

## **Mosby Mountain Community Association**

### **MEETING OF THE BOARD OF DIRECTORS**

**Date and time: Tuesday, August 4, 2009, 6:30 pm**

**Meeting location: home of Barbara and Alan Strain, 1635 Hubbard Court**

Board members present:

Barbara Strain, President, 1635 Hubbard Court  
Kristie Beitz, Vice President, 1737 Mattox Court  
Jim Peterson, Secretary/Treasurer, 1969 Ridgetop Drive  
Brian Roy, 1647 Hubbard Court  
Todd Jenkins, 1749 Mattox Court  
Matthew Althoff, 1372 Singleton Lane

Others present:

Debra Mincarelli, 1390 Singleton Lane  
Preston Miller, 1390 Singleton Lane

1. Call to order

Ms. Strain called the meeting to order at 6:37 p.m. She reported that board member Michael Hightower had called her saying he was out of the state and would be unable to attend the meeting.

2. Adoption of agenda

On a motion by Mr. Peterson, seconded by Ms. Jenkins, the agenda was adopted as distributed.

3. Approval of May 5, 2009, board meeting minutes

On a motion by Mr. Jenkins, seconded by Ms. Beitz, the minutes of the May 5, 2009, board meeting were unanimously approved as distributed.

4. Financial statements

Mr. Peterson distributed copies of the balance sheet for the period ending June 30, 2009 (see attached) prepared by Wills & Co PC, Certified Public Accountants, showing a cash balance of \$20,722.48 (of which \$1,949.84 is the balance of the special assessment), and a reserve account balance of \$10,222.57. Also attached is a budget report for the same period reformatted by Mr. Peterson, and he said that all revenues and expenditures are on target. He noted that the source and existence of the \$2,000.00 item listed as "Capital contributions" carried on the balance sheet under "Equity," and which board members and others have previously questioned as to its nature, remains unknown.

On a motion by Mr. Jenkins, seconded by Ms. Beitz, it was unanimously voted to refer the question of the source of the \$2,000.00 Capital Contribution back to Wills & Co, and if the source could not be identified, and if it were in keeping with approved accounting principles, that Wills & Co be requested to adjust the item off of the balance sheet.

Mr. Peterson reported that once again, Wills & Co have indicated that they will not be allowed to continue to sign MMCA checks. Instead the procedure would be for an officer to approve payment of each voucher prior to Wills preparing a check for payment, and then one of the officers would sign the check.

On a motion by Mr. Peterson, seconded by Ms. Beitz, it was unanimously voted to approve the revised Corporate Authorization Resolution provided by Virginia National Bank authorizing the president, vice president and secretary/treasurer of the Association to sign checks.

#### 5. Follow up to the June 2 membership meeting

Ms. Strain noted that due to a lack of a quorum at the June 2 meeting, items were discussed, but no decision items could be considered. The question about whether VDOT had accepted the roads into the state system had been raised, and Mr. Miller had reported that the installation of the state route number signs indicated VDOT had accepted them into the system. Mr. Peterson subsequently telephoned the VDOT area supervisor and this was confirmed. The state is now exclusively responsible for all road maintenance including snow removal.

Mr. Miller suggested that for all future meetings of the membership, proxies be issued for any decision items, including the approval of meeting minutes, so that business can be conducted at the meetings. There was consensus to issue proxies for future meetings of the membership.

#### 6. Committee appointments

Ms. Strain asked if there were any recommendations for committee appointments. Mr. Jenkins said that two members of the Architectural Review Board have moved, Ramsey Hathaway and Ashleigh Slawski, and so there are now two vacancies to be filled. It was agreed that representation from Turnstone Drive, Hatcher Court and Singleton lane would be desirable.

Mr. Althoff reported that a new resident, Leah Burger, has expressed interest in serving on the Community Relations Committee.

On a motion by Mr. Peterson, seconded by Mr. Jenkins, it was unanimously voted to appoint Leah Burger to the Community Relations Committee.

#### 7. Common Areas Committee (CAC) Report

Mr. Roy reported that the next CAC meeting will be held next Wednesday. Plans are progressing to address the trails and plantings on Ridgetop Drive in the fall. Specific ideas and quotes have been received for Ridgetop Drive, but the best use of funds for the enhancement of the trails is receiving further study from a CAC subcommittee. The grass cutting has been going well with punctual service provided on a regular basis. Seeding and fertilizing will be done next month.

