

Approved MINUTES
The Courts & Ridges of Ashburn HOA
Board of Trustees Meeting
20361 Susan Leslie Terrace
Ashburn, VA 20147
September 14, 2009

BOARD MEMBERS PRESENT:

- Karthik Srinivasan, President; Rob Altland, Treasurer; Barbara Diaz, Secretary
- Staff Members: Kim Howell, Community Manager, PMP

CALL TO ORDER:

Karthik Srinivasan called the meeting to order at 7:04pm.

BOARD MEMBERS ABSENT:

Greg Truba, Vice President (Excused).

RESIDENT INPUT:

- Linda Winegar said she will be chairing the Swim Team Committee next year and will be working on the budget.
- Kim will ensure Linda is in good standing and will let the Board know. Linda ensured she has attended three consecutive meetings.

COMMITTEE REPORTS:

Architectural Review Board (ARB): Russ reported that there were three requests for additions. An application for adding a window to an end unit townhouse was denied partly because the County has not yet approved the change.

Kim will find out if Audra received an email from Denise about sending out a survey to the townhome owners.

Communications Committee (CC): Not present.

Events Committee (EC): Aarin Wiltz said that there is a Fall Yard Sale planned for September 26 and the Halloween Parade is scheduled for October 31 from 2-4pm.

Open Space Committee (OSC): Russ Fuller said there were a few complaints about the curb painting but that they have been addressed. The mailbox kiosks and entrance signs have been painted and there is a three-year warranty. Russ has gotten some quotes for removing dead trees on Raleigh Place and they are around \$4500. Russ said that the light for the mailbox kiosk should be installed before the end of the month.

Swim Team Committee (STC): Linda Winegar gave an update during Resident Input.

Pool Committee (PC): Not present. Joyce Cimbalista had to contact US Aquatics to get access to the pump room to turn power back on for a clubhouse rental. She recommended that the electrical switches be checked to determine which should be turned off for the season and also that the switches be labeled more clearly. Kim will ensure the agenda for next month includes a discussion on pool furniture.

Neighborhood Watch Committee (NW): Not present. Kim will ask Audra to email Ingrida asking her to send an email update when she is unable to attend a Board meeting.

GUEST:

Kobby Okum, Financial Advisor for Edward Jones, was present to give an update and answer questions. Eighty percent of the funds is in CDs and the remainder in cash. The CDs are laddered well. Kobby suggested examining monthly expenses and consider investing in bonds, specifically a Unit Investment Trust (UIT) where the interest is paid monthly. Rob Altland can make the Capital Improvement Plan and Reserve Study available to Kobby. Kim will check with Audra to see why there are two different accounts with Edward Jones.

FINANCIALS:

Kim reported that expenses are on target. Rob stated that there is not much difference from last month's reports.

UPCOMING MEETING DATES:

ARB – 10/14; BOT – 10/12; Events – 9/15; OSC – 9/17; Pool – 10/6; STC – 9/22.

MINUTES:

A MOTION was made by Rob Altland to approve the July 13, 2009 minutes. Barbara Diaz SECONDED the motion. The motion (BOT-0909A) was APPROVED (3-0-0).

ACTION ITEMS:

- The Board discussed the tree removal proposals. Rob recommended that Russ get a formal proposal from the company that provided the estimate via email. Russ will review all proposals and send a recommendation to the Board.
- Kim gave five landscaping proposals to Russ for review.

MANAGEMENT REPORT:

- The Board discussed the anonymous emails that have been received recently via the web site. Karthik recommended temporarily removing the Feedback form from the web site. Joyce said she will talk with Mark about modifying the contact form and not forwarding to the Board any anonymous emails he receives. Audra will not print any anonymous emails for inclusion in the monthly management report.
- The Board discussed the document that needs to be signed that details how electronic voting is to be carried out when the Board votes via email. Kim explained that electronic voting is intended for emergencies.
Rob Altland made a MOTION to approve the Courts and Ridges Resolution regarding Actions Taken Without a Meeting. Barbara Diaz SECONDED the motion. The motion (BOT-0909B) was APPROVED (3-0-0).
- Rob Altland requested a Bid Comparison Sheet be prepared for the next meeting that will allow the Board to compare trash removal (and recycling) proposals. Rob said it would be helpful to use a standardized format that lists comparison criteria for all proposals.
- An item for discussion next month is to determine who receives complaints first and the process for forwarding complaints.
- Rob Altland received an estimate for replacing the enclosed unit at the Susan Leslie tot lot. The Board discussed the problems with enclosed units, the cost of replacement, and options available. Rob will continue researching. Kim will ask Audra about getting the 'Courts and Ridges Residents Only' sign lowered.
- Karthik made a MOTION to approve Mason and Mason's proposal for Condition Assessment. Barbara Diaz SECONDED the motion. The motion (BOT-0909C) was APPROVED (3-0-0).

- Rob Altland made a MOTION to approve the payment plan for account #34-3137800 for \$1,333.28. Barbara Diaz SECONDED the motion. The motion (BOT-0909D) was APPROVED (3-0-0).
- Rob Altland made a MOTION to approve the Criterion proposal to re-strap/repair pool chairs for \$1,762.20 to be paid from Common Area Reserves. Barbara Diaz SECONDED the motion. The motion (BOT-0909E) was APPROVED (3-0-0).
- Rob Altland made a MOTION to approve the MDB proposal to paint mailbox shelters for \$2,656.75 to be paid from Townhouse Reserves. Barbara Diaz SECONDED the motion. The motion (BOT-0909F) was APPROVED (3-0-0).
- Rob Altland made a MOTION to approve the Protex proposal to power wash and paint fire lane curbs for \$6,600 to be paid from Townhouse Reserves. Barbara Diaz SECONDED the motion. The motion (BOT-0909G) was APPROVED (3-0-0).
- Rob Altland made a MOTION to approve the Glodklang Cavanaugh & Associates proposal to prepare the 2008 taxes for \$350 and the 2008 audit for \$2,500. Barbara Diaz SECONDED the motion. The motion (BOT-0909H) was APPROVED (3-0-0).
- Kim will find out the status of the light pole that Southern Electric is repairing.

ADJOURN:

The meeting was adjourned at 9:19pm in a MOTION made by Karthik Srinivasan.

Respectfully submitted,

 Barbara Diaz, Secretary
 Board of Trustees
 Joyce L. Cimbalista, Recording Secretary
 Courts & Ridges of Ashburn Association

 Date