

RMEOA Board Meeting

Agenda

June 14, 2025 at 10am

Zoom

- 1) Roll Call – Secretary
- 2) Review and vote on May 31 meeting minutes - Secretary
- 3) Treasurer’s Report and Financials – Treasurer
- 4) Review 2025-26 proposed budget
 - a. Total amount and the allocations
 - b. Need for Reserve Study
 - c. Proposed Reserve
- 5) Review Dues and Assessment Models and vote on recommendation for Membership
- 6) Board Vote on 2025-2026 budget to forward to Membership for Vote
- 7) Board Vote on 2025-2026 Proposal(s) for Dues & Assessments to forward to Membership for Vote
- 8) Discuss voting method and timeline for budget, dues, and assessments
 - a. JotForm Software for online voting with signature week of meeting
 - b. Send out hardcopy to all members also with specific proxy option
 - c. All materials emailed and posted on website.
 - d. Roll call vote at Membership Meeting in addition
- 9) Determine Membership Meeting for:
 - a. June 28th (in two weeks)
 - b. July 12th (in four weeks)
- 10) Executive Session on Board Membership

Minutes from RMEOA Member Meeting on Budget
Zoom
May 31, 2025 at 10am

On Zoom:

Samantha and Bill Guerry, Carla Settle
Mark Corneal
Anne Rodier
Don Richeson
James Duval
Brownie Duval
Caroline Bedinger
Marissa Potenza

At Ducard:

Diane and Hugh Schratwieser
Marty and Butch Moon
Dave Weaver
Lauren and John Taylor
Louisa and Robert Hudock
Mike Levitsky
Marie Allen

Key takeaways

- Current dues and assessments have not changed in 15 years while expenses have increased
- Average annual expenses over past 10 years: \$18,000
- Average collected from dues/assessments: \$15,000
- Current bank account balance: \$29,847.55
- Board proposed two models for new assessment structure: per lot and homestead tht were provided to members via email for the purposes of this discussion
- Members requested additional in-person meeting and more time to review proposals
- Need for improved financial reporting and clear reserve fund designation

Discussed topics

Financial Reporting & Budget Status

- Details
 - DRicheson: Current bank balance is \$29,847.55
 - SGuerry: Average expenses over past 10 years have been \$18,000
 - JTaylor: Requested a summary of unaudited financial report and status of the reserve fund

- DWeaver noted that no amount had been delineated to date for a reserve fund.
- DRicheson: Created budget summary using previous treasurer format.
- SGuerry: New format is in keeping with GAP and has significantly more details
- Conclusion
 - Detailed and standardized financial reporting required moving forward
 - More detailed tracking of collected vs uncollected dues
 - Clarity needed on reserve funds

Proposed Assessment Models

- Details
 - SGuerry: Presented homestead model and per lot model options
 - MCorneal: Supported homestead model as fair approach
 - CBedinger: Supported new assessment structure as current fees are low
 - JTaylor: Requested more time to review and present alternative proposals
- Conclusion
 - More discussion requested for member review and discussion
 - Additional meeting to be scheduled, June 14th proposed

Meeting Format & Communication

- Details
 - DSchratweiser: Requested in-person meetings with online option
 - SGuerry: Suggested online format for broader participation and allowable under VA POA Act
 - DSchratweiser: & JTaylor: Discussed need for proper notice and guidelines
- Conclusion
 - Board will consider in-person option for next meeting
 - Board needs to establish clear guidelines for electronic meetings

Action items

- Board
 - Schedule follow-up meeting for June 14th
 - Send out doodle poll for additional in-person meeting date
 - Provide one-page unaudited financial report
 - Provide a reserve fund definition
 - Establish guidelines for electronic meetings
- Don & Samantha
 - Review and audit year-to-date expenses
 - Prepare detailed financial summary

- Members
 - Review proposed assessment models
 - Submit feedback and alternative proposals
 - Respond to meeting date poll

TREASURER'S REPORT

RMEOA INC. Wells Fargo Acct. Expenses and Revenues — January-June 2025

(Starts in January 2025, rather than July 2024, because current treasurer did not have access to account until Jan. 9, 2025).

Beginning balance on Jan. 9, 2025 — \$38,408.12

Withdrawals

Davies, Barrell, Will, Lewellyn & Edwards legal fees (1/21/25) — \$22.50
Chadwick, Washington, Moriarty, Elmore & Bunn legal fees (1/24/25) — \$125
Rappahannock Electric Coop electric for lodge (1/27/25) — \$19.94
Chadwick, et al legal fees (1/27/25) — \$125
Rappahannock Electric Coop electric for lodge (2/3/25) — \$20.11
Hudock reimbursement for road work (2/4/25) — \$2,300.63
Field Inner Prizes for snow removal (2/19/25) — \$1,200
Rappahannock Electric Coop electric for lodge (3/11/25) — \$19.81
Rappahannock Electric Coop electric for lodge (4/7/25) — \$19.81
State Farm lodge fire insurance (4/16/25) — \$1,052
Armentrout Insurance for directors and officers (4/17/25) — \$1,096
Chadwick, et al legal fees (4/18/25) — \$312
Rappahannock Electric Coop electric for lodge (5/13/25) — \$23.77
Kings Trees for anti-fire cleanup (5/28/25) — \$8,000
Field Inner Prizes for road work (5/28/25) — \$2,500
Gail Shotwell for removal of trees from roads after storms(6/2/25) — \$150
Rappahannock Electric Coop electric for lodge (6/6/25) — \$23.77
Chadwick, et al legal fees (6/6/25) — \$1,030

