

Approved MINUTES  
The Courts & Ridges of Ashburn HOA  
Board of Trustees Meeting  
20361 Susan Leslie Terrace  
Ashburn, VA 20147  
November 17, 2005

**BOARD MEMBERS PRESENT:**

- Neil Manausa, President; Matt LeClercq, Treasurer; Jim Alba, Mark Redd, Greg Truba
- Staff Members: Liz Deapen, Community Manager, PMP; Ed Thomas, CEO, PMP

**RESIDENT INPUT:**

Denise Hoffman of Sprucegrove Square and Chad Mock of 20260 Sprucegrove Square presented concerns with the two families renting the property at 20258 Sprucegrove Square. Denise talked about their excessive littering and their children's misbehavior including ganging up on her daughter and destroying common property. Liz Deapen confirmed she had sent a certified letter to the homeowner. Liz Deapen is to contact the owner again and inform the owner of the trash and behavior issues of the renters.

**CALL TO ORDER:**

Neil Manausa called the meeting to order at 7:17pm.

**BOARD MEMBERS ABSENT:**

Dave Arundel (E), proxy to Greg Truba; Walt Koehler (E), proxy to Jim Alba; Matt LeClercq departed at 9:00pm and returned at 10:30pm.

**COMMITTEE REPORTS:**

- **Architectural Review Board (ARB):** Rodger Willams reported no concerns at this time.
- **Communications Committee (CC):** Mark Wright was out of town.
- **Events Committee (EC):** Diana Wilkins said the Halloween Party was great.
- **Neighborhood Watch Committee (NWC):** Inactive.
- **Open Space Committee (OSC):** Rob Altland received a proposal from Valley Crest that is lower. Rob stated that he hasn't yet reviewed the proposal with the rest of the committee but that he would opt for Valley Crest.
- **Pool Committee (PC):** Larry Cimbalista reported no issues at this time.
- **Swim Team Committee (STC):** Kelly Brynda said the next meeting is November 29, no meeting in December and two planned for January.
- **Welcoming Committee (WC):** Inactive.

**APPROVAL OF MINUTES:**

A MOTION was made by Matt LeClercq to accept the October minutes as amended. The motion was SECONDED by Greg Truba. Change the wording to read, "From then forward, it will always be a two-year term and if a vacancy occurs on the BOT, the BOT will appoint a replacement that will serve the term of the vacated seat." Change "approve" to "accept" on motions involving budget acceptance. In the motion to accept the OSC budget, move Matt's

recommendations to appear after the motion approval. The motion (BOT-1105A) was APPROVED (5-0-0). Walt Koehler's proxy not used.

### **ACTION ITEMS:**

- Larry Cimbalista reviewed his analysis of the four pool management bids and stated that the committee recommends Splash Aquatics because their bid was far superior. Larry recommends selling 110 outside pool memberships for next season. Larry will ask Splash about the rough areas in the pool that Denise Hoffman inquired about. Larry recommends a spray-on non-slip sealant for the floors in order to improve cleanliness in the bathhouse.
- Liz Deapen said Waste Management increased their fee by 43% for 2006 to \$127,000. American Disposal Service submitted a bid for \$91,000. Liz Deapen stated they are a responsive, locally owned company and recommends them as the best choice. Matt LeClercq will write an article for the next newsletter addressing the impact of the increased trash pickup costs on dues.
- In response to Rodger Williams' question about the discrepancy between the association budget and the OSC budget, Matt LeClercq explained that the committees may not get everything they request. Rob Altland recommended removal of the milky spore treatment if Valley Crest is awarded the landscaping contract.
- Liz Deapen will communicate with the newsletter printer if necessary and let them know the HOA is not responsible for payment for printing the wrong issue.
- In response to Rob Whetsel's question about the Events committee budget, Matt LeClercq explained that although events were cancelled, other remaining events are being enhanced. Also, the budget doesn't yet reflect funds still to be spent in 2005.
- Swim Team Committee Budget.
  - Kelly Brynda changed the STC budget so that the number of swimmers is 125 and the junior coach comment field was corrected. Larry Cimbalista stated the budget was not responsible and that there was an error, increasing the total expenses by \$2000. Larry stated that the only fixed cost is \$5 per swimmer and all other expenses are optional; yet the budget comes out to \$151 per swimmer. Larry inquired if the STC was lacking any equipment that would prevent them from having a swim team in 2006 and they replied that they were not. Larry asked how the BOT can accept a budget with a deficit when 50% of the swimmers are not in the HOA and only 8% of the homes participate in the team. Larry further stated that the STC charter specifies that their budget be balanced. He added that the estimate for lifeguard support should be 80 hours for a total of \$1300.
  - Liz Deapen emailed the BOT today about a 15% increase in the PMP contract for a total of \$1.50/unit/month to handle increased costs due to STC management, insurance costs and fuel costs.
  - Denise Hoffman had issue with the swim team using more than half the pool this past summer during evening practices and she objects to spending HOA funds on managing the swim team. Matt LeClercq stated that the HOA has never paid any funds for the swim team to operate.
  - Beverly Kelley stated that she agreed that the swim team should be a break-even operation and that she wants them to be self-sufficient.
  - Kelly Brynda stated that she added a \$2000 surplus from last season as a line item under income and was informed by Matt LeClercq that is not allowed.
  - In response to Larry Cimbalista's question about what portion of the management contract increase is to due STC management, Liz Deapen recommended talking to Ed Thomas when he arrives later in the meeting. Liz Deapen went on to explain that