Mr. Roy said that the mowing of the trails had not been included in the original contract for services, but this can be added for a one-time charge of \$150.00.

On a motion by Mr. Roy, seconded by Mr. Jenkins, it was unanimously voted to authorize the payment of \$150.00 to Blue Ridge Lawn Care, LLC, for the mowing of the walking trails.

Mr. Roy reported that the committee had a request from Hubbard Court resident, Keith Ward, for possible action on two pine trees in the common area. Frazier Tree Service agreed with the conclusion that the trees should come down and the cost would be \$600.00 for the two, or \$750.00 if they were to be removed from the site.

On a motion by Mr. Roy, seconded by Ms. Beitz, it was unanimously voted to authorize an expenditure of up to \$750.00 for the cutting and possible removal of the two trees, provided that Mr. Roy consult with the neighbors most immediately affected to determine if the fallen trees would be left or removed.

With regard to the status of the developer's remaining responsibilities and commitments, Mr. Roy said that if the County approves the developer's revised site plan, which eliminates the requirement for some sidewalks and trees, then the developer will contribute \$10,000.00 to the Association for common areas improvements. However, the developer is still required to complete the work on the basins, storm water management, and other any other issues previously identified by the County.

#### 8. Architectural Review Board (ARB) report

Mr. Jenkins reported that the ARB had a working meeting on May 6 and conducted two in-depth reviews (e.g., proposed installation of a shed). The committee will also schedule another comprehensive compliance review of all properties.

The sellers of the property at 1725 Mattox Court had requested a disclosure packet, and in the process of reviewing the files, it was evident landscaping completed in 2006 had not been approved. However, recognizing that no objections have been received over the three years and the adjoining property just has sold, and an on-site inspection was favorable, the property was approved for the disclosure packet.

#### 9. Neighborhood Watch Program

Ms. Strain reported that Ms. Mary Desouza and Ms. Beverly Glascock had spoken with County officials and the County is now ready to hold meetings to implement the program. The kick-off will probably take place in September, and Ms. Strain observed that it would be good to have the program up and running by Halloween when problems were experienced in the neighborhood last year at that time.

#### 10. Community Relations Committee report

Mr. Althoff reported that Saturday, September 19, has been selected as the date for the next community yard sale. Some of the expenses for publicity will be less this time because the signs from the previous yard sale will be reused.

#### 11. Preliminary planning for 2010 budget

Ms. Strain reported that one of the topics covered in the seminar she attended on April 30 sponsored by the Property Owner Associations of Virginia (POAVA) clarified that it is permissible to use association membership fees for association events such as picnics, etc., and so the Community Relations Committee (CRC) should keep this in mind in planning for next year's budget. Another topic covered in the seminar was that the entire membership must be advised as to the scheduling of upcoming meetings of committees of the board (e.g., CAC, CRC, ARB, Neighborhood Watch, etc.). Ms. Strain said that the meeting dates and time should be placed on the website to keep the membership informed.

The board will hold a special budget work session in mid-August (17<sup>th</sup>, 18<sup>th</sup> or 19<sup>th</sup>—to be determined) to outline the budget for 2010. The major contracts (landscaping maintenance, trash collection, and account services) will be reviewed, and any other items (such as the enhanced street signs, neighborhood functions, etc.) will also be considered. Ms. Strain noted that residents of the neighborhood should be enlisted to complete a "reserve study" as required by Virginia code which would outline the projected costs of long-term maintenance items (the bio-retention basins) and how and when revenues will be added to the reserve fund in order to meet the anticipated costs when they occur.

#### 12. Planning for 2010 board and officer elections

The members reviewed charts showing the terms of the directors and officers, which of the incumbents will be continuing in the second year of their board terms, and who of the incumbents who are completing their terms would be eligible to stand for reelection if they so desired and if they were nominated. Ms. Strain said that Ron Matthews was agreeable to serving once again on the Nominating Committee, and perhaps the other previous members would also serve.

#### 13. Issues related to dogs and traffic

Ms. Strain has received complaints that some dog owners are still not picking up after their dogs. After some discussion it was agreed that another reminder could be sent out and also perhaps cute little signs could be placed around the neighborhood as a reminder to dog owners.

Ms. Strain has also received complaints about perceived speeding on Ambrose Commons Drive and Ridgetop Drive. Because the roads are now in the public system, the Association cannot post traffic management signs, but the County could be contacted and requested to place the radar speed reminder sign in the neighborhood. Mr. Miller had asked about this before the streets had been accepted into the public system, but other county priorities took priority over the private roads. Perhaps now they would be more responsive. Ms. Strain said she would check into this.