Deposits

RGB Title (1/9/25) — \$1,255.20
Coates donation (1/9/25) — \$1,000
Semerad donation (1/9/25) — \$1,000
Corneal dues (1/14/25) — \$608
Levitsky donation (1/21/25) — \$1,000
Bedinger donation (1/21/25) — \$250.
Alford dues and fees (4/25/25) — \$1,536
Horrocks dues and fees (5/22/25) — \$1,200
Conley dues and fees (5/22/25) — \$466
Kemper dues and fees (5/23/25) — \$3,216

Ending balance (as of 6/11/25) — \$28,643.78

Expected expenses for remainder of fiscal year

Kings Trees for anti-fire cleanup — \$2,000

Expected deposits for remainder of fiscal year — \$0

Expected Fiscal Year 24-25 ending balance — \$26,643.78 (perhaps, since this money is leftover from the current fiscal year, it could be called a “reserve”?)

Traditionally, RMEOA has also spent money on mowing, pond treatment and postage/mailing. No mowing bills have come in this fiscal year (since it is being done by volunteers for now). I think pond treatment was paused this current fiscal year (FY 24-25), but will likely resume in FY 25-26. Mowing bills will likely return in FY 25-26 as well, as will postage/printing and SCC expenses.

Our budgeted expenses typically run about \$14,000 per year, but this figure is often exceeded due to unplanned major weather events washing out the roads, unusual legal fees, etc.

Typical Expenses:

Electricity — \$250

D & O insurance — \$1,096

Lodge fire insurance — \$1,052

Legal fees — \$1,500

Lodge/grounds/mowing — \$1,200

Pond treatment — \$2,000

Postage/printing — \$500

Roads — \$6,500

SCC — \$25

Total typical expenses — \$14,123

I believe we should budget for at least \$16,000 in expenses, so we have a \$2,000 contingency cushion. My sense is that the membership wants to avoid special assessments, so we should have a realistic budget. I am open to going to \$18,000 in expenses to stay on the safe side.

2024-2025	RMEOA	
Expenses:	Approved Budget	Fiscal YTD - Unaudited
		Incomplete Data
Association Mgmt	\$4,061.00	\$3,762.50
-Postage & Printing	\$500.00	\$0.00
-D & O Insurance	\$1,025.00	\$1,096.00
-Insurance (Fire)	\$1,011.00	\$1,052.00
-Legal Fees**	\$1,500.00	\$1,614.50
-SCC	\$25.00	\$0.00
Lodge	\$1,200.00	\$127.21
-Electricity	\$250.00	\$127.21
-Structure & Repairs		\$0.00
-Grounds & well		\$0.00
Pond	\$2,000.00	\$1,500.00
- water treatment	\$2,000.00	\$1,500.00
- docks		\$0.00
Barn & Meadow	\$1,200.00	\$0.00
- Mow	\$1,200.00	\$0.00
- Repairs & Maintenance		\$0.00
Roads ***	\$6,500.00	\$16,150.63
-General Maintenance		\$150.00
-Snow Removal		\$1,200.00
-Major Repairs/Gravel		\$2,300.63
-Major Repairs/Contractors		\$2,500.00
-FireWise Fuel Clearing		\$10,000.00
Repayment of Debt*	\$19,727.91	\$0.00
Total Expenses:	\$33,738.91	\$21,540.34

Outstanding Liability/Debt		\$0.00
Unpaid Dues & Assessments		
Grants Outstanding		\$10,000.00

* Board voted October X --the night before the Membership Meeting--to pay this amount and have check issued prior to member meeting and discussion

Beginning Balance (January 9, 2025)	\$38,408.12
Income Deposits	\$11,531.20 (Includes \$3,250 in donations and \$8,281 in past dues)
Expenses	\$21,540.34
Projected Balance June 30, 2025	\$28,398.98

Propose a Reserve of \$25,000-\$28,000

Expense Details		
January - June 2025		
Davies, Barrell, Will, Lewellyn & Edwards legal fees (1/21/25)	22.5	
Chadwick, Washington, Moriarty, Elmore & Bunn legal fees (1/24/25)	125	
Rappahannock Electric Coop electric for lodge (1/27/25)	19.94	
Chadwick, et al legal fees (1/27/25)	125	
Rappahannock Electric Coop electric for lodge (2/3/25)	20.11	
Hudock reimbursement for road work (2/4/25)	2,300.63	
Field Inner Prizes for road work (2/19/25)	\$1,200	
Rappahannock Electric Coop electric for lodge (3/11/25)	\$19.81	
Rappahannock Electric Coop electric for lodge (4/7/25)	\$19.81	
State Farm lodge fire insurance (4/16/25)	\$1,052	
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Chadwick, et al legal fees (4/18/25)	312	
Rappahannock Electric Coop electric for lodge (5/13/25)	23.77	
Kings Trees for anti-fire cleanup (5/28/25)	\$8,000	
Field Inner Prizes for road work (5/28/25)	\$2,500	
Gail Shotwell for tree removal (6/2/25)	\$150	
Rappahannock Electric Coop electric for lodge (6/6/25)	\$24	
Chadwick, et al legal fees (6/6/25)	\$1,030	
Expenses for June		
Kings Tree	\$2,000	
Pond Treatment	\$1,500	EST
	\$21,540	

