORDER. The meeting was called to order at 8pm
2. NOTICE. 30-day notice was properly sent by mail and email on or before required.
3. QUORUM. A quorum was established by both a majority and a 2/3rds majority attending.
 - a. 5 of the 6 homes were represented by their member(s).
4. APPOINTMENT OF SECRETARY. Steve Holsten, a nonmember neighbor, agreed to keep the meeting minutes.
5. NOMINATIONS FOR DIRECTORS. Discussion ensued regarding procedures. Ultimately three Members volunteered to serve as Directors.
6. DIRECTOR VOTE OUTCOME.
 - a. Although the current documents require "secret" ballot everyone present agreed that with this small group, secret ballot elections would be waived.
 - b. The three Directors were elected by unanimous vote.
 - c. The Directors elected were Greg Tatum, Marie Colturi and Greg Benson.
7. POSITION OF EACH DIRECTOR. The documents call for a meeting of the Directors to decide who will occupy each position. It was decided among the directors that:
 - a. The President will be Greg Benson
 - b. The Secretary will be Marie Colturi
 - c. The Treasurer will be Greg Tatum
 - d. All Directors agreed, Greg Benson will remain the registered agent and all mailed correspondence and the address of the HOA will be his residence. Note, this remains unchanged, as he was the previous registered agent, and all county and tax notices were delivered to his residence
8. ASSESSMENTS. Existing documents allow for the payment of \$100 per year annually.
 - a. Discussion ensued regarding the budget and expected expenses for the next year.
 - b. By a vote of 2/3rds of the membership, the annual dues will remain the same for this next year.
 - c. However, the onetime capital contribution by each new owner will be raised from the 1/16th of a percent to a flat \$100.
 - d. All members agreed to pay the annual assessment amount of \$100.
9. ARCHITECTURAL CONTROL. The original documents do not require an architectural control committee.
 - a. The members agreed not to form an additional committee , however, it was agreed that the Board of Directors shall serve as the Architectural Review Board. The covenants and restrictions in the founding documents still stand and must be abided by.
 - i. Meaning that any new modifications listed in the documents shall be submitted to the President of the association in writing.
 - ii. The President and 2/3rds of the members agreed that all existing improvements are compliant as of this date.
 - iii. The exception to this is fencing. The members agreed that metal, black 6' fencing should be allowed, and agreement was reached by all.

- iv. Review of Covenants. The President asked that the members review the existing covenants and suggest changes within the next 30 days. The President will circulate that document again for suggestions.

10. LEGAL COMPLIANCE.

- a. Standing. The Members present agreed that although the HOA common areas and covenants have been adhered to by the members the corporation should and has been put back into compliance in all respects with both the state corporation commission and the IRS. The Member and the Directors agree to bound by the founding association documents recorded on or about June 17th, 1997.
 - i. Federal Tax ID 93-3571765
 - ii. Virginia Corporation ID 11284122
- b. Out lot B (part of the Colturi property) needs to be conveyed as the original documents require. The President will follow up to have this completed. The Colturi's agreed to accept the parcel.
- c. Tax filing was completed by Greg for tax year 2022 and to establish the nonprofit IRS standing.
- d. Virginia has consolidated its community compliance requirements (Common Interest Community Board, CIC) which requires:
 - i. Modification to allow electronic communication of Association Certificates
 - ii. Upon request the HOA must supply a current Certificate of standing within 10 days of request.
 - iii. Make payments for annual registration to CIC.
 - iv. Add a Resolution to the documents that disputes with the HOA if not settled may be forwarded to a CIC ombudsman for further determination if requested by a member. The President will follow up on this language.
- e. Insurance. To protect the HOA, The President has researched and received quotes of about \$300 per year for liability and directors' insurance. Insurance will be purchased once our bank account has been established.

11. RESOLUTIONS PASSED. The following resolutions were discussed and passed by 2/3rds of the members and Amendments to the documents will be documented as needed.

- a. Notices of annual and other meetings may be made electronically to the membership.
- b. Meetings may also be held via video conference.
- c. Secret ballots for voting will not be required if and only if all members present agree.
- d. Dues will be maintained at \$100 to be paid annually by 10/25 of each year.
- e. Initial Assessments to any new member to the association at settlement will be \$100 dollars and not the 1/6th as preciously assessed per the Declaration.