

Approved MINUTES  
The Courts & Ridges of Ashburn HOA  
Board of Trustees Meeting  
20361 Susan Leslie Terrace  
Ashburn, VA 20147  
June 9, 2003

**BOARD MEMBERS PRESENT:**

- Kevin Kelley, President; Neil Manausa, V.P.; Chris Hundertmark, Treasurer; Robert Whetsel
- Staff Members: Ed Thomas, CEO, Property Management People, Inc.; Joe Colombo, Community Manager, PMP

**OPEN RESIDENT FORUM:**

None.

**CALL TO ORDER:**

- Kevin Kelley called the meeting to order at 7:06p.m.

**BOARD MEMBERS ABSENT:**

- Steve Delong (U).
- Dale Bellovich (E, w/proxy).
- Walt Koehler (E).

**APPROVAL OF MINUTES:**

- Neil Manausa MOVED to approve the May 12<sup>th</sup> BOT minutes. Kevin Kelley SECONDED the motion. The motion (BOT-0603A) was APPROVED (5-0-0) as printed with no changes.

**COMMITTEE REPORTS:**

- **Open Space Committee(OSC):** Jim Alba reported on recent completed items, such as chips added to tot lots, neighborhood watch signs put up, and three new dog stations are ready to be put up (Jim is to show Kevin the locations). Town & Country agreed to provide a \$50 gift certificate for the Yard of the Month -- the property located at 20322 Snowpoint is currently the front runner. Regarding the multi-purpose courts in the Courts, the backboard is ready and rain has delayed the resealing of the tennis courts until June 21<sup>st</sup> -- Jim wants to repave the paths at the same time as the curb painting and is waiting on the Fire Marshal for drawings. Joe sent 6 letters to homeowners offering \$25 for use of their water to power wash the tot lot -- Jim will wait a few more days and then proceed to get prices on a service with a tank. Regarding the entrance sign at Championship, Jim will get quotes on prices for a smaller sign and Town & Country provided a proposal on building a wall and landscaping. Jim said the total price for the sign is \$12,000 and Chris said only \$6,000 was budgeted. A discussion followed about polling the community to determine interest in whether an entrance sign is wanted and resulted in no decision. Jim is waiting on a proposal for rubber safety mats to place under the swings at the tot lots and will check on anchoring the mats so they cannot be removed. There are eight mailbox kiosks to be painted and Joe is getting proposals -- Kevin Kelley said this item is a priority and needs to be completed. Neil inquired about the advertising signs located at the community entrance and Jim said he

removes them. Jim reported receiving 30-40 complaints on the length of the grass and that he explains to them about the rainy weather. Regarding the Middlebrook resident's complaint that the common area grass isn't growing, Town & Country will be planting bushes along the common area. Jim will get Town & Country to work on the empty lot at Needleleaf and Raleigh, add topsoil, etc. Town & Country will install a french drain to solve the drainage problem where Raleigh backs up to Gloucester. Jim will check with Town & Country on plantings for the Gloucester median.

- **Community Events Committee(CEC):** Cheryl Whetsel reported that the Teen Pool Night scheduled for Friday will have to be postponed due to rain. The next committee meeting date has been changed to June 23<sup>rd</sup> and is an important meeting. Chris Hundertmark requested that a separate entry be created in the budget for Neighborhood Watch expenses and for Joe Colombo to make necessary adjustments.
- **Pool Committee(PC):** Chris Hundertmark had a question about the Pool Report email, specifically that the pool committee will go over budget since the slide will cost \$24,800 leaving no remainder for the umbrellas -- Kevin Kelley suggested that the \$1000 from the swim team be used, however the total cost for the umbrellas was not available. Ed Thomas confirmed for Chris that the plan is to install the slide in July. Chris confirmed for Neil that the outside pool membership dues goes to general funds, not the pool fund. Kevin Kelley said the umbrella proposal will be submitted to the Board and handled at that time.

### **FINANCIAL REPORT:**

- Chris Hundertmark inquired about the YTD budget and current budget columns still showing zero -- Board meetings had been moved to the second week of the month to allow more time for the previous month's financials to become available. Ed Thomas said the dollar amounts have been put in and explained the schedule for bank statements and reconciling the books. Chris would rather have the statement of operations from May and doesn't need the bank statements and reconciliation until they're available. Ed Thomas said PMP will make that change. Chris asked to see the full budget for the year. Ed Thomas said he can run another statement with the annual budget as five columns and the statement of operations with seven columns instead of six.
- Kevin Kelley inquired about the list of residents in arrears, whether they have pool access and whether they were informed -- Ed confirmed that they do not have 2003 stickers and that an updated list is given to the lifeguards every Friday. Joe pointed out the sample draft letter to be sent out to delinquent accounts. Ed will check to see if Tina sent letters to the delinquent accounts. Kevin asked that wording be added to delinquent letter notices that pool membership is suspended until the account is paid up and to have the lawyer review the letter.
- Kevin Kelley asked that ARB approvals be removed from the management report and include only disapprovals.
- Rob Whetsel inquired about the trash bill this month, and Ed Thomas explained that a trash bill was paid May 19<sup>th</sup>; the next one was posted on the 27<sup>th</sup>, to be paid on June 1<sup>st</sup>.