RMEOA 2025-2026	
Expenses:	Proposed Budget
Association Mgmt	\$6,073.00
-Postage & Printing	\$400.00
-D & O Insurance	\$1,096.00
-Insurance (Fire)	\$1,052.00
-Legal Fees**	\$3,500.00
-SCC	\$25.00
Lodge	\$427.00
-Electricity	\$277.00
-Structure & Repairs	\$150.00
-Grounds & well	\$0.00
Pond	\$1,750.00
- water treatment	\$1,500.00
- docks	\$250.00
Barn & Meadow	\$500.00
- Mow	\$300.00
- Repairs & Maintenance	\$200.00
Roads	\$9,225.00
-General Maintenance	\$225.00
-Snow Removal	\$2,500.00
-Major Repairs/Gravel	\$3,500.00
-Major Repairs/Contractors	\$2,500.00
-Tree Removal & ROA Clearing	\$500.00
Repayment of Debt	\$0.00
Total Expenses:	\$17,975.00
Net:	
<i>Outstanding Liability/Debt</i>	\$0.00
<i>Unpaid Dues & Assessments</i>	
<i>Grants Outstanding</i>	

POA Reserve Study Requirements

Source: AI Summary

ALL POA's are required under law to conduct a Reserve Study every five years. A reserve study for a Property Owners Association (POA) involves a thorough analysis of the condition of common elements, their estimated lifespan, and the financial implications of future repairs and replacements. This process helps the POA understand its long-term maintenance needs and create a financial plan to cover those costs.

Here's a breakdown of how to conduct a reserve study for a POA:

1. Define the Scope and Objectives:

- **Identify Common Elements:** Determine which assets the POA is responsible for maintaining, such as roofs, landscaping, pavements, HVAC systems, etc. [\[2, 2, 3, 3\]](#)
- **Establish Objectives:** Define the goals of the reserve study, such as assessing the current financial status of the reserve fund, creating a funding plan for future needs, and ensuring compliance with legal requirements. [\[3, 3, 4, 4\]](#)

2. Gather Information and Conduct a Physical Analysis:

- **Collect Records:** Gather relevant documents, including maintenance logs, original construction plans, and previous reserve study reports. [\[1, 3, 3, 5, 5\]](#)
- **On-site Inspection:** Conduct a thorough inspection of the common elements, documenting their condition and any needed repairs or replacements. [\[3, 3, 6, 6\]](#)
- **Physical Analysis:** Assess the physical condition of each component, estimate its remaining lifespan, and determine the likely cost of future repairs or replacements. [\[2, 2, 3, 3\]](#)

3. Conduct a Financial Analysis:

- **Review Existing Budget:** Analyze the POA's current financial situation, including income, expenses, and reserve fund balance. [\[2, 3\]](#)
- **Project Future Costs:** Estimate future costs for repairs and replacements based on the physical analysis and projected inflation. [\[3, 6\]](#)
- **Develop Funding Plan:** Create a strategic funding plan that includes a 20-year (or longer) projection of contributions, expenses, and ending balances. [\[3, 6\]](#)

4. Prepare a Report:

- **Summarize Findings:** Compile the findings of the physical and financial analyses into a comprehensive report. [\[3, 3, 6, 6\]](#)
- **Present Recommendations:** Provide recommendations for reserve funding, including the recommended annual contribution amount. [\[1, 2, 3, 3, 6, 6\]](#)

- Communicate with Members: Share the reserve study report with the POA board and members, explaining the findings and recommendations. [3, 3, 4, 4]

5. Implement the Plan:

- Adjust the Budget: Make any necessary adjustments to the annual budget and annual assessment to maintain reserves. [3, 7]
- Monitor and Update: Regularly review the reserve study and make updates as needed to ensure the funding plan remains adequate. [8]

Key Considerations:

- Professional Assistance: It's highly recommended to hire a qualified reserve analyst to conduct the study and provide expert guidance. [9, 9]
- Compliance: Ensure the reserve study complies with any applicable legal requirements in Virginia and other relevant jurisdictions. [1, 7, 7, 10, 10]
- Regular Updates: Reserve studies should be updated periodically, typically every three to five years, to reflect changes in the condition of common elements and financial projections. [7, 7, 11, 11]

AI responses may include mistakes.