14. Comments on items not on the agenda

Mr. Jenkins described a situation where one of his guests and family members were almost involved in a serious accident at the intersection of Singleton Lane and Old Lynchburg Road due to the visibility problem. The CAC has already cut the embankment back as far as they could with hand tools, and also a tree would have to be removed if a backhoe were to be employed. Mr. Jenkins will e-mail Mr. Roy asking the CAC to pursue more work on the embankment.

Mr. Miller suggested that perhaps next year's "June" membership meeting should be held in May when school is in session and more residents are likely to be available to attend.

15. Next meeting

A special meeting of the board will be held in mid-August to plan for the 2010 budget. The next regular board meeting will be held on Tuesday, September 1, 6:30 p.m., at a location to be determined. Again, homeowners are asked to contact Ms. Strain if they would host the meeting at their home.

The meeting was adjourned at 8:19 p.m.

Respectfully submitted,

James R. Peterson  
Secretary/Treasurer

4:21 PM  
07/20/09  
Accrual Basis

Mosby Mountain Community Association  
**Balance Sheet**  
As of June 30, 2009

	<u>Jun 30, 09</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10300 · Cash - VNB - 6409	20,722.48
Total Checking/Savings	<u>20,722.48</u>
Accounts Receivable	
11000 · Accounts Receivable	-419.47
Total Accounts Receivable	<u>-419.47</u>
Other Current Assets	
12000 · Undeposited Funds	129.87
Total Other Current Assets	<u>129.87</u>
<b>Total Current Assets</b>	<b>20,432.88</b>
Other Assets	
10500 · ING Direct CD	10,222.57
<b>Total Other Assets</b>	<b>10,222.57</b>
<b>TOTAL ASSETS</b>	<b><u>30,655.45</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	2,315.00
Total Accounts Payable	<u>2,315.00</u>
<b>Total Current Liabilities</b>	<b>2,315.00</b>
<b>Total Liabilities</b>	<b>2,315.00</b>
Equity	
32000 · CAPITAL CONTRIBUTIONS	2,000.00
39996 · RETAINED EARNING	21,407.14
Net Income	4,933.31
<b>Total Equity</b>	<b>28,340.45</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>30,655.45</u></b>

# MOSBY MOUNTAIN COMMUNITY ASSOCIATION, INC.

## BUDGET 2009

Budget Report as of June 30, 2009

	A	B	C	D	E	
	BUDGET 2008 \$97.15/qtr	ACTUAL 2008	BUDGET 2009 \$129.87/qtr = increase of \$32.72 per qtr = 34% increase	June 2009	June to date 2009	
<b>INCOME</b>						
1	Regular assessment income	46,241	46,243	61,818	0.00	28,077.16
2	Disclosure packets	--	83	39	0.00	94.00
3	Interest income	100	121	0	10.43	78.44
4	<b>Total income</b>	<b>46,341</b>	<b>46,447</b>	<b>61,857</b>	10.43	28,249.60
5	Accounting/Management	4,700	4,217	4,225	300.00	1,849.98
6	Legal	1,000	0	1,000	0.00	0.00
7	Taxes and licenses	50	183	50	0.00	100.00
8	Meeting expense	250	120	250	0.00	0.00
9	Office expense	1,200	903	1,150	0.00	209.24
10	Website expense	--	165	180	0.00	44.98
11	Other professional services	250	255	250	0.00	100.00
12	Liability, D&O, Bonding	900	809	897	0.00	0.00
13	Common areas maintenance	8,500	8,500	19,500	2,315.00	10,130.94
14	Landscaping improvements	5,000	6,237	10,950	0.00	1,800.00
15	Signage/Sign maintenance	450	569	450	0.00	46.92
16	Snow removal	2,500	1,403	2,500	0.00	905.63
17	Community-wide trash pickup	20,163	20,488	20,163	1,679.74	10,078.44
18	<b>Total expenses</b>	<b>44,963</b>	<b>43,849</b>	<b>61,565</b>	4,294.74	25,266.13
19	<b>Addition to operating reserve</b>	<b>1,378</b>	<b>2,598</b>	<b>292</b>	-4,284.31	2,983.47
20	Special assessment income	29,155	29,155	0	0.00	2,855.00
21	Special assessment landscaping	29,155	26,300	2,855	0.00	905.16
22	Special assessment balance	0	2,855	0	0.00	1,949.84