

Approved MINUTES
The Courts & Ridges of Ashburn HOA
Board of Trustees Meeting
20361 Susan Leslie Terrace
Ashburn, VA 20147
January 10, 2005

BOARD MEMBERS PRESENT:

- Rob Whetsel, President; Dave Arundel, V.P.; Jim Alba, Neil Manausa, Mark Redd
- Staff Members: Liz Deapen, Community Manager, PMP

CALL TO ORDER:

Rob Whetsel called the meeting to order at 7:04pm.

BOARD MEMBERS ABSENT:

Walt Koehler (E; proxy)

COMMITTEE REPORTS:

- **Events Committee (EC):** Janice Houck introduced Diana Wilkins as the new chairperson. Janice reported that the caroling event was cancelled due to the cold weather. Rob Whetsel asked Janice Houck to be prepared to give a review at the Annual Meeting.
- **Pool Committee (PC):** Larry Cimbalista reported that Splash plans to do the brick work, coping stones and baby pool white-coat in March. Splash has a way to recycle the slide water. The committee proposed raising the outside membership fee to \$400. The 2005 outside pool membership letter is to be mailed out March 15th. Saturday May 28th will be the pool opening. The committee also proposed discontinuing guest passes and allowing guests to pay at the door. Rob Whetsel reminded Larry to prepare a review for the Annual Meeting.
- **Neighborhood Watch (NWC):** Liz Deapen is to contact Andy Adams to make sure he is aware he needs to take action to keep the program active. Rob Whetsel is to follow-up.
- **Open Space Committee (OSC):** Jim Alba reported that Blade Runners has started.
- **Communications Committee (CC):** Mark Wright said the newsletter was not delivered to the Washington Homes. The committee is working on getting advertising. The web publishing software needs to be upgraded, so Mark recommended purchasing a full license of the latest version. Rob Whetsel reminded Mark to prepare a review for the Annual Meeting.
- **Swim Team Committee (STC):** Rick Tashjain said the committee had reviewed the charter and talked with Dave Arundel. The committee recommends changing the charter as follows. 1) remove concession sales, 2) add that all remaining money is to be carried over for startup costs the next year, 3) remove Item 4, requiring the swim team to leave should the pool reach capacity, and 4) modify Article II about paid contractors and family members being Board or committee members. A discussion followed and each Board member was given a chance to speak on the issues. Neil Manausa stated that a well-planned budget should cover surpluses and shortfalls. Neil added that committees make a budget and if there's a shortfall, it's supported by the HOA. Jim Alba said there is a potential for a conflict of interest if a paid coach or their spouse serves on the Board or Swim Team Committee. Rob Whetsel stated that this rule is common, protects the HOA and is now in all the committee charters. After a

break for Mason & Mason, the discussion resumed. Mark Redd said that if the swim team generates money and wishes to keep it separate, then it should be an independent entity. Neil Manausa confirmed Shelly Fabian's thought that any excess funds the swim team committee wants to set aside to pay for a future equipment purchase should be a separate line item and designated as a capital expenditure. Rob Whetsel asked Rick Tashjain to consult with the committee and determine if they want to remain a committee or be a separate entity. Rick stated he would let the Board know by the end of the week. The Board will ask Liz Deapen to set up a special meeting so this can be finalized before the Annual Meeting.

GUEST:

Jim and Nikki Mason of Mason & Mason gave an overview of their reserve analysis. They performed a complete survey and added components such as the sound/safety attenuation wall on Claiborne (\$35K) and exterior renovation of the pool/clubhouse building (\$15K). Jim discussed the condition of the tennis courts, pavement, and pool.

APPROVAL OF MINUTES:

Mark Redd made a MOTION to accept the December minutes as presented. Neil Manausa SECONDED the motion and the motion (BOT-0105A) was APPROVED (5-0-0).

ACTION ITEMS:

- Jim Alba made a MOTION to adopt the charters with the amended language for the ARB, Communications Committee, Events Committee, Open Space Committee and Pool Committee. Dave Arundel SECONDED the motion. The motion (BOT-0105B) was APPROVED (5-0-0).
- Neil Manausa made a MOTION to accept the General Accounting Principles recommended by the accounting firm that at the end of each fiscal year any surplus be carried forward to the subsequent tax year towards the members' assessments. Jim Alba SECONDED the motion. The motion (BOT-0105C) was APPROVED (5-0-0).
- Neil Manausa made a MOTION to approve funding for updating the computer software in order to maintain the web site and in doing so, the HOA retains ownership of the license of the software purchased. If the purchase price exceeds \$250, it will come back to the Board for approval. Jim Alba SECONDED the motion. The motion (BOT-0105D) was APPROVED (5-0-0).
- Liz Deapen reported that one nomination has been received for the election.

ADJOURN:

The meeting was adjourned at 9:50pm in a MOTION made by Rob Whetsel.

Respectfully submitted,

Walter M. Koehler, Secretary
Board of Trustees
Courts & Ridges of Ashburn Association

Date