

Approved MINUTES
The Courts & Ridges of Ashburn HOA
Board of Trustees Meeting
20361 Susan Leslie Terrace
Ashburn, VA 20147
November 9, 2004

BOARD MEMBERS PRESENT:

- Rob Whetsel, President; Dave Arundel, V.P.; Matt LeClercq, Treasurer; Jim Alba, Neil Manausa, Mark Redd (departed 9:50pm)
- Staff Members: Liz Deapen, Community Manager, PMP

EXECUTIVE SESSION:

At 6:35pm, Rob Whetsel made a MOTION to enter Executive Session for the purpose of discussing an ARB appeal. Neil Manausa SECONDED the motion.

CALL TO ORDER:

Rob Whetsel called the meeting to order at 7:10pm.

BOARD MEMBERS ABSENT:

Walt Koehler (E).

RESIDENT INPUT:

A resident reported he found a lost parakeet.

COMMITTEE REPORTS:

- **Pool Committee (PC):** Larry Cimbalista reported that there was no feedback to the article about the grassy area at the pool. There are two bids in the \$10,000 range for paving the area. Rob Whetsel recommended that Aarin Wiltz attend the next Pool meeting to discuss her ideas on the grassy area. Rob Whetsel recommended that the Open Space Committee work with the Pool Committee to develop a plan for improving lighting and security for the entire clubhouse/pool/parking lot area.
Rob Whetsel made a MOTION to go along with the PC's recommendation on Splash's suggestion that to replace the coping stones with brick at no extra charge. Neil Manausa SECONDED the motion. The motion (BOT-1104A) was APPROVED (6-0-0).
Neil Manausa stated that he thought the slide was improperly installed and it's costing money because the fresh water dilutes the chemistry, requires weekly draining and lowers the water temperature. Rob Whetsel stated that this is an issue and needs to be researched.
- **Events Committee (EC):** Aarin Wiltz reported that the Fall Festival was successful. A CD player was purchased for event use. Teen Movie Night and the Halloween Parade were well attended. The committee is looking for a chairman starting in January.
- **Architectural Review Board (ARB):** Rodger Williams said the new Guidelines have been mailed to all residents. Liz Deapen is to email Rodger with the results of the ARB hearing. Dave Arundel made a MOTION to accept new ARB members Adil Ocak of 43844 Robindale and Sheila Cornish at 43772 Birch Manor. Jim Alba SECONDED the motion. The motion (BOT-1104B) was APPROVED (6-0-0).

- **Open Space Committee (OSC):** Mark Wright reported that the grassy area between Sunset and Brookline is done.
- **Communications Committee (CC):** Jim Alba will write an article for the next newsletter addressing vandalism issues and requesting input for lighting the pool/clubhouse/parking lot area.

APPROVAL OF MINUTES:

Mark Redd made a MOTION to accept the October minutes. Jim Alba SECONDED the motion and the motion (BOT-1104C) was APPROVED (5-0-1).

ACTION ITEMS:

- Rob Whetsel reviewed the main points from the meeting with the Swim Team:
 - The Lightning will operate as a standing committee under the auspices of the HOA.
 - They will elect officers who will report directly to the Board as do the other committees.
 - We propose to establish a separate bank account under the control of the HOA for the purposes of controlling funds for the swim team. They will not be financially autonomous however they will be self-supporting.
 - They will submit a budget for approval to the BOT for their annual operation. The budget will justify the level of membership fee charged for each swimmer. The officers will submit invoices to PMP for reimbursement just like other committees, while requiring approval of the BOT Treasurer for expenditures when approval is needed.
 - Any funds remaining in the account when the season is over will require a written capital expenditure plan from the officers. This will prevent the maintenance of a slush fund and hold down discretionary spending.
 - Membership goal is 100 members so that the team may adequately participate in meets. Placement will be prioritized by homeowners then outside members and then any remaining slots will be offered to non-members at the cost of annual fee plus 50%. The up-charge will go toward the general fund.

In response to Neil Manausa's question about handling any shortfall, Beverly Kelley stated that the committee members would possibly make up for any shortfall and would never ask the HOA for money.

Rob Whetsel will work with the Board to incorporate the information into a charter for the swim team and will have it ready in about two weeks.

Matt LeClercq made a MOTION to create a standing HOA committee named the Swim Team Committee for the purposes of running a swim team called the Lightning. Mark Redd SECONDED the motion and the motion (BOT-1104D) was APPROVED (6-0-0).

The Swim Team Committee Treasurer is to work with Matt LeClercq to decide how to track the funds, specifically whether to establish a separate account or handle it similar to how other committees' funds are handled. Matt LeClercq stated that the main difference between the STC and other committees is that the STC will be limited to spending only the income it brings in.

- Rob Whetsel asked Liz Deapen to modify the Events Committee Charter using the same language as in the ARB charter, Article II, numbers 4 and 5.
- Rob Whetsel asked Jim Alba to send the latest draft of the OSC charter to Liz Deapen so she can make the same changes as for the Events Committee Charter and have it ready for the next meeting.
- Neil Manausa made a MOTION that the HOA offer Bladerunners the landscaping contract for 2005 for the Courts and Ridges of Ashburn. Rob Whetsel SECONDED the motion and

the motion (BOT-1104E) was APPROVED (5-1-1). The OSC confirmed for Liz Deapen that the contract is to include snow removal and that bus stops, mailbox areas, and clubhouse sidewalks will be shoveled.

- On the OSC's unanimous recommendation, the Board gave approval for the OSC to proceed with the \$14,000 bid on landscaping the five critical areas impacted by the Claiborne construction.
- Matt LeClercq made a MOTION to allow Rob Whetsel to contact Ray Ceresa to make the suggested changes to the PMP management contract and then Ray would work with Ed Thomas to finalize it. Jim Alba SECONDED the motion and the motion (BOT-1104F) was APPROVED (6-0-0).
- The Board reviewed the proposed budget and Matt LeClercq explained the current operating deficit.

Matt LeClercq made a MOTION to instruct Liz Deapen to contact all the committee chairmen and notify them of a moratorium on spending until the end of the year, to exclude any projects already in the budget or underway. Neil Manausa SECONDED the motion. The motion (BOT-1104G) was APPROVED (5-0-0).

Liz Deapen is to make discussed changes to the budget and email Matt LeClercq.

- Matt LeClercq made a MOTION to accept the changes to the proposed budget and mail the draft budget to all homeowners as soon as possible. Jim Alba SECONDED the motion. The motion (BOT-1104H) was APPROVED (5-0-0).
- Liz Deapen will try to have the Reserve Study report by the next Board meeting.
- Neil Manausa made a MOTION to authorize any Board member to contact the HOA attorney with a majority vote of the members of the Board. Contact with the HOA attorney may not be made without the BOT approval. Jim Alba SECONDED the motion. The motion (BOT-1104I) was APPROVED (5-0-0).

ADJOURN:

The meeting was adjourned at 10:16pm in a MOTION made by Rob Whetsel.

Respectfully submitted,

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

Date