

Approved MINUTES
The Courts & Ridges of Ashburn HOA
Board of Trustees Meeting
20361 Susan Leslie Terrace
Ashburn, VA 20147
November 11, 2003

BOARD MEMBERS PRESENT:

- Kevin Kelley, President; Neil Manausa, V.P.; Chris Hundertmark, Treasurer; Robert Whetsel; Jensy Richards
- Staff Members: Liz Deapen, Community Manager, PMP; Ed Thomas, CEO, PMP

OPEN RESIDENT FORUM:

- Jeff Frank of Robindale Court stated that a resident regraded his yard which has caused standing water on several properties. Kevin Kelly recommended he talk to the Open Space Committee and the ARB since it's a re-grading issue and then the ARB could present the issue to the Board.
- Tim Sharkey's question about the budget was deferred until Chris Hundertmark's arrival to the meeting. Tim Sharkey then asked what the \$55,000 for pool repairs consisted of, whether it had gone out for bid and what the status was. Kevin Kelley replied that it had been put out for bid and was going to award it to the company presently managing the pool. Liz Deapen stated that the overall costs for the items are lower than what the reserve study showed two years ago. Larry Cimbalista stated that one reason repairs are recommended for this fall is that both the engineering study and Splash said water is in the coping stones and it could freeze and cause the pool walls to collapse, which could be very expensive. Mr Stokely commented that, as builder of the pool, the coping stones just don't last that long and repairs at this point are not unexpected. Kevin Kelley stated that the decision on pool repairs has not been made and more discussion would follow as soon as Ed Thomas and Chris Hundertmark arrive at the meeting. Kevin Kelley stated he thought the repairs should wait until spring.
- Tim Sharkey inquired about the status of the Deerview Drive cul-de-sac. PMP is currently looking into the issue. Tim Sharkey also inquired about the boulder at the cul-de-sac and Kevin Kelley stated that, from what he understood, it would be moved.
- Gavin Meyers of the ARB inquired about the email he sent to the Board about Susan Leslie Drive and Claiborne and wanted to hear from the developer as to the schedule and whether he could work with the developer about additional screening. Kevin Kelley deferred the question until later in the meeting.

CALL TO ORDER:

- Kevin Kelley called the meeting to order at 7:25p.m.

BOARD MEMBERS ABSENT:

Walt Koehler (E, with proxy); Chris Hundertmark arrived at 8:19pm.

OLD BUSINESS:

- Kevin Kelley stated that John Stokely, the developer, was here to discuss the issue with the turn lane coming into Susan Leslie Drive for the commercial site. There is a request from Cavalier Land and Toll Brothers for 12 feet of the 25-foot buffer. Neil Manausa made a MOTION that we table all actions concerning the Courts & Ridges property adjoining Claiborne Parkway until such a time as the Courts & Ridges can obtain the legal counsel outlined in their motions of previous months. Rob Whetsel SECONDED the motion. Neil reread the motion made two months ago (BOT-0803C) and approved (7-0-0). Kevin stated that since Ray Ceresa was the lawyer for our HOA, he decided that he would let him investigate it for us. Neil stated that he had not been made aware that Mr Stokely would be present. Kevin said he felt it would be a benefit to the Board to give information that the Board might not be aware of, then go into Executive Session where it could be discussed further. Neil countered that Kevin – not the Board -- made the decision to allow Ray to continue. Kevin stated that Ed has the name of a specialist tonight and that Ray Ceresa has found a specialist. Kevin stated that he may have interpreted the motion wrong, but the issue was discussed at the last meeting. Neil stated that the opinion cost money, which the Board did not approve. Rob Whetsel suggested that more discussion follow in Executive Session and that Mr Stokely be allowed to share information. Jency requested an amendment to Neil's motion that for the benefit of the Board, Mr Stokely be allowed to speak. Neil stated that his motion's intent includes not allowing Mr Stokely to speak. The motion (BOT-1103A) was APPROVED (3-2-0). Kevin Kelley then stated that he would allow Mr Stokely to speak. Neil stated that the motion just voted on says all actions concerning the property are to be tabled, and this includes allowing Mr Stokely to speak. Kevin Kelley apologized to Mr Stokely and Mr. Stokely left.
- Regarding the Deerview cul-de-sac issue, Neil reminded the Board that this issue was to be addressed by the same legal specialist. Neil confirmed that he's interested in seeing that the County close the road before anyone has the chance to open it up.
- Regarding the mural, Jency Richards reported that she went to Stonebridge and saw the mural and doesn't feel that the style is right for the clubhouse. Kevin Kelley stated he would notify the mural lady.
- Regarding approving the revised ARB Guidelines, Kevin Kelley reported that Barry was not aware he was supposed to make any changes. Ed Thomas said that the setback requirement should be the same as the County requirement. Liz said she is supposed to meet with Barry to discuss making the change to the Guidelines tomorrow. Liz recommended that a clean copy of the revised Guidelines be given to the Board.

