

Approved MINUTES
The Courts & Ridges of Ashburn HOA
Board of Trustees -- Special Meeting
20361 Susan Leslie Terrace
Ashburn, VA 20147
December 5, 2005

BOARD MEMBERS PRESENT:

- Neil Manausa, President; Dave Arundel, VP; Matt LeClercq, Treasurer; Jim Alba, Greg Truba
- Staff Members: Ed Thomas, CEO, PMP

RESIDENT INPUT:

Susan Truba stated that a vote was passed at the last Swim Team Committee to set the non-resident fee at \$100 per swimmer plus \$25 per family, however it has not been added to the Swim Team Committee (STC) budget. Susan also said that the income for concessions had been raised by the STC Treasurer to \$2000 without consulting with her, as she is the Concessions sub-committee chairperson.

CALL TO ORDER:

Neil Manausa called the meeting to order at 7:12pm.

BOARD MEMBERS ABSENT:

Walt Koehler (U); Mark Redd (E, proxy to Matt LeClercq)

INTRODUCTION:

Neil Manausa explained that the meeting purpose is to discuss the Committee budgets in an effort to formulate and finalize the Association's annual operating budget.

COMMUNICATIONS COMMITTEE (CC):

- Mark Wright stated that the 2005 actual income would be \$2875. Matt LeClercq stated he would change the 2006 expenses to \$2050 to match the income amount.

OPEN SPACE COMMITTEE (OSC):

- The only item removed from the budget was the Milky Spore treatment, which will go on the wish list. Pricing for Doody Calls has not been added.
- Matt LeClercq made a MOTION to create a snow removal reserve fund. Jim Alba SECONDED the motion. Discussion was held that this was recommended by PMP and is for purposes of stability so HOA fees won't reflect variances in snow removal costs from year to year. The motion (BOT-1205A) was APPROVED (6-0-0).
- PMP was tasked with looking into curb maintenance for 2006.
- Mark Wright will get a quote from Valley Crest for Milky Spore treatment and based on that the BOT will decide whether to add it back into the budget.

POOL COMMITTEE (PC):

The floor sealant was moved to Reserves since it has a ten-year life.

EVENTS COMMITTEE (EC):

PMP was tasked with contacting the Events Committee Chairperson since their budget was not structured well and needs to be finalized for next week's BOT meeting.

SWIM TEAM COMMITTEE (STC):

- Kelly Brynda stated that they chose to leave the 3 lane lines in the budget since it's important to meet Old Dominion Swim League (ODSL) guidelines. Kelly also stated that the income was increased because they raised the per swimmer fee by \$5. Non-resident swimmers will be charged \$20 more however this is not reflected in the budget since it's not known how many swimmers will be non-residents.
- The BOT recognized Susan Truba so she could explain the large increase in the outside member fee. Susan explained that outside members should bear more of the expenses and that by raising the fee, they may prefer to purchase a pool membership instead.
- Jim Alba made a MOTION that swim team members must be at least 50% residents. Greg Truba SECONDED the motion. Discussion was held about having a team that is not made up of a majority of residents and whether the HOA is partly funding the team because of other expenses such as facility usage and processing bounced checks that are not covered by the \$25 per family usage fee. Neil Manausa stated there may be a conflict of interest since Mark Redd has been asked to sponsor the swim team and therefore Mark Redd's proxy for this vote should possibly be abstained. The motion (BOT-1205B) was APPROVED (4-1-1, with Mark Redd's proxy abstained). The BOT stated that the maximum number of swimmers should be limited to 125, with at least 50% being residents.
- Specific line items were discussed, such as breaking out the \$4 insurance fee and the \$1 league fee. Kelly Brynda stated that they will do a better job with concessions in 2006 and so plan to keep the expense the same and increase the income. Susan Truba agreed that \$2000 would be okay for concession income. Matt LeClercq calculated income from registrations at \$10,800, assuming 60 resident swimmers at \$80 and 60 non-members at \$100. After making all discussed changes, total income is \$15,311.38.
- Sound system installation was discussed and it will not be added to the budget because of issues with security, code, placement, etc. Kelly Brynda explained that sponsorship was increased to \$750 because they are planning on 3 sponsors at \$250 each. Matt LeClercq said he would get a comparison for the banner expense. The end-of-year party expense was changed to \$350, which is a 33% increase over last year's. The BOT agreed on an expense of a \$100 gift certificate for a non-resident swim team parent to take pictures and sell CDs to parents. After making the discussed changes, the total expense is \$13,954.50.
- To balance the budget, additional changes such as increasing the end of season meet expense and adding an expense for restroom cleaning will be discussed at the next BOT meeting. This week, the STC will look into finding out how many lane lines fit on the \$1150 reel.

ADJOURN:

The meeting was adjourned at 9:30pm in a MOTION made by Greg Truba.

Respectfully submitted,

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

Date