### **OLD BUSINESS:**

- Regarding the commercial vehicle which some of the Board members have seen parked on Susan Leslie Drive, PMP will tag it.
- Ed Thomas distributed calendars and will make changes to reflect the correct Crane publication dates and to fill in the Event Committee meeting dates. Discussion was held on whether to post the calendars on the website.

- Neil reported that the satellite imaging web site did not have any acceptable photos existing to proceed with the purchase of an image.

### **NEW BUSINESS:**

Ed Thomas sought approval from the Board to assign Liz Deapen as the Courts and Ridges community manager effective June 23<sup>rd</sup>. He asked for approval since the contract states that the Board approve any change in managers beyond one per year. The Courts and Ridges will be Liz's first responsibility. Neil asked whether this change will allow the Board enough time at the end of the contract to fully review performance. Ed Thomas assured that it will and that phone calls are being returned and there are no complaints about level of service.

Kevin Kelley made a MOTION that we accept the proposal from PMP dated June 9 2003 in reference to the change in community managers for the Courts and Ridges of Ashburn. PMP is assigning Ms. Elizabeth Deapen effective June 23<sup>rd</sup> 2003. Neil Manausa SECONDED the motion. The MOTION (BOT-0603E) was APPROVED (4-1-0).

### **ACTION ITEMS:**

- Ed reported that the 100-day plan is complete.
- Joe is working on the property inspections; discussion was held on whether an ARB member should go along, Kevin said he could ask Dave again, but it could be a conflict of interest.
- On property violation letters, Kevin requested that letters go out promptly; also, some action is pending until ARB Review Committee completes their work.
- Regarding the Deerview dry pond, Jim reported that it is out of Town & Country's capabilities. Although the handyman has not cleaned the trash out of the pond, Jim Alba reported that the issue is more with the grading, and Kevin Kelley added that it needs the drainage redirected and the grass to grow. Ed added that the cost may run about \$25,000 to \$50,000. Kevin said the pond should drain in 48 hours. There are no legal options since the bond has been released. Jim Alba will get quotes on repairing the problem.
- Kevin Kelley asked PMP to send him the latest Clubhouse License Agreement document with all the approved changes so he can post it on the web site.
- Neil Manausa made a MOTION to accept the proposed policy resolution for Rules Enforcement Procedure. Kevin Kelley SECONDED the motion. The MOTION (BOT-0603C) was APPROVED (5-0-0).
- Neil Manausa made a MOTION to respond to LCSA's request granting them the right to construct a pressure-reducing valve vault at the southeast corner of Gloucester Parkway. LCSA is to contact Jim Alba to work with them on landscaping. Rob Whetsel SECONDED the motion. The MOTION (BOT-0603D) was APPROVED (4-1-0).

### **OTHER BUSINESS:**

- Neil Manausa said the next Crane deadline is June 15<sup>th</sup>.
- Neil Manausa made a MOTION that in accordance with our C&R's Bylaws, Article 6 Section 5 titled "Resignation and Removal", and reads, "The unexcused absence of an Elected or Appointed Trustee from three consecutive regular meetings of the Board shall be deemed a resignation", I'm stating for the record our Board member Steve DeLong has not participated or had an excused absence in four consecutive meetings. So, in accordance with our Bylaws of the Article and Section mentioned, we terminate his position as a Board of Trustees member of the Courts and Ridges of Ashburn. Rob Whetsel SECONDED the motion. The motion (BOT-0603B) was APPROVED (5-0-0). PMP will send a letter to Steve DeLong regarding his removal from the Board. As to filling the vacancy, Ed Thomas

recommended that everyone in the community be given equal opportunity.

- PMP provided an update on the slide. It has been ordered, a deposit has been paid to Splash; the price of the slide is \$13,890, plus \$1800 to ship and \$9400 to install. Installation includes installing the plumbing, cutting the deck and reinforcing the concrete foundation. The location must be three feet from the edge, at five feet depth and not interfere with lap lanes.
- Kevin Kelley asked the Board for input on how to direct Harold of Town & Country to deal with keeping the grass from growing too long and the decision was to tell Harold to use his expertise in managing the mowing.

**EXECUTIVE SESSION:**

At 8:55 pm, Kevin Kelley made a MOTION to enter into Executive Session. The MOTION was SECONDED by Rob Whetsel. The Board came out of Executive session at 9:08 pm.

**ADJOURN:**

The meeting was adjourned at 9:09 pm in a MOTION made by Neil Manausa and SECONDED by Kevin Kelley and APPROVED (5-0-0).

Respectfully submitted,

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

\_\_\_\_\_  
Date