

**ROLLING VALLEY OFFICE PARK
GENERAL MEMBERSHIP ANNUAL MEETING
10/30/23**

The annual membership meeting was called to order at 1830 PM zoom conference call. It was chaired by Lloyd Martin. Board members attending were Lloyd Martin, Anne Meccariello, Naveed Qureshi, Gregg White, Linda Bobb and Martin Schuh. Owners Howard Birmiel and Travis White also attended via zoom.

ROLL CALL/PROOF OF QUORUM/ PROOF OF NOTICE OF MEETING:

L. Martin and M. Schuh confirmed that members present and proxies obtained (62%, comprised from six proxies and seven owners present) represented ownership of more than 33 1/3 % of the complex. Proof of notice of meeting provided by L. Martin

READING MINUTES OF 2022 ANNUAL MEMBERSHIP MEETING.:

Copies of the minutes were available to Board members and other attendees, and reviewed at the meeting. Motion to accept by A. Meccariello, 2nd by N. Qureshi; all approved.

REPORT OF OFFICERS:

Treasurer's Report:

L. Bobb reported that the current balance in the checking account is \$54,722.70. The money market (reserve account) has \$116,485.91, including \$1,485.91 in interest earned to date this year. Aside from no snow removal expenditures this past year, other expenditures have increased, primarily due to repairs and improvements in the complex. Some of the more significant improvements will be presented in the following reports. Motion to accept by A. Meccariello, 2nd by G. White; all approved.

President's Report:

Lloyd Martin presented the following comments and perspective:

1. The RVOP Board of Directors has been very active over the past year. A particular thanks is owed to Gregg White for his maintenance work; to Anne Meccariello for her work on the sign committee and for securing the new snow removal contract; to Marty Schuh for his valuable assistance with all matters related to RVOP landscaping and grounds needs; and, of course, to Linda Bobb for her tireless efforts on all our financial issues.

2. Next, it is important to note that for the first time in a good part of the past decade, RVOP has not had significant water intrusion problems, requiring the expenditures of large sums on unbudgeted funds.
3. Another significant matter to report is that because of the fiscal responsibility of the RVOP Board over the past few years, RVOP has become financially solvent and has made huge strides in preparations for those future inevitable major capital expenditures we will face. The major contribution to RVOP's financial success is the Board's decision a few years ago to implement annual 5% increases in assessments.
4. Further on the financial front, during the past year the Board finally completed a reserve funding study, an assessment of the condition of RVOP properties, with useful-life projections for funding future major projects and capital expenditures necessary in maintaining those properties in sound condition. The reserve study complements the RVOP five-year budget, 2023-2027. As part of the reserve study and the budget, the Board approved moving funds from our operating account to a new separate reserve account. As of this report, the account for reserve funds has grown to over \$116,000.00. Both the reserve study and the budget are on the agenda for today's meeting for final approval by the RVOP unit owners.

Maintenance Report:

5. Three outside doors, damaged by the Fairfax County Fire Department's forced entry in response to a reported fire hazard, were repaired along with an outdoor sign that contributed to the hazard. The outdoor sign reportedly lacked a covering insert which exposed electrical wiring to the elements, resulting in visible electrical arcing and triggering a call to the Fire Department. The owner responsible for the faulty sign has largely reimbursed RVOP for the cost of repairs and door replacements.
6. Under the oversight of Gregg White, several other repair and improvement projects have been completed within RVOP, including:
 - a. Repairs and replacement of courtyard lighting;
 - b. Painting and repairing the portico ceilings and replacing portico lights with LED fixtures within all RVOP entry ways;
 - c. Replacement of all outside, mounted, building numbers within RVOP
 - d. Painted all curbs within RVOP, repaired sidewalks, patched pot holes and installed two new speed humps in the driving area adjacent to Old Keene Mill Road;
 - e. Repaired, cleaned and, where necessary, power washed RVOP brick walls and building brick areas;
 - f. Repaired or replaced down spouts to redirect water away from RVOP buildings

Comments by Board Member, Gregg White:

In addition to the above President's comments, Gregg White added that this is the first time in the history of RVOP that the exterior washing has been done and that it has contributed greatly to the improved appearance of the complex. He also indicated that he is currently investigating possible modifications/improvements to direct water away from all buildings.

Grounds Report:

7. Lloyd Martin noted that this is the second year of a four-year contract with Greenscape Land Design, Inc. The contractor, with oversight from Marty Schuh, has provided spring clean-up, mulching, tree trimming, light pruning, lawn care and general grounds maintenance. Through Greenscape's services and input from Marty Schuh, our community has become one of the most attractive office parks in Fairfax County.

Comments by Board Member, Marty Schuh:

Marty Schuh added that he is looking into improving the ground area around the mailbox section of the complex. One possible remedy to the absence of grass growing there is to cover the area with weed barrier and river rocks on top. Proposals are being requested. Also, replacement plants and shrubs in thin areas of the courtyard are under consideration as well as some trimming/pruning of dead branches.

Sign Committee:

8. In early 2023, the Board appointed Anne Meccariello and Gregg White to a newly created sign committee, tasked to review all signs within RVOP for deviations from the RVOP sign package guidelines, and to report its findings to the Board. Following the receipt of the report, the Board sent letters to several of the offenders. While a generally good response was received from the recipients of these letters, the sign issue will remain with RVOP indefinitely along with the need to periodically remind unit owners of sign requirements and remedial steps to be considered.

Comments by Board Member, Anne Meccariello:

Anne Meccariello clarified that the more obvious focus is on window signs, especially lighted window signs. On the other hand, there was good compliance with removing the sidewalk signs while some plaques still remain as concerns as well. Lastly, a number of units have the larger blue signs that are fading and becoming more noticeable. Anne, given her additional oversight of snow removal services, also confirmed that RVOP has contracted with Greenscape Land Design for upcoming snow removal services.

Comments from Unit Owners:

Both unit owners present indicated that they were satisfied with the Board's managing of the RVOP office complex.

NEW BUSINESS:

Budget:

Lloyd Martin reminded everyone that the budget is published on the RVOP website (rollingvalleyofficepark.com), available for all to review. The budget was approved by the Board in early 2023, but must now be approved by the general membership. With no questions or discussion raised, the budget was approved by the membership. Motion by H. Puga, 2nd by L. Bobb; all approved.

RVOP 2023 Reserve Study:

RVOP accountants, Fritz & Company, P.C. have noted for several years that RVOP has not completed a reserve-fund study, as required by the RVOP Bylaws and the Virginia Condominium Act. Accordingly, following the 2022 annual meeting, the Board of Directors approved/agreed that RVOP should complete a reserve-fund study. The reserve study was finished in early 2023 and approved by the Board and has been posted on the RVOP website, available for all interest to review. Like the budget, the reserve-fund study must be approved by the general membership. Motion by Travis White, 2nd by L. Bobb; membership approved.

Election of Board Members:

Presently, the terms of Linda Bobb and Debbie Moreau have concluded. It was recommended that each be asked to serve another three-year term in their respective positions. Linda Bobb agreed to continue and, in a later conversation, Debbie Moreau also agreed to serve another three-year term. Motion to accept by acclamation of the membership.

Adjournment:

Motion to adjourn at 1920 hrs. by N. Qureshi, 2nd by A. Meccariello; all approved.

Martin G. Schuh, Secretary