

Approved MINUTES
The Courts & Ridges of Ashburn HOA
Board of Trustees Meeting
20361 Susan Leslie Terrace
Ashburn, VA 20147
September 13, 2010

BOARD MEMBERS PRESENT:

- Karthik Srinivasan, President; Rob Altland, Treasurer; Peace Coyle, Secretary; Karen Farrell, Member at Large
- Staff Members: Audra Wallace, Community Manager, PMP

CALL TO ORDER:

Karthik Srinivasan called the meeting to order at 7:01pm.

BOARD MEMBERS ABSENT:

- Barbara Diaz, Vice President (Excused); Richard Thetga, Member at Large; Kim Lan Rosewall, Member at Large

GENERAL COMMUNITY ISSUES:

Jennifer Solomon volunteered to organize a teen pool night to be held in June 2011. She requested the BOT designate funds for this event when preparing the 2011 operating budget.

COMMITTEE REPORTS:

Architectural Review Board (ARB): Denise Hoffman reported:

- The ARB is beginning a review of the current guidelines and will recommend changes to the BOT.
- Once changes to the guidelines are approved, an addendum to the current guidelines will be made rather than re-distributing the entire document to the community. PMP will find out if there are any legal changes in the way that the HOA is required to provide notice regarding a guideline change.
- There were 8 applications for consideration at the September 8th ARB meeting.
- There are currently 4 members of the ARB, and another HOA member is in the process of joining the ARB to become the 5th member.
- PMP will make 2 copies of the current ARB guidelines to keep on hand at the clubhouse for reference.

Communications Committee (CC): Absent with notice.

Open Space Committee (OSC): Rob Altland reported:

- The committee recommends accepting the proposal from North Construction totaling \$44,426 for overlay and repairs to sections of the walking paths and repairs.
- Committee members have identified dead and/or missing trees and shrubs that need to be either replaced or removed and seeded with grass. A quote for this work was solicited from Blade Runners and presented to the BOT for consideration.
- An application with Loudoun County Fire Marshal will be filed to request that two parking spaces on Baseline Terrace be converted back to regular parking spaces.

- The committee members have purchased yellow curb paint and will be performing curb painting projects soon.
- There are a few faded signs within the community that will be replaced.
- A new bench for the Kenilworth tot lot has been ordered.
- Two new dog pet waste stations have been installed (one on Susan Leslie Drive and one on Matchpoint Terrace).
- The committee recommends that future snow removal costs be allocated to townhouse and common area at a ratio of 80/20 respectively.
- The committee previously provided a document outlining snow removal expectations for residents and other important information regarding the snow removal process. PMP will include a copy of this document in the next management report so that it can be approved by the BOT for circulation to the residents.

Pool Committee (PC): Absent with notice.

Rob Altland reported that there appear to be cracks in the coping stones above each skimmer. PMP verified that the labor and materials used in the pool renovation are warranted by Puritan Whitecoat for a period of 2 years.

As a result of the walk through with Chip Oswalt, Puritan will be adding an additional cup anchor for lane lines and re-caulking in between the coping stones and pool deck where needed. US Aquatics submitted a proposal to recharge 4 filter tanks for \$2,600.

Swim Team Committee (STC): Absent with notice.

Events Committee (EC): Not present.

FINANCIALS:

PMP will e-mail a soft copy of the 2011 operating budget draft to the BOT.

PMP will code Federal and VA State tax refunds to “other income”

Rob Altland reported that the HOA’s Edward Jones reserve account investment advisor, Kobby Okum, recommends the community transfer \$50K from the common area money market fund and purchase a CD as long as the funds will not be needed for reserve expenses during the term of the CD.

ANNOUNCEMENTS:

ARB 10/13; BOT 10/11; OSC 10/4; Pool 10/5; STC 9/28

MINUTES:

A MOTION was made by Karthik Srinivasan to approve the draft July 12, 2010 minutes as written. Peace Coyle SECONDED the motion. The motion (BOT-0910A) was APPROVED (4-0-0).

MANAGEMENT REPORT:

- PMP will get clarification from Segan, Mason & Mason regarding BOT member terms and have him explanation submitted in writing to BOT. Further clarification needed on page 5 of the Bylaws referencing vacancies.
- Once clarification is obtained, PMP will mail notice of annual meeting/nomination changes to BOT and general membership.

ACTION ITEMS:

- Rob Altland made a MOTION to approve the proposal from US Aquatics to recharge four (4) sand filter tanks for \$2,600 per the pool committee’s recommendation and to fund the

repair with common area reserves. Karen Farrell SECONDED the motion. The motion (BOT0910B) was APPROVED (4-0-0).

- Rob Altland made a MOTION to approve the proposal from North Construction to overlay and repair portions of the asphalt walking paths for \$44,426 and to fund the project with common area reserves. Peace Coyle SECONDED the motion. The motion (BOT0910C) was APPROVED (4-0-0).
- Rob Altland made a MOTION to approve the proposal from Blade Runners for various tree/shrub replacements, tree/shrub removal, and seeding at a cost not to exceed \$4,900. Karthik Srinivasan SECONDED the motion. The motion (BOT0910D) was APPROVED (4-0-0).

NEW BUSINESS:

- Rob Altland made a MOTION to transfer \$50,000 from the common area Edward Jones money market account to a 3 year FDIC insured CD account at the maximum interest rate available. Peace Coyle SECONDED the motion. The motion (BOT0910E) was APPROVED (4-0-0).

EXECUTIVE SESSION:

The BOT entered Executive Session at 8:40 PM to discuss past due accounts and collections.

EXIT EXECUTIVE SESSION:

The BOT exited Executive Session and returned to open session at 8:50 PM.

- Karthik Srinivasan made a MOTION to waive \$110 in late fees on assessment account #31960, but hold the homeowner liable for the \$75 legal charge. No additional late fees will be waived on this account. Rob Altland SECONDED the motion. The motion (BOT0910F) was APPROVED (4-0-0).

ADJOURN:

The meeting was adjourned at 8:53pm in a MOTION made by Karthik Srinivasan and SECONDED by Rob Altland.

Respectfully submitted,

Peace Coyle, Secretary
Board of Trustees
Recorded by Audra Wallace, PMP