

Approved MINUTES
The Courts & Ridges of Ashburn HOA
Annual Meeting
20361 Susan Leslie Terrace
Ashburn, VA 20147
March 8, 2010

BOARD MEMBERS PRESENT:

- Karthik Srinivasan, President; Greg Truba, V.P.; Rob Altland, Treasurer; Barbara Diaz, Secretary
- Staff Members: Audra Wallace, Community Manager, PMP

CALL TO ORDER:

Karthik Srinivasan called the meeting to order at 7:02pm.

PROOF OF NOTICE OF MEETING:

Audra Wallace verified that the notice was mailed according to procedure on December 22, 2009 along with the Petition of Candidacy. A second letter was sent on January 22, 2010 with the proxy. On February 19, 2010, a letter was mailed to all residents announcing the rescheduling of the Annual Meeting to March 8, 2010 due to the inclement weather.

APPROVAL OF ANNUAL MEETING MINUTES:

A MOTION was made by Rob Altland to approve the February 9, 2009 Annual Meeting Minutes as written. Barbara Diaz SECONDED the motion. The motion (BOT-0310A) was APPROVED (4-0-0).

REPORTS OF OFFICERS:

- Rob Altland gave a Treasurer's report, which is included at the end of the minutes.
- Karthik Srinivasan thanked the other Board members for their time serving on the Board for the past year. Karthik also thanked Audra Wallace (PMP), Joyce Cimbalista (Recording Secretary), Mark Wright (Communications Committee Chairperson), Greg Truba (Pool Committee Chairperson), and the Swim Team Committee. Karthik said there are open positions on the Board of Trustees and currently there are a few committees that are inactive due to lack of volunteers.

COMMITTEE ANNUAL REPORTS:

- **Architectural Review Board (ARB):** Denise Hoffman was not present.
- **Communications Committee (CC):** Mark Wright thanked Chris Williams for her work on the community newsletters and thanked Joyce Cimbalista for helping with the web site. Mark said this is the first year that the newsletter is not completely self-funded.
- **Events Committee (EC):** Committee is inactive.
- **Neighborhood Watch Committee (NW):** Committee is inactive.
- **Open Space Committee (OSC):** Chad, Rob Altland, and Mark Wright will be joining the committee.
- **Pool Committee (PC):** Greg Truba reviewed the past years. In 2009, umbrellas were

replaced, plumbing was redone, chairs were re-strung, and drains and filtration systems were redone to comply with new County code. Outside pool membership fee has been reduced from \$450 to \$350.

- **Swim Team Committee (STC):** Not present.

OLD BUSINESS:

Audra reviewed the status of the request for a speed bump on Sunset Terrace. Feedback was solicited from residents and about half would like a speed bump installed and half would not. The cost would be about \$2,000 - \$4,000. Bill Mason said that the HOA would not be negligent to not install the speed bump. No residents from Sunset Terrace were present to discuss the issue further, so the topic was tabled.

QUORUM CALL:

Audra Wallace verified that quorum was established with 53 proxies.

ELECTION OF TRUSTEES/ANNOUNCEMENT OF ELECTION RESULTS:

Audra Wallace stated that per the By-laws, since no petitions of candidacies were received, there would not be an election. The vacancies will remain. Any residents that are interested in serving on the Board can be appointed at the next meeting.

NEW BUSINESS:

- Richard Thetga, of 43820 Laurel Ridge Drive, asked if the HOA paid for snow removal at night, since he saw the contractor parked at the clubhouse lot overnight one evening. The Board asked Richard and other residents to always contact PMP or email the Board if they see anything unusual.
- A resident asked if anything could be done about loose trash blowing around and accumulating around her house and the Board said they could continue to send emails reminding residents to secure their trash and pick up trash. There is usually a spring community cleanup event. The townhouses were not required to get a recycle toter due to storage issues.
- Karen Farrell, of 43718 Middlebrook Terrace, said she called ADS twice to request a toter and still has not received one. Audra will contact ADS and find out when it will be delivered.
- Karthik recommended to first talk with neighbors who do not properly secure their trash, and then if they still do not comply, to take a picture and send to Audra so she may send a violation letter.
- Barbara Diaz asked Audra to contact ADS to request an extension of 30 days to the deadline for requesting the toters since they were delivered late. Rob Altland asked Audra to also find out how many toters have been delivered.
- Joyce Cimbalista reminded everyone to sign up for the email distribution list.

ADJOURN:

The meeting was adjourned at 7:59pm in a MOTION made by Karthik Srinivasan.

Respectfully submitted,

Karthik Srinivasan, Secretary
Board of Trustees
Joyce L. Cimbalista, Recording Secretary
Courts & Ridges of Ashburn Association

Date

Courts and Ridges of Ashburn Association 2010 Financial report, given by Rob Altland:

Generally, the financial state of the Association is good. Steps have been taken to maintain costs (trash contract) while better managing our financial status (new accounting firm). We did have high snow removal costs this year that will negatively impact our financial reserves.

We've managed to maintain the community over the last year by applying funds to repairing and maintaining infrastructure (mailbox kiosks, light poles, swimming pool, sign painting)

We had a "Condition Assessment and Reserve Fund Plan Update 2010" completed this year by Mason & Mason - Capital Reserve Analysts. The update stated that the physical condition of the community's infrastructure is generally in good condition. The condition can be attributed to the original installation of items like streets and curbs. The update did identify areas requiring maintenance (Ridges sign, flooring in the community center, stairway near the retaining wall on the Ridges side of the community, the asphalt trail system, white coating the pool and resurfacing the Courts tennis court. We will work this year to maintain these items.

We continue to have homeowners who are in arrears on their monthly payments. We have moved to a new law firm and instituted new procedures that are allowing us to more quickly recoup some of this debt. We still continue to have to write off a limited number of debts due to bankruptcy of homeowners.

We moved to a new accounting firm (Goldklang, Cavanagh & Associates P.C.) that is doing a more thorough job with our accounting. This year we had to pay taxes and a fine due to errors by our previous accounting firm. The firm has prepared a statement of assurance that has been signed by the BOT as part of the audit of Courts and Ridges of Ashburn Association financial records.

We completed a competition for our Trash service this year that provided a lower than budgeted cost for this service.

We re-awarded our landscape contract this year that provided a multi-year service contract at an agreed price that is consistent with our budget.

We will complete pool maintenance and operations contract this year that should be consistent with our identified budget. However we are faced with a repair on the swimming pool near an expansion joint that could have a significant cost.

Our financial reserves are at 92% of the recommended amount as identified in the 2005 "Condition Assessment and Reserve Fund Plan Update". Due to the age of our community and the fact that we will need to fund repairs out of our financial reserves we should continue to work to get the financial reserves to 100% of the recommended amount. The financial reserves will fall this year due to the snow removal costs incurred this year.

Due to the large snowfall this year we will have to identify funds to pay for significant snow removal service. We allocated \$3,000 in this year's budget for snow removal and have \$7,063.90 in the Townhouse snow reserves. The amount of funds in the budget is insufficient for the \$39,353.75 in snow removal bills that we have received so far this year. I recommended where we should take these funds in a separate correspondence to the BOT. In that

recommendation the Townhouse reserves will be reduced by approximately 7.9%. The BOT decide whether to reduce snow removal service to match a VDOT level of service or we need to increase monthly association dues for Townhouse owners to create a budget that can provide a higher level of snow removal service.