

Approved MINUTES
The Courts & Ridges of Ashburn HOA
Board of Trustees Meeting
20361 Susan Leslie Terrace
Ashburn, VA 20147
April 7, 2003

BOARD MEMBERS PRESENT:

- Kevin Kelly, President; Neil Manausa, V.P.; Chris Hundertmark**, Treasurer; Walt Koehler, Secretary; Dale Bellovich; Robert Whetsel
- Staff Members: Ed Thomas, CEO, Property Management People, Inc.; Patrick Gloyd, Director of Operations, PMP; Joe Colombo, Community Manager, PMP

OPEN RESIDENT FORUM:

None

CALL TO ORDER:

- Kevin Kelly called the meeting to order at 7:03p.m.

BOARD MEMBERS ABSENT:

- Chris Hundertmark (**arrived at 7:20pm) (E).
- Steve Delong (U).

APPROVAL OF MINUTES:

- Walt Koehler MOVED to approve the March 10th BOT minutes as amended in the report. Dale Bellovich SECONDED the motion. The motion (BOT-0403A) was APPROVED (5-0-0) with a correction to the Neighborhood Watch item as follows: “recruit with help from Kevin Kelly and Cheryl Whetsel”.

COMMITTEE REPORTS:

- **Pool Committee (PC):** Nancy Ruttenberg presented a picture of the SafetyTubes slide. Ed Thomas said letters to non-residents regarding pool membership will go out tomorrow. Nancy discussed the new improved pool application which residents will be required to sign. It includes improvements such as a description of the violation procedure and allergy information. The Board requested to see a copy of the new application before it was used this year and PMP agreed to e-mail a copy to all Trustees. The pool pass scanning system will help track the number of people using the pool. Guest cards will be like tear-out coupons. Nancy will write an article for the Crane about registration dates. Ed Thomas explained that the system will record only arrival times this year but will record departure times next year, which will help in planning staffing. Katie will be the manager this year. Pool registration dates are May 4th, 14th, 18th, and 23rd. May 23rd will also be the pool opening.
- **Open Space Committee (OSC):** Kevin Kelly reported that the OSC meeting scheduled for tomorrow had to be moved due to a last-minute meeting with school board officials. OSC

has already received 1 bid on redoing the multipurpose courts in the Courts, has contacted the Fire Department regarding painting curbs yellow, and is working on adding three more dog stations. Kevin hasn't seen invoices from the handyman on dog station maintenance. Town & Country will be taking care of three areas where trees need to be cut. Kevin reminded PMP that the handyman is to put up new Neighborhood Watch signs and should look into replacing existing poles if needed.

- **Community Events Committee (CEC):** Rob Whetsel reported that the Spring Egg Hunt will be Saturday and Cheryl Whetsel will decide on Saturday morning whether to postpone til Sunday due to wet ground. She will post signs if needed. Next meeting is on the 21st; the Pool Committee and Neighborhood Watch Committee will have members there to coordinate their events. Neil Manausa requested that Cheryl Whetsel email Yard Sale dates to the Crane.
- **Clubhouse Committee (CC):** Kristi Cluff is to email Kevin Kelly with clubhouse rental dates so he can update the new community website calendar.

NEW BUSINESS:

- Resident and Re/Max Agent Amy Hartman presented her request to sponsor community events. She provided a list of suggested events which she would pay for and coordinate. Some events may require use of the clubhouse and she wanted clarification on whether this would violate the Clubhouse Rental License Agreement, specifically the clause regarding personal financial gain. Amy would offer door prizes with her business card attached. She would notify the community via hand-delivered flyers and has obtained addresses from public records. Rob Whetsel advised that limits would need to be set. Chris Hundertmark mentioned that Amy would need to coordinate with the Events Committee. Kevin Kelly asked Amy to work with the Events Committee to write a proposal to present to the Board. Ed Thomas advised that there could not be vendors onsite selling a product or any cash being received and that the License Agreement may need to be modified. Amy said her events would be indirect business use and Walt Koehler added that financial gain, if any, would be after-the-fact.
- Walt Koehler requested that only correspondence from the community and not from the Board be included in the management report.

PROPERTY MANAGER REPORT:

- Completion of the design of the pool pass requires that Neil Manausa email the graphic.
- PMP will give Waste Management an April 15th deadline to repair the leaning street pole at Floral Valley and Coldstream. The pole was hit and damaged by a Waste Management Vehicle during the large snowstorm this year and a demand letter had already been sent to Waste Management by PMP. Further, Waste Management will be notified if the repair is not completed by the deadline date and that should this occur, PMP will have it repaired with the cost being deducted from the next Waste Management invoice.
- PMP is on task with all 100-day plan items except the inspection, which was delayed by the rain.
- After a discussion regarding the clubhouse cleaning service, Neil Manausa MOVED to draw up a request for proposal for companies to bid and solicit no more than three bids for contract period starting January 1st 2004 to clean on a biweekly basis. Walt Koehler SECONDED the motion. The motion (BOT-0403B) was APPROVED (4-2-0). The Board requested PMP to contact the cleaning service and reinstate the service. Cleaning will be biweekly at a rate of

\$60 to \$65 per event.

- Patrick Gloyd discussed the draft policy resolution for rules enforcement which is based on a model used in the Maryland Condominium Act, follows the Virginia POA Act and provides for due process. Situations such as grounds maintenance should be excluded so as to not supercede the Covenants. Discussion led to many questions and changes in the resolution. Patrick agreed to revise the policy resolution and submit it to the Trustees as well as the Association attorney for review.

FINANCIAL REPORT:

- Chris Hundertmark inquired about reserves not being deposited yet and PMP explained it is due to the changeover.
- Rob Whetsel inquired about the term ‘stop payment’ on the Aging Report and Patrick Gloyd explained that it’s a code for their office on how to handle payments.
- Neil Manausa inquired about providing addresses on the Aging Report and Ed Thomas clarified that the system can provide either everybody or just large balances. It was decided to leave the report as is.
- Chris Hundertmark questioned a ‘trees and shrubs’ bill for \$2133. Patrick Gloyd explained it was an unpaid invoice from May 2002. Chris advised this item should be moved to the Landscaping category under Repair/Maintenance Common Area.

OLD BUSINESS:

- Regarding the status of the commercial van issue at 43770 Sunset Terrace, Joe Colombo will check to see if the problem has been corrected.
- Ed Thomas will verify that the changes have been completed to the Clubhouse Rental Licensing Agreement document and e-mail it to all Board members.

ADJOURN:

The meeting was adjourned at 8:45pm in a MOTION made by Neil Manausa and SECONDED by Dale Bellovich and APPROVED (6-0-0).

Respectfully submitted,

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

Date