[1] <https://www.buildium.com/blog/hoa-reserve-fund-accounting/>

[2] [https://www.dpor.virginia.gov/sites/default/files/boards/CIC/Guidelines%20 Develop Reserve Studies Capital Components.pdf](https://www.dpor.virginia.gov/sites/default/files/boards/CIC/Guidelines%20Develop%20Reserve%20Studies%20Capital%20Components.pdf)

[3] <https://www.yardibreeze.com/blog/2024/08/reserve-fund-studies-for-hoa-condo-property-management/>

[4] <https://www.wildapricot.com/blog/reserve-studies-for-hoa>

[5] <https://www.doorloop.com/blog/how-to-conduct-an-hoa-reserve-study>

[6] <https://www.reserveadvisors.com/resources/blog/what-is-a-reserve-study-and-why-is-it-important/>

[7] <https://law.lis.virginia.gov/vacode/title55.1/chapter18/section55.1-1826/>

[8] <https://swiftlane.com/blog/hoa-reserve-study/>

[9] <https://hub.associaonline.com/blog/hoa-reserve-study-tips>

[10] <https://www.reserve-wise.com/reserve-study-laws-by-state/>

[11] <https://www.seatoski.com/what-is-an-hoa-reserve-study/>

June 12, 2025

Summary of RMEOA Meeting and Management Requirements

A. Review Annual and Special Meeting Requirements:

1) Timing:

- RMEOA requires an Annual Meeting between May 15th – June 30th – “at a date and time determined by the officers.” The meetings are to be held in RME and may include an electronic online component.
- Special membership meetings “shall be on the call of the president or executive committee”. (REMOA Deed Cov)
- Notice of membership meeting shall be provided 3 weeks prior to the date.

2) Location:

- Our by-laws (est 1969) require meetings to be held at RME, however, the *Property Owners’ Association Act (POAA)* allows for such a meeting to be held electronically and that if any person “does not have the capability or desire to conduct business using electronic means, the association shall make available a reasonable alternative, at its expense, for such a person to conduct business without use of such electronic means.” [55.1-1832 *Use of Technology*]¹ *Electronic means includes over the internet through secure applications such as Zoom that produce a record and by phone.*

3) Voting & Attendance:

- Only members in good standing may vote
- A quorum for a RMEOA business meeting “shall consist of one-third of members in good standing, present in person or represented by proxy” – which may include electronic voting as per, 55.1-1832 *Use of Technology*.²

¹

² The Virginia Code POA Act states that (a) “voting on, consent to, and approval of any matter under any declaration or bylaw provision or a provision of this chapter may be accomplished by electronic means, provided that a record is created as evidence of such a vote, consent or approval and maintained” as long and non-electronic records and (b) any meeting of the association, the board of directors. Or any committee may be held entirely or partially by

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B. Review of POA Financial Recordkeeping and Access Requirements

a. Recordkeeping

“The association shall keep detailed records of receipts and expenditures affecting the operation and administration of the association. All financial books and records shall be kept in accordance with generally accepted accounting practices. The association shall maintain individual assessment account records. The association shall maintain a record of any recorded lien at least as long as the lien remains effective”³

b. Reporting & Review

The trustees shall review the “treasurer’s records at the end of each fiscal year”. “A written report to the members shall be prepared by the treasurer on or before the:

- i. 15th of January, April, and October—
- ii. and an Annual Fiscal Report is due as of July 1st.”

Both the October and July financial reports must be sent to every RMEOA member—the others can be posted on our website and in the lodge.

c. Access to Reports

“Every lot owner who is a member in good standing of a property owners' association shall have the.... right of access to all books and records kept by or on behalf of the association according to and subject to the provisions of § 55.1-1815, including records of all financial transactions”⁴

electronic means, provided that the board of directors has adopted guidelines for the use of electronic means for such meetings.”

³ Virginia Code POA Act

⁴ Virginia Code POA Act

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RMEOA Guidelines for Online Meetings, Electronic Communications, and Electronic Voting

It is recommended in the POA Act that POA boards adopt a set of guidelines that govern the use of virtual meetings and voting protocols. To that end, these are a set of guidelines pulled from research to initiate our conversation:

- 1) **Be Clear on Attendance:** Require that participants name themselves in the meeting to list their name and HOA address, so everyone knows who is attending the meeting.
- 2) **Attendance is for Members Only:** Only HOA members (i.e. owners of homes) have the legal right to attend meetings. The rules should reiterate that to prevent someone from giving the meeting link to a tenant, Realtor®, or someone else not entitled to attend HOA board meetings.
- 3) **Cameras Must Be On:** Participants should be required to have their cameras on, which helps confirm their identity and right to attend. Also, consider banning visual displays by an attendee of anything other than the participant's location – visual message displays, inappropriate background material, or inappropriate attire should not be permitted.
- 4) **Mute Participants Unless Called on:** Participants should be required to mute their microphones unless they are called upon to speak. Better yet, set up the virtual meeting so that all participants are automatically muted and only the administrator/host of the meeting has the power to unmute attendees.
- 5) **Do Not Record:** Make it clear that virtual meetings will not be recorded and that the HOA does not consent to making recordings from the virtual broadcast. Members should not be subjected to the pressure that their comments might be recorded and potentially shared with others. The bottom line, recordings should be not permitted. Remember, the HOA is a neighborhood, not a public agency, and the board members are not politicians but unpaid neighborhood volunteers.
- 6) **No Side Chats:** Consider a policy that disables the chat box to ensure the open forum is verbal, direct, and not behind the back of the presenters.
- 7) **Honor the Agenda:** A policy should make it clear that, just as with a live meeting, someone violating the rules will be warned and then will be removed from the meeting.
- 8) **Designate Technical Assistance:** The new statute requires that all members be notified of the person to contact with connection problems. Consider including that in the virtual meeting rules.
- 9) **Use Roll Call Vote:** Civil Code 4926 requires that in purely virtual meetings all board votes be by *roll call vote*, meaning each director verbally states their vote on each matter decided (yes, no, or abstain).

