

Approved MINUTES  
The Courts & Ridges of Ashburn HOA  
Board of Trustees Meeting  
20361 Susan Leslie Terrace  
Ashburn, VA 20147  
November 13, 2006

**BOARD MEMBERS PRESENT:**

- Jim Alba, President; Greg Truba, VP; Larry Cimbalista, Treasurer; Karthik Srinivasan, Secretary; Neil Manausa
- Staff Members: Dalia Martinez, Community Manager, PMP

**CALL TO ORDER:**

Jim Alba called the meeting to order at 7:04pm.

**BOARD MEMBERS ABSENT:**

Rob Whetsel (E).

**RESIDENT INPUT:**

None.

**COMMITTEE REPORTS:**

- **Architectural Review Board (ARB):** The committee sent an email to the BOT stating that they had no applications submitted for approval.
- **Communications Committee (CC):** Mark Wright said the next newsletter would go out mid-December. This is the last newsletter prior to the elections.
- **Events Committee (EC):** Not present.
- **Neighborhood Watch Committee (NW):** Not present.
- **Open Space Committee (OSC):** The contract with Blade Runners has been signed. Mark Wright received approval from the BOT to use the remaining funds in the budget for 2006 fall planting per the \$8850 quote.  
Dalia will send a letter to Valley Crest stating that the remaining work must be completed before they will receive their final payment. Dalia will also notify Valley Crest by the end of November that their contract will not be renewed.  
Dalia will also ensure that the final payment to Valley Crest is withheld.  
Dalia will order a replacement trash can lid.  
Dalia will remind Martin to make the transfer from town house Reserves for the striping per the invoice amount.
- **Pool Committee (PC):** Larry Cimbalista said there were no issues at this time.
- **Swim Team Committee (STC):** Not present.

**APPROVAL OF MINUTES:**

A MOTION was made by Neil Manausa to accept the October 9<sup>th</sup> meeting minutes. Greg Truba SECONDED the motion. The motion (BOT-1106A) was APPROVED (5-0-0).

### **ACTION ITEMS:**

- The BOT agreed to hold the December 11<sup>th</sup> BOT meeting as planned.
- The Ricky Horseman Companies, Inc. snow removal contract was discussed. Jim Alba signed the contract and added a note that they should contact a BOT member before plowing. Dalia will ensure that the company has a list of contact numbers.

### **2007 OPERATING BUDGET**

Larry Cimbalista reviewed some highlights of the 2007 budget.

- Capital Reserves was cut back by 5%.
- The BOT agreed to set up an Emergency Contingency Reserve fund for unexpected expenses that will be capped at \$6000. Dalia will check on the insurance deductible and email the BOT.
- Upshire Realty's portion of the Susan Leslie Drive maintenance should go into the townhouse reserves.
- Dalia will check on the phone service at the pool and determine whether year-round service is less expensive than connecting and disconnecting for the swim season.
- Larry stated that the final Swim Team budget has not been submitted, however, the proposed budget was balanced with a surplus, and so it does not pose a risk to the association budget.
- The electricity/lighting and street light maintenance expenses have been split according to usage with town homes at 62% and single family homes at 38%.
- Larry Cimbalista made a MOTION to transfer \$500 from Common Area Reserves for repairing the hole in the asphalt path. Neil Manausa SECONDED the motion. The motion (BOT-1106B) was APPROVED (5-0-0).
- The trash removal expense has been split according to single family homes and town homes.
- Neil Manausa made a MOTION to accept and approve the 2007 Operating Budget. Karthik SECONDED the motion. The motion (BOT-1106C) was APPROVED (5-0-0).

### **FINANCIAL REPORT:**

Larry Cimbalista said that financially the HOA is in good shape for the remainder of the year.

### **PENDING BUSINESS:**

Dalia notified Upshire Realty in writing that the HOA is exercising it's right to formally request the agreed-upon items such as the speed bump, signs, and crosswalk. Dalia will confirm that Upshire Realty received the letter.

Neil Manausa will get the house number for the Carrleigh Place property that encroaches on Courts and Ridges common property and give it to Dalia so she can put it in the letter.

**ADJOURN:**

The meeting was adjourned at 8:22pm in a MOTION made by Neil Manausa.

Respectfully submitted,

\_\_\_\_\_  
Karthik Srinivasan, Secretary  
Board of Trustees  
Joyce L. Cimbalista, Recording Secretary  
Courts & Ridges of Ashburn Association

\_\_\_\_\_  
Date