

ROLLING VALLEY OFFICE PARK
GENERAL MEMBERSHIP ANNUAL MEETING
10/24/22

The annual membership meeting was called to order at 1835 hrs. via zoom conference call. It was chaired by Lloyd Martin at 9316 Old Keene Mill Rd., Suite A. Board members attending were Lloyd Martin, Anne Meccariello, Naveed Qureshi, Gregg White, Debbie Moreau, Linda Bobb and Martin Schuh. Owners Howard Birmiel, Travis White, Ann Murphy and Chris Rogers also attended via zoom.

Roll Call/Proof of Quorum: L. Martin and M. Schuh confirmed that members present and proxies obtained (56%) represented ownership of more than 33 1/3 % of the complex.

Proof of Notice of Meeting: Provided by Lloyd Martin.

Reading of previous Annual Meeting Minutes: Copies of the minutes were available to Board members and was read by M. Schuh. A clarification to include the year (21) to the date of the most recent bank balance was added (i.e., "10/23" was changed to "10/23/21"). Motion to accept by D. Moreau, 2nd by G. White; all approved.

Report of Officers:

President's Report: Lloyd Martin reviewed the larger events addressed by the Board over the past year. These included activities with Virginia Eye Care's buildout into the adjoining unit and the structural challenges encountered in this process. G. White was credited as being very instrumental in helping the BOD monitor and address these challenges, one of which was a ten-foot cut-through being reduced to four-feet in a load-bearing wall. There were some water intrusion issues that carried over into this year that are nearing completion in several units. Financially, three liens were filed, two of which have been satisfied, and the third was only filed recently. There was also a fire incident resulting from an outside sign in disrepair that required the fire department to break into two units to turn power off at the circuit breakers. Given the cause of the fire, the cost of repairs is being sent to the unit owner.

Treasurer's Report: L. Bobb reported that as of 10/22/22 the current balance of funds available was \$117,828.85 with one receivable account outstanding. It was also noted that the dues will automatically increase by 5% in January as part of the yearly increase previously decided upon to build up the reserve account.

Grounds Report: G. White updated the membership on several projects that he has been overseeing this past year. These include efforts to replace two doors damaged when the Fire Department responded, the water intrusion issue in 9302 C as well as sump pump replacement

and exterior wall sealing outside 9302 as well as repair of the lighted complex sign at the corner of Shiplett and OKM Rd. Looking ahead, G. White believes that there are some drainage issues under the sidewalk along the Old Keene Mill side that may need to be addressed. There is also the continuing challenge of resolving the overhead lighting problem in the inner corner of the courtyard. Upon completing his report, the rest of the BOD and owners present all extended their gratitude and appreciation to G. White for the considerable amount of time and effort he has been pouring into the care and maintenance issues within the complex. M. Schuh reported that Greenscape has been providing adequate service and will be collecting leaves in the next two months. We will also exercise an option, to be decided at the monthly meeting, on aeration and over seeding.

Architectural Report: It was noted that there are several sign issues that may need to be addressed. G. White and A. Meccarriello will survey the complex in the next week or so to clarify these issues and recommend appropriate actions. Also, it was noted that an area adjacent to the 9300 building will need some landscaping due to apparent erosion. M. Schuh has a tentative plan to install some landscaping timbers (a short wall) and plants to repair this area.

Proposed Budget: The budget is available on the website and available to all owners. L. Martin proposed a modification to the budget approval process. Given its availability on the website and that the budget does not go into effect until January, the proposal is that the general membership, at the annual meeting, give a tentative approval to the budget with the BOD being able to make final approval at its January meeting, assuming there have been no substantial events/changes requiring adjustment. Motion by A. Murphy, 2nd by C. Rogers, all approved. There was also some follow up discussion to consider setting up a separate account for reserve funds to be used for major expenses. This discussion will be resumed in the next quarter.

New Business:

Board of Directors: At this time Lloyd Martin, Gregg White, Anne Meccariello and Naveed Qureshi have finished their three-year terms on the Board. All four have agreed to continue on the Board in their respective positions. Motion to accept by acclamation of all present.

Capital Components Reserve Study: L. Martin reported that Virginia expects associations such as RVOP to conduct a study that projects larger expenses and repairs over the next five years. It does not specify how the study is to be conducted. After much discussion and a motion presented, the BOD has decided to conduct such a study, as required, by having various BOD members enlist outside vendors and contractors to assess and estimate ongoing and projected capital improvements within the complex. Motion by G. White, 2nd by D. Moreau; all approved.

Abandoned Vehicle: It was noted that a vehicle has been parked in the lot for several weeks and not moved. H. Birmiel has left a note on the windshield asking the owner to remove the vehicle. It is still there and the BOD asked H. Birmiel to contact a towing company and have it removed.,

Adjournment: Motion to adjourn at 1939 hrs. by T. White, 2nd by D. Moreau; all approved

Martin G. Schuh, Secretary