Alternative Homestead Model

Upon review of the May 31 meeting and the proposal made by Diane and Hugh Schratwiser, I have amended the Homestead Model accordingly:

- 1) Tie dues to the RMEOA Administrative costs in an equitable, pro rata format so every owner pays an equal amount.**

For the proposed 2025-2026 Budget that amount is: \$6,073

There are 36 current owners

Dues per owner: \$170

- 2) Lower Assessments on Homestead and Individual Lots with a base assumption that there are variables in use (arguably intangible) that justify variable assessments:**

	Original	New
HS/Improved	\$400	\$320
Single Lot/Improved	\$310	\$275
HS/Unimproved	\$220	\$ 175
Single Lot/Unimproved	\$105	\$100

RME Homestead Revenue Model for Assessments		ALTERNATIVE			Assessment By Current Owner Under this Model	Assessment Under Original Model	Total for Alt Model Plus with Dues		Last Year 2024- 2025 Assessment & Dues & Special Assess	Diff	Diff from years Without Special Assessments
Name	RME Address	Lots						\$170 Dues			
Jane Alford	201 Lisa Lane	Lots A-39, 40, 41	1	\$320	\$320	\$400	\$490		\$691	(\$201)	\$99
Teianya Marie and Russell E. Allen	Chimney Hollow Road	Lot C-23	1	\$275	\$275	\$310	\$445		\$456	(\$11)	\$289
Desi Alston	114 Park View Rd	Lots A-48, 49, 50	1	\$320	\$495	\$620	\$665		\$608	\$57	\$357
		A-45, 46	1	\$175							
Caroline & George Bedinger	893 Red Gate Road	Lot B-3	1	\$320	\$320	\$400	\$490		\$608	(\$118)	\$182
Leigh McCue-Weil & Charles (Charlie) Weil	432 Chimney Hollow Rd	Lot C-26	1	\$275	\$275	\$310	\$445		\$456	(\$11)	\$289
Ben Legg, RE Investment Co, --Holds Mortgage for investor		Lot B-9	1	\$100	\$100	\$105	\$270		\$456	(\$186)	\$114
Anne & Paul Coates	250 Green Gate	Lots E-1,2,3,4,5	1	\$320	\$420	\$505	\$590		\$608	(\$18)	\$282
		B-12	1	\$100							
Matthew Conley		Lots C-20,22	1	\$275	\$275	\$310	\$445		\$608	(\$163)	\$137
Mark Corneal	329 Lisa Lane	Lots A-42, 43, 44	1	\$320	\$320	\$400	\$490		\$608	(\$118)	\$182
Butch Davies & Marty Moon	250 Lisa Lane	Lots A-32, 33	1	\$320	\$320	\$400	\$490		\$691	(\$201)	\$99
Christopher & Charity Duncan		Lots A-2, 3	1	\$275	\$275	\$310	\$445		\$456	(\$11)	\$289
Brownie Duval	19 Rag Hill Road	Lots B-19, 20	1	\$320	\$320	\$400	\$490		\$608	(\$118)	\$182
Richard Dwyer		Lots D-4, 5, 7, 8	1	\$175	\$275	\$325	\$445		\$456	(\$11)	\$289
		Lot C-21,	1	\$100							
Becky & William Graham	18 Rag Hill Road	Lots C-1	1	\$320	\$320	\$400	\$490		\$691	(\$201)	\$99
Ann Marley Green		Lot B-4	1	\$100	\$100	\$105	\$270		\$456	(\$186)	\$114
Samantha & Bill Guerry	547 Red Gate Rd	Lots A-13, 14, 15, 47	1	\$320	\$840	\$1,115	\$1,010		\$691	\$319	\$619
	619 Red Gate Rd	A-17	1	\$320							
		A 16	1	\$100							
		A 18	1	\$100							
Will Guerry		B-8	1	\$100	\$100	\$105	\$270		\$456	(\$186)	\$114
Mike Levitsky & Marissa Potenza	250 Rag Hill Rd	Lots D-1, 2, 3	1	\$320	\$320	\$400	\$490		\$608	(\$118)	\$182
Frances & Mike Horrocks		Lot C-4	1	\$100	\$100	\$105	\$270		\$456	(\$186)	\$114
Louisa & Robert Hudock	383 Red Gate Rd	Lots A-5, 6, 7, 8, 9	1	\$320	\$320	\$400	\$490		\$608	(\$118)	\$182
James H Johnson		Lots C-2, 3	1	\$175	\$175	\$220	\$345		\$456	(\$111)	\$189
Cynthia Elizabeth Leach		Lots C-5, 19	1	\$320	\$320	\$400	\$490		\$691	(\$201)	\$99
Tracy Propes		Lots B-18	1	\$100	\$100	\$105	\$270		\$456	(\$186)	\$114
Don Richeson	231 Meadow View Drive	Lot B-21, 13, 14	1	\$320	\$320	\$400	\$490		\$691	(\$201)	\$99