managing the STC this past spring was exhaustive and time-consuming. Management of the STC was not part of the 2005 contract, however PMP made a good-faith effort to take on the added responsibility without charging extra.

- Neil Manausa stated that there is a big difference in the budget, with \$13,261 in income and \$17,453 in expenses.
  - Neil Manausa reported on his discussion with Paul Manino, president of the Old Dominion Swim League, who stated that swim teams are expensive to start up and that most swim teams start out being run under the HOA but then go private because of increased costs to the HOA.
  - Rob Whetsel suggested the increased management expense be worked into the swimmer registration fee. Rob also suggested a standard format for budgets be provided to all committees. If HOA fees are going to go up, the community will not accept giving thousands to a special interest group.
  - The BOT directed the STC to balance their budget at the next STC meeting and enlist Rob Whetsel's help in revising the budget.
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- Discussion of the association budget was tabled until the December meeting.
  - Jim Alba made a MOTION to accept the proposal as submitted by ADS for trash removal for the Courts and Ridges. Greg Truba SECONDED the motion and the motion (BOT-1105B) was APPROVED (5-0-0). Walt Koehler's proxy not used.
  - Jim Alba made a MOTION to accept the landscaping proposal for Valley Crest. Greg Truba SECONDED the motion and the motion (BOT-1105C) was APPROVED (4-0-0; Walt Koehler's proxy not used; Matt LeClercq was not in attendance).
  - Jim Alba made a MOTION to approve the 2006 Pool Committee budget. Neil Manausa SECONDED the motion. Discussion was held about which items are wants and which are needs. The motion (BOT-1105D) was APPROVED (5-0-0). Walt Koehler's proxy not used.
  - Jim Alba made a MOTION to accept the contract as proposed by Splash Aquatics. Greg Truba SECONDED the motion and the motion (BOT-1105E) was APPROVED (5-0-0). Walt Koehler's proxy not used.
  - When Ed Thomas arrived at approximately 10:15pm, a discussion followed in regards to swim team committee issues. Jim Alba stated that it would be helpful to know what portion of the contract increase is due to management of the swim team since there has to be an evaluation on whether it is worthwhile to keep them as a committee or not. Ed Thomas stated that the swim team should be operated independently, not as part of the association, under their own insurance, picking up 100% of their costs, and having a block of time specified for use of the pool.  
Ed Thomas informed the BOT that Liz Deapen's last day will be December 2 and that he will find the best replacement he can. The BOT thanked Liz Deapen for all the work she has done for the community.
  - Mark Redd made a motion to approve the PMP contract as submitted. Neil Manausa SECONDED the motion. PMP is to let the Communications Committee know the name and contact information of the interim manager by the Monday after Thanksgiving. The motion (BOT-1105F) was APPROVED (4-0-0). Walt Koehler's proxy not used; Matt LeClercq was not in attendance.
  - Jim Alba made a MOTION to change the billing cycle for HOA dues to monthly instead of quarterly. Neil Manausa SECONDED the motion and the motion (BOT-1105G) was APPROVED (4-0-0). Walt Koehler's proxy not used; Matt LeClercq was not in attendance.

- Liz Deapen and the BOT reviewed the association budget taking into consideration the lower cost of the newly approved landscaping and trash removal contracts. By also revising the committee budgets, an increase in the homeowner assessments for 2006 could be avoided. This would then provide more time to finalize the association budget.

**NEW BUSINESS:**

Mark Redd made a MOTION to accept the proposal from Liz Deapen for Doody Calls. Greg Truba SECONDED the motion and the motion (BOT-1105H) was APPROVED (5-0-0). Walt Koehler's proxy not used.

**ADJOURN:**

The meeting was adjourned at 10:35pm in a MOTION made by Jim Alba.

Respectfully submitted,

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

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Date