MANAGEMENT REPORT:

- Liz stated that the community review is completed and she is still sending letters out.
- Regarding the standing water problem on Watch Hill Terrace, Liz said she suggested to Jim Alba that they get a quote from the company that did the line striping.

NEW BUSINESS:

- Neil Manausa inquired about the use of volunteers for projects that involve certain levels of risk. Ed Thomas said he would do some research and recommended talking to the insurance agent to see what the limitations are.
- Neil Manausa stated that someone has clear cut the Association's land near the turn lane area. Kevin Kelley said we first need to determine if it's Association property. Ed Thomas said he would estimate the distance the next day around 3:30pm.

- Neil Manausa confirmed for Liz Deapen that BOT meetings will be held on the second Monday of the month starting in 2004.
- Liz Deapen stated the snow removal is an attachment to the landscaping contract. Liz wanted to know what to tell the contractor since Harold says he was told not to touch sidewalks. Based on past experience, Liz recommends that the HOA take care of townhome perimeter sidewalks and any common sidewalks not facing a house. Ed Thomas recommended development of a snow removal policy and then communicating it to the community. The discussion resulted in an action for Liz Deapen to put information about snow removal and shoveling of townhouse perimeter sidewalks and common sidewalks into the next HOA fee mailing.

APPROVAL OF MINUTES:

- Neil Manausa asked that a change be made to the October 2003 Board meeting minutes to clarify that Neil Manausa presented a request on behalf of the OSC who had been approached by three residents regarding the construction of a fence. A MOTION was made by Jency Richards to approve the minutes from the October 2003 Board meeting as amended by Neil Manausa. The motion was SECONDED by Neil Manausa. The motion (BOT-1103C) was APPROVED (6-0-0).

COMMITTEE REPORTS

- **Pool Committee (PC):** Larry Cimbalista stated that there is some amount of risk deferring the pool repairs until spring. He further suggested that repairs might even be pushed out until next fall and that would allow time to put the repairs out for bid again. Liz Deapen stated that there is still about six weeks remaining to be able to do repairs now. Kevin Kelley stated that Ed Thomas has recommended waiting until spring. Liz stated that they asked for five bids on the pool repairs and received three. Larry stated that two bids matched exactly and the third was lower since they quoted partial coping stone replacement. David Gallagher stated that all pool companies should have been given the information from the engineering study. Kevin Kelley put off further discussion until Splash and Chris arrived.
Mike from Splash stated he wants to do the pool repairs now because a bad winter is expected and if water gets behind the hollow coping stones, it will damage the beam, costing \$40 to \$45 per cubic foot to replace the 2000 square-foot beam. Mike said getting the majority of work done now should present no problem with doing the whitecoating in the spring. Mike said he winterized the bathhouse. Kike also stated that doing the waterline tile at the same time as the rest of the work will result in a better seal and will cost less than doing it all separately. He said demolition takes 3-4 days plus an additional three days for the coping stones. He said the white coating is warranted for 3-4 years and should last ten years and the coping stones should last 10-15 years. Mike said he could start the repairs within 48 hours and finish by December 10th at the latest. Jency made a MOTION to have the coping stones and waterline tiles done in the fall per Splash and finish the work in the spring early enough to allow opening the pool in time for opening day. Rob Whetsel SECONDED the motion. The motion (BOT-1103B) was APPROVED (4-1-0).
- **Open Space Committee (OSC):** Patrick Wegeng reported that after receiving three bids and speaking with residents, the committee has decided to go ahead with a bid from Blade Runners on a proposal for improving Sprucegrove Square. The project includes improving turf and placing benches and shrubbery at the perimeter, leaving the area open for a play area. Thirty-five trees were lost which were either not under guarantee or the guarantee had passed. The committee has decided not to replace the trees due to cost and that there were