For informational purposes only. Not to be used for pecuniary gain or commercial solicitation.
Code of Virginia, Property Owners' Association Act, § 55.1-1815.B.1.

Barbara Rodier (& Anne Sanda)	662 Red Gate Rd	Lots A-23, 24, 25, 26, 29	1	\$320	\$320	\$400	\$490		\$608	(\$118)	\$182
Diane & Hugh Schratwieser	55 Chimney Hollow	Lots B-5, 6, 7	1	\$320	\$320	\$400	\$490		\$608	(\$118)	\$182
Kate Semerad	897 Red Gate Road	Lots A-19, 20, 21, B-1, 2	1	\$320	\$420	\$505	\$590		\$608	(\$18)	\$282
		B-10	1	\$100							
Carla Settle	348 Red Gate Road	Lot A-35	1	\$320	\$320	\$400	\$490		\$691	(\$201)	\$99
Jeffery T. Smead	586 Red Gate Road	Lots A-27, 28	1	\$320	\$320	\$400	\$490		\$608	(\$118)	\$182
Cheryl Strasser & Kenneth Meehan		Lots C-24, 25	1	\$175	\$175	\$220	\$345		\$456	(\$111)	\$189
Lauren & John Taylor	422 Red Gate Road	Lots A- 36, 37, 38,	1	\$320	\$1,875	\$2,325	\$2,045		\$691	\$1,354	\$1,654
		A-4,	1	\$100							
		A-10, 11, 12	1	\$175							
	68 Chimney Hollow Road	A- 22, 30, 31,	1	\$320							
		B-24, 25, 26, 27,	1	\$320							
	111 Quiet Ridge Rd	C-9, 10, 11, 12, 13, 14	1	\$320							
	106 Quiet Ridge Road	C-6, 7, 8, 18	1	\$320							
Richard Vickers		Lots C-15, 16, 17	1	\$275	\$375	\$415	\$545		\$456	\$89	\$389
		B-15	1	\$100							
Elissa and David Weaver	187 Meadow View Rd	Lots B-22, 23E	1	\$320	\$320	\$400	\$490		\$608	(\$118)	\$182
Joanne White		Lot A-1	1	\$100	\$100	\$105	\$270		\$456	(\$186)	\$114
Patricia & William White, John M White, Trustee		Lots B-16, 17	1	\$175	\$175	\$220	\$345		\$456	(\$111)	\$189
Herta & Carl Wigginton		Lot B-11	1	\$100	\$100	\$105	\$270		\$456	(\$186)	\$114
			Total:	\$11,825	\$11,825	\$14,950	\$17,945				
36 Owners June 2025					Per Designation	Total By Category					

	Improved	Contiguous Lots that form an Improved Homestead	25	25	\$320	\$8,000				
36		Individual Improved Lot/Homestead	5	5	\$275	\$1,375				
	Unimproved	Contiguous Lots that form a single Homenstead. Undeveloped. (Lots divided by a RME are not considered contiguous)	6	6	\$175	\$1,050				
		Individual Lot/Unimproved	14	14	\$100	\$1,400				
		Total Homesteads & Individual Lots	50			\$11,825				
	Average rate for 50 homesteads/Lots		\$236.50							
If dues allocated by HS with Status:										
Projected Number of Owners for FY 2025-26	FY Budget	RME Admin	Dues Calculation	Revenue from Dues						
36	\$18,000	\$6,073	\$170	\$6,120						
	FY Budget Less Dues Rev									
	\$11,880									
Assessment Revenue By Status					Revenue from Assessments					
	HS/Improved	\$320		\$8,000						
	Single Lot/Improved	\$275		\$1,375		\$330.00				
	HS/Unimproved	\$175		\$1,050						
	Single Lot/Unimproved	\$100		\$1,400						
					\$11,825					
				TOTAL Budget Rev:	\$17,945					
Recent Year Fees for Comparison:										
	Dues	Assessments	Special Assess	TOTAL						
FT	\$100	\$291	\$300	\$691		\$391				
Improved	\$100	\$208	\$300	\$608						
Unimproved	\$100	\$56	\$300	\$456						

From: Diane Schratwieser thistlebeediane@gmail.com
Subject: RMEOA: Suggestion for dues and assessments (we hope everyone will review this with an open mind)
Date: June 2, 2025 at 3:13 PM
To: Diane Schratwieser thistlebeediane@gmail.com

