

Approved MINUTES
The Courts & Ridges of Ashburn HOA
Board of Trustees Meeting
20361 Susan Leslie Terrace
Ashburn, VA 20147
December 12, 2005

BOARD MEMBERS PRESENT:

- Neil Manausa, President; Dave Arundel, VP; Matt LeClercq, Treasurer; Mark Redd, Greg Truba
- Staff Members: Crystal Garcia, Community Manager, PMP; Ed Thomas, CEO, PMP

RESIDENT INPUT:

Susan Truba stated that after leaving the Swim Team Committee budget (STC) meeting, items in the budget were changed such as the number of lane lines and the sound system installation. Susan said that \$250 is a lot to charge a company to put their name on a banner for three swim meets and that Mark Redd hadn't been made aware that other realtor names would be on the banner along with his. Susan Truba stated that even though more volunteers might join the STC, it will still be run by three members. Susan added that she didn't really want any action taken but just wanted to let the BOT know changes were happening after the meetings. Beverly Kelly stated that the STC should write a sponsorship plan and submit it to the BOT. Beverly also wanted to remind everyone of the original point of accepting outside members which was to build the team for at least five years until it's viable. The BOT replied that the decision made at the last meeting about the number of outside members allowed on the team for 2006 is in line with what actually occurred last season.

CALL TO ORDER:

Neil Manausa called the meeting to order at 7:22pm.

BOARD MEMBERS ABSENT:

Walt Koehler (E); Jim Alba (E, with proxy to Neil Manausa).

COMMITTEE REPORTS:

- **Architectural Review Board (ARB):** No report at this meeting.
- **Communications Committee (CC):** Mark Wright asked for and received BOT approval to charge 20% more for preferred placement of ads.
- **Events Committee (EC):** Aarin Wiltz discussed the budget. After reviewing the expenses, the budget was changed as follows: the April event was adjusted to \$700 from \$1000; the Fall event was changed to \$700 from \$1000; Teen Pool Nights was changed to \$250; Ornament Exchange was changed to \$275; and the 4th of July event was changed to \$1750. Expenses total \$6500, which is the same as 2005.
- **Neighborhood Watch Committee (NWC):** Inactive.
- **Open Space Committee (OSC):** The BOT discussed the OSC email which stated that Valley Crest's estimate for Milky Spore treatment was also about \$6000, so they recommended adding it to their budget. Mark Wright said the treatment is recommended for three years in a row and then it would last for 15 – 20 years. Further discussion to be

held later in the meeting.

- **Pool Committee (PC):** Larry Cimbalista said he had emailed the flooring estimate to the BOT.
- **Swim Team Committee (STC):** Kelly Byrnda got estimates for the lane line rack for \$800 - \$999 and the cover for about \$150. The BOT added a bathroom cleaning expense of \$375, which covers a cleaning after each of the three meets for \$125 each. The end-of-year meet expense was reduced to \$150. Matt LeClercq reminded the STC that they need to ask for BOT approval if they find they need to move money between line items. The BOT recommended that the STC either request Paul Manino to break out the expenses on his invoice, or break it out themselves when submitting the expenses. In response to Beverly Kelly's question about whether the STC could hire three assistant coaches at \$550 each, the BOT replied that each assistant coach can not be paid more than \$800 and the total amount paid to all assistant coaches can not exceed the budgeted amount.
- **Welcoming Committee (WC):** Inactive.

FINANCIAL REPORT:

- Matt LeClercq stated there were no abnormal expenditures. Matt stated he would email the revised budget tomorrow to the BOT for review. Matt increased the town home snow removal to \$5000, with general snow removal at \$3000 for a total of \$8000.
- Neil Manausa gave the following dates for committee meetings: ARB, December 14th; CC, no January meeting; EC, December 14th; OSC, December 21st; PC, January 3rd; STC, January 10th and 24th.

APPROVAL OF MINUTES:

- A MOTION was made by Greg Truba to accept the November 17th minutes. The motion was SECONDED by Mark Redd. The motion (BOT-1205C)* was APPROVED (5-0-1, with Dave Arundel abstaining).
- Dave Arundel made a MOTION to accept the December 5th Special Meeting Minutes as amended. Greg Truba SECONDED the motion. Discussion was held where Mark Redd requested further explanation of the statement Neil Manausa made at that meeting in regards to abstaining from a vote due to a conflict of interest. Mark Redd stated he would be satisfied with including his opinion in this month's minutes, which is that he objected to the statement, and didn't want a precedent set. Mark Redd stated he was not currently a sponsor and asked why no objection was raised to votes involving the Communications Committee since he places ads in the newsletter. The statement about limiting initial registration to 55 was removed. The motion (BOT-1205D) was APPROVED (5,0,1, with Mark Redd abstaining).

ACTION ITEMS:

- Matt LeClercq suggested taking \$5000 leftover from snow removal and using it as an initial deposit in a snow removal account. On January 1st, the \$8000 budgeted for snow removal would be deposited in the account.
- A discussion was held about whether to do the Milky Spore treatment. Mark Wright's opinion was that the beetle damage has aggressively gotten worse and this treatment has definite advantages over pesticide. Dave Arundel made a MOTION to put a \$6000 expense into the budget for Milky Spore treatment. Greg Truba SECONDED the motion. The motion (BOT-1205E) was APPROVED (5-1-0, with Matt LeClercq voting against).
- Matt LeClercq will send Crystal the new budget. Matt needs the 'projected year-end' for

each section updated so he'll know what the carryover will be.

- Crystal Garcia is the temporary PMP Community Manager for the Courts and Ridges.
- The BOT discussed the email from Larry Leber of Upshire Realty Advisers, LLC about building Wal-greens and a bank on the commercial property now owned by Gloucester Capital Partners, LLC. Neil Manausa recommended allowing Mr. Leber to take over ownership of the sidewalks since the HOA wouldn't want to deal with maintenance and liability issues. Other issues discussed included providing adequate screening and the need for a legal agreement.

PMP is to invite Mr. Leber to the next BOT meeting and let him know he'll be a priority on the agenda. An ARB member should attend also.

- Matt LeClercq wanted to ensure that PMP's action list includes locating a company to perform a condition assessment of the townhome streets, tennis courts and multi-purpose courts and provide estimates for repairs.
 - PMP is to get a recommendation from Ed Thomas of a company to perform the condition assessment and have that name for the next BOT meeting.

EXECUTIVE SESSION:

- At 8:55pm, Neil Manausa made a MOTION to enter Executive Session for the purpose of discussing Covenant violations. Matt LeClercq SECONDED the motion.
- Neil Manausa made a MOTION that the Board exit Executive Session. The session was exited at 9:02pm.

NEW BUSINESS:

- The Annual Meeting will be on the second Monday of February. PMP is to send out a letter to all residents regarding the Annual Meeting and the election. The letter should remind residents that the top four vote-getters will serve two-year terms and the next two top vote-getters will serve one-year terms.
- Dave Arundel made a MOTION to designate Joyce Cimbalista as the Elections Committee Chairperson. Greg Truba SECONDED the motion. The motion (BOT-1205F) was APPROVED (4-0-0, Mark Redd was momentarily absent from the room when the vote was taken).

ADJOURN:

The meeting was adjourned at 9:15pm in a MOTION made by Greg Truba.

* Naming of the Motions in these minutes started at 'C' since motions A and B were made at the December 5th Special Meeting.

Respectfully submitted,

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

Date