already plenty of trees in place. The committee is accepting bids on additional plantings at the front wall. Regarding the Courts entry, they are preparing a proposal for three companies to bid on. The location of the entry sign will be at Championship instead of Matchpoint because it will get more visibility there once Ashburn Road is closed. Regarding the buffer area by the new development, the committee does not feel the proposed fence would help. They are more concerned with making sure the developer doesn't impinge on the buffer. Neil Manausa stated that a 35-40-foot tree was knocked down right on the silt fence line and inquired whether the developer would fill in the hole. Patrick said he would check into it. Rob inquired if the decorative trees at the Ridges entrance would be replaced and Patrick said he would get a bid on it.

FINANCIAL REPORT:

- Chris Hundertmark just put \$50K in reserves for this year, and is working on getting the remainder of OSC budget done.
- Tim Sharkey inquired about the bidding process for high-ticket items. Chris Hundertmark said that we're in the first year of a two-year contract with Town & Country and is not sure if that contract was put out for bid. Chris said the Board wanted to bid on the Waste Management contract but he missed getting out of the contract. Kevin Kelley said the pool committee was happy with Splash and didn't necessarily want to change pool management companies every year so the Board took their recommendation and did not go out for bid this year. Ed Thomas recommended that pool management contracts should be looked at every two to three years and if the onsite manager and staff perform well, there's no reason to change companies for a small difference in bids.
- Tim Sharkey also inquired about the \$7550 for snow removal – is it a contract? Kevin Kelley replied that it is part of the Town & Country contract. Chris Hundertmark stated that the actual cost for snow removal last year was \$9900. Snow removal is an hourly charge.
- Tim Sharkey inquired if expenditures have to go out for vote to the community. Chris Hundertmark replied that he knows of no policy requiring the Board to consult the community. The purpose of publishing the draft budget is to solicit community input. Kevin Kelley stated that the Board tries to keep the community informed via the Crane and the website. David Gallagher summarized by saying that better notification about high dollar issues is needed.
- In response to Tim's question on outside memberships, the Board stated the policy will remain the same as last year.
- Chris Hundertmark said that he will try to reduce the OSC budget by \$3K - \$4K and move funds around for one of the events signs.
- Rob Whetsel made a MOTION to accept the budget as written for 2004. Neil Manausa SECONDED the motion. The motion (BOT-1103D) was APPROVED (6-0-0).

ACTION ITEMS:

- Neil Manausa made a MOTION that the Courts and Ridges HOA accept the proposal for management services from PMP Inc. for 2004 subject to the same terms and conditions as the current contract with one exception – the base management fee will be increased from \$8 to \$10 per unit per month with all other terms and conditions to remain the same. Rob Whetsel SECONDED the motion. Neil Manausa discussed that PMP has made the effort to meet our requests and issues. In response to Kevin's question, Ed Thomas stated that the contract can be terminated without cause in 90 days and with cause in 30 days. The motion (BOT-1103E) was APPROVED (6-0-0).

EXECUTIVE SESSION:

At approximately 10:00 pm, Chris Hundertmark made a MOTION to enter into Executive Session for the purposes of discussing finances. The motion was SECONDED by Kevin Kelley and APPROVED (6-0-0).

ADJOURN:

The meeting was adjourned at 10:43 pm in a MOTION made by Neil Manusa and SECONDED by Rob Whetsel.

Respectfully submitted,

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

Date