DS

Thank you, Samantha and Board for a productive, if lively, meeting on Saturday. The most important thing that came out of that meeting is the consensus that dues and assessments need to be increased to meet RME's budget, which the Board proposes to be \$18,000. This number would cover regular costs as well as some contingencies. Hugh and I support raising dues and assessments, but believe that the question is how to do so equitably and rationally and based on long-standing RME practices and Virginia Law. Let me explain:

A. RME income is derived from dues and assessments.

Dues cover the administrative cost of the association (electricity in lodge, C&O insurance, fire insurance for the lodge, postage and printing, legal fees, and SCC fees), and are paid equally by each member/owner. In the 2024-25 budget, administrative expenses are shown as \$4311. See the breakdown in Addendum A. At the current \$100 dues fee per member/owner, and a projected 36 member/owners, RME will collect \$3600, leaving a shortfall of \$600. As the Board noted, administrative costs are expected to rise each year. Dues should be increased to cover these costs.

Assessments are the largest source of income for RME and cover the largest part of the budget: maintenance of the roads (as well as pond and lodge upkeep). In the 2024-25 budget, the expenses of maintaining common grounds were shown as \$9700 (\$6500 for road maintenance and repair, tree removal and snow plowing; \$2000 for pond treatment; and \$1200 to maintain the lodge and grounds, including mowing). See the breakdown in Addendum A. Regular assessments in the budget were expected to be \$6083. This results in a shortfall of \$3617 to cover maintenance of common grounds. Hence, it is clear to the RME members that assessments must be increased to meet our budget.

B. We should not rush to vote in two weeks.

Another important thing that came out of the meeting is that people do not think it is appropriate to call a vote in two weeks following such a major proposed change in what is arguably the most important part of RME's administration: collection of dues and assessments. Members want and need an opportunity to present other ideas in addition to the one presented by the Board *before* a vote can be held to raise assessments. Many members also oppose a vote that is entirely electronic, particularly when there are no guidelines in the By-Laws as required by Virginia law.

C. Hugh and Diane's proposal.

The dues and assessments should be increased in two phases to spread out and reduce the impact on all owner/members. The first phase would raise the dues and assess a per-lot fee. and the second phase would increase the assessments.

During Phase I, assessments would remain at their current level while new proposals are evaluated for increasing assessments.

PHASE I: Raise dues and assess a flat per-lot fee.

A. Raise the dues.

Hugh and I propose raising dues to \$150 per member/owner. This would bring in \$5400 from a projected 36 owners, allowing RMEOA to cover administrative costs as well as continue to build the association's reserve, even if the number of owners on the mountain decreases. It could also negate the need for special assessments due to future events.

B. Assess a reasonable flat fee for every lot.

In addition to raising the dues, Hugh and I believe that RMEOA could assess a *reasonable* flat fee for every lot (we propose \$25). There are 114 lots on the mountain, owned by a projected 36 member/owners. This additional \$2850 income would help bolster the RME accounts against annual emergencies and occurrences, and again, build our reserve to address emergencies in the future. This takes into consideration the concern that some owners have more lots than others, although they do not use the mountain every day as permanent residents do. Under Virginia law, the association cannot impose different charges for different owners except where related to use of the common areas of the community.

POA Sec. 55.1-1805. Association Charges. Except as expressly authorized in this chapter, in the declaration, or otherwise provided by law, no association shall impose a charge against one or more but less than all lot owners unless the charge is (i) a fee for services provided, (ii) related to use of the common area, or (iii) a fee expressly authorized in Sec. 55.1-2316 (dealing with resale certificate).

C. Effect of raising dues and assessing a reasonable flat fee for every lot.

Raising the dues to \$150 per member/owner and collecting a reasonable per-lot fee of \$25 per lot would immediately put a total of \$8250 (\$5400 and \$2850, respectively) in RME's account. With a proposed budget of \$18,000, that would leave \$9750 to be recovered by assessments in PHASE II that address the usage of the roads and common grounds without penalizing one owner over others. Furthermore, raising the dues and creating a reasonable per-lot fee treats each member/owner equally pursuant to Virginia law.

PHASE II: Present and vote on Phase I while allowing time to develop and discuss different assessment models.

There is no need to rush through one proposal without consideration for others. It was clear from the meeting on Saturday that members need more time to digest and discuss the Board's new "Homestead Model" Proposal. Some members had not even had time to read it in the two days between receiving it and attending the

meeting, much less engage in meaningful discussion. Other proposals should be welcome as well. Providing for Phase I to go forward immediately would allow RME to collect sufficient funds to cover administrative costs, and members will pay the same assessment this year as last year (without any special assessments). As you showed at the meeting, we have reserve funds that will cover any shortfall. This will allow members to have time to develop, present and review all proposals.

To provide enough time for members to develop and present proposals to increase assessments, Hugh and I propose that we keep the current assessment model in place for the current year, and hold a vote to raise dues and establish a reasonable per-lot fee of \$25. The surplus in our accounts will allow us to cover any extra expenses, and allow for this two-phase approach.

