

Approved MINUTES  
The Courts & Ridges of Ashburn HOA  
Board of Trustees Meeting  
20361 Susan Leslie Terrace  
Ashburn, VA 20147  
March 14, 2005

**BOARD MEMBERS PRESENT:**

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

**CALL TO ORDER:**

Rob Whetsel called the meeting to order at 7:05pm.

**BOARD MEMBERS ABSENT:**

- Matt LeClercq, Treasurer (E)

**ELECTION OF OFFICERS:**

Nominations were opened for the following officer positions: President, Vice-President, Secretary, and Treasurer. Discussion was held and a vote was called. The following individuals were elected unanimously to the respective offices: Neil Manausa - President, Dave Arundel - Vice President, Walt Koehler - Secretary, and Matt LeClercq - Treasurer. At the completion of the Election of Officers, Rob Whetsel as outgoing President, yielded and turned the meeting over to Neil Manausa as in-coming President.

**COMMITTEE REPORTS:**

- **Pool Committee (PC):** Joyce Cimbalista reported for Larry Cimbalista that Splash is to begin work on the pool this week. The meeting was not held since no committee members were able to attend. Jim Alba would like an update on the recycling pump.
- **Events Committee (EC):** Diana Wilkins reported that the Kite Flying festival is Saturday.
- **Architectural Review Board (ARB):** Liz Deapen stated that the ARB meeting was postponed for two weeks due to quorum issues.
- **Neighborhood Watch (NW):** Liz Deapen is to contact Andy Adams to determine his interest in continuing to chair the committee. If he is not interested, Liz will request that Andy put an article in the newsletter to find a replacement.
- **Open Space Committee (OSC):** Rob Altland, the new chairperson, said the charter has been signed. Liz Deapen and Rob are working with Toll Brothers on the issue of accessing HOA property to install a sidewalk.
- **Welcoming Committee (WC):** Walt Koehler said they are still looking for volunteers.
- **Swim Team Committee (STC):** Dave Arundel brought the signed charter.

### **APPROVAL OF MINUTES:**

A MOTION was made by Walt Koehler to approve the BOT *Business* meeting minutes from February 14, 2005. The motion was SECONDED by Mark Redd. The motion (BOT-0305A) was APPROVED (6-0-0).

NOTE: The BOT *Annual* meeting minutes from the same date will be approved at the next Annual Meeting in February 2006.

### **ACTION ITEMS:**

- Walt Koehler made a MOTION to adopt the adjusted clubhouse rental agreement as amended. Jim Alba SECONDED the motion and the motion (BOT-0305B) was APPROVED (6-0-0). Liz Deapen is to email the finished version to Walt Koehler.
- Walt Koehler made a MOTION that, while the Code of Conduct discussed at the meeting is a good guide for all HOA Business members to follow, it would not be appropriate to incorporate it into the governing documents as presented. Dave Arundel SECONDED the motion and the motion (BOT-0305C) was APPROVED (6-0-0).
- Mark Redd made a MOTION to decline Dan McNeil's commercial proposal for a tennis program. Jim Alba SECONDED the motion and the motion (BOT-0305D) was APPROVED (6-0-0). Liz Deapen is to contact Dan McNeil and refer him to Diana Wilkins, who will discuss possibly having a tennis clinic event to solicit private lessons. The newsletter could only promote his appearance.
- Mark Redd made a MOTION to direct PMP to change over the BB&T CD to M&T for 8 months at 3.0%. Dave Arundel SECONDED the motion and the motion (BOT-0305E) was APPROVED (6-0-0).
- Walt Koehler made a MOTION to accept Palmer Brothers' bid to paint the clubhouse and railing for \$7,720, provided Liz Deapen can get a 2-year warranty. Mark Redd SECONDED the motion and the motion (BOT-0305F) was APPROVED (6-0-0).
- Liz Deapen is to contact Larry Cimbalista about having the Pool Committee purchase a phone for the pool office.

### **OLD BUSINESS:**

Regarding upcoming pool repairs, Neil Manausa requested that Liz Deapen reassure the BOT by contacting Splash and getting confirmation that there will be no delay in pool opening.

### **NEW BUSINESS:**

- The BOT asked PMP to instruct Ray Ceresa to send a letter to Equity Homes to remind them of their legal obligation to finish the sidewalk and request a reasonable completion date, and any action needed by the HOA. Walt Koehler will pursue getting permits pulled and will get back to Liz by the end of the week.
- Liz Deapen is waiting on a written clarification from Teresa on the Equity Homes patio and deck issue and will pass it on as soon as she receives it. Walt Koehler will talk to the County office this week.
- Liz Deapen is to contact the Swim Team Committee to let them know it would be inappropriate for the HOA to provide their tax id number for the purpose requested.

- Liz Deapen is to contact the Swim Team Committee to request the names of the paid contractors so the BOT can make a motion to approve them. ALL contracts, contractors, and expenditures MUST be approved by the BOT per the Association’s governing documents.
- Discussion was held reiterating that if paid contractors serve on a committee, they will not be allowed to vote as per the charters, so as to avoid any “conflict of interest” issues.

**ADJOURN:**

The meeting was adjourned at 8:37pm in a MOTION made by Dave Arundel.

Respectfully submitted,

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

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Date