RME is a unique and wonderful place with great neighbors, and, like everyone else, Hugh and I would like to keep it that way.

**Addendum A:
Breakdown of Expenses covered by Dues and Assessments
As Reflected in the 2024-25 Proposed Budget**

Dues (The following expenses are covered by dues)

250	Electricity
1025	D & O Insurance
1011	Insurance (Fire)
1500	Legal Fees
500	Postage & Printing
25	SCC

\$4311 Total, using numbers from the 2024-25 proposed budget

Annual assessments (covering the cost of maintaining the common grounds as well as any capital expenses.)

6500	Roads (maintenance and repair); tree removal; snow plowing
2000	Pond Treatment
1200	Lodge/Grounds/Mowing

\$9700 Total, using numbers from the 2024-25 proposed budget

RME Per Lot Revenue Model for Assessments					Assessment By Current Owner Under this Model	
Name	RME Address	Lots	Total Lots Per Owner			
Jane Alford	201 Lisa Lane	Lots A-39, 40, 41	3		\$313	
Teianya Marie and Russell Allen	Chimney Hollow Road	Lot C-23	1		\$104	
Desi Alston	114 Park View Rd	Lots A-48, 49, 50	5		\$521	
		A-45, 46				
Caroline & George Bedinger	893 Red Gate Road	Lot B-3	1		\$104	
Leigh McCue-Weil & Charlie Weil	432 Chimney Hollow Rd	Lot C-26	1		\$104	
Ben Legg, RE Investment Co, – Holds Mortgage for investor		Lot B-9	1		\$104	
Anne & Paul Coates	250 Green Gate	Lots E-1,2,3,4,5	6		\$625	
		B-12				
Matthew Conley		Lots C-20, 22	2		\$208	
Mark Comeal	329 Lisa Lane	Lots A-42, 43, 44	3		\$313	
Butch Davies & Marty Moon	250 Lisa Lane	Lots A-32, 33	2		\$208	
Christopher & Charity Duncan		Lots A-2, 3	2		\$208	
Brownie Duval	19 Rag Hill Road	Lots B-19, 20	2		\$208	
Richard Dwyer		Lots D-4, 5, 7, 8	5		\$521	
		Lot C-21,				
Becky & William Graham	18 Rag Hill Road	Lots C-1	1		\$104	
Ann Marley Green		Lot B-4	1		\$104	
Samantha & Bill Guerry	547 Red Gate Rd	Lots A-14, 15, 47	7		\$729	
		A 17				
		A 13				
		A 16				
		A 18				
Will Guerry		B-8	1		\$104	
Mike Levitsky & Marissa Potenza	250 Rag Hill Rd	Lots D-1, 2, 3	3		\$313	
Frances & Mike Horrocks		Lot C-4	1		\$104	
Louisa & Robert Hudock	383 Red Gate Rd	Lots A-5, 6, 7, 8, 9	5		\$521	
James H Johnson		Lots C-2, 3	2		\$208	
Cynthia Elizabeth Leach		Lots C-5, 19	2		\$208	
Tracy Propes		Lots B-18	1		\$104	
Don Richeson	231 Meadow View Drive	Lot B-21, 13, 14	3		\$313	
Barbara Rodier (& Anne Sanda)	662 Red Gate Rd	Lots A-23, 24, 25, 26, 29	5		\$521	
Diane & Hugh Schratwieser	55 Chimney Hollow	Lots B-5, 6, 7	3		\$313	
Kate Semerad	897 Red Gate Road	Lots A-19, 20, 21, B-1, 2	6		\$625	
		B-10				
Carla Settle	348 Red Gate Road	Lot A-35	1		\$104	
Jeffery T. Smead	586 Red Gate Road	Lots A-27, 28	2		\$208	

Cheryl Strasser & Kenneth Meehan		Lots C-24, 25	2		\$208	
Lauren & John Taylor	422 Red Gate Road	Lots A- 36, 37, 38,	24		\$2,501	
		A-4,				
		A-10, 11, 12				
	68 Chimney Hollow Road	A- 22, 30, 31,				
		B-24, 25, 26, 27,				
	111 Quiet Ridge Rd	C-9, 10, 11, 12, 13, 14				
	106 Quiet Ridge Road	C-6, 7, 8, 18				
Richard Vickers		Lots C-15, 16, 17	4		\$417	
		B-15				
Elissa and David Weaver	187 Meadow View Rd	Lots B-22, 23E	2		\$208	
Joanne White		Lot A-1	1		\$104	
Patricia & William White, John M White, Trustee		Lots B-16, 17	2		\$208	
Herta & Carl Wigginton		Lot B-11	1		\$104	
				Total Assessment Revenue:		\$11,880
36 Owners June 2025			114			
If dues allocated by lot:						
Number of Owners	FY Budget	Dues		Revenue from Dues		
36	\$18,000	\$170		\$6,120		
Number of Lots	FY Budget - Dues Rev	Budget / Lots	Assessment Per Lot	Revenue from Assessments		
114	\$11,880	\$104	\$104	\$11,880		
			Total:	\$18,000		