

**Mosby Mountain Community Association
MEETING OF THE BOARD OF DIRECTORS**

Date and time: Tuesday, January 17, 2017, 7:00 pm

Meeting location: home of Ted and Jane Miller, 1437 Singleton Lane, Charlottesville VA

Board members present:

Matt Althoff, President, 1372 Singleton Lane

Ted Miller, Vice President, 1437 Singleton Lane

Bryan Hamil, Secretary/Treasurer, 1230 Hatcher Court

Diego Anderson, Director, 1872 Rhett Court

John Garland, Director, 1365 Singleton Lane

Others present:

None

1. Welcome and introductions

President Matt Althoff called the meeting to order at 7:05pm.

2. Adoption of agenda

On a motion by Mr. Miller, seconded by Mr. Garland, the agenda was adopted as distributed.

3. Approval of the October 18, 2016, board meeting minutes (posted on the mosbymountain.org website)

On a motion by Mr. Miller, seconded by Mr. Garland, the minutes of the October 18th, 2016, board meeting were unanimously approved as distributed.

4. Financial statements

Mr. Hamil distributed copies of the December 31, 2016 financial statements (see attached). On a motion by Mr. Miller, seconded by Mr. Garland, it was unanimously voted to accept the December 31, 2016 financial statements.

5. Committee reports

- a. Architectural Review Board

Mr. Miller had nothing to report.

- b. Common Areas Committee

Mr. Anderson reported the current status of options and quotes received to replace the two Mosby Mountain signs located at Ambrose Commons Drive and Singleton Lane entrances (see attached).

After discussion by the board, Mr. Anderson will solicit additional proposals for stone or masonry replacement options.

Following up from a question raised in the December members meeting, Mr. Anderson reported that he will address the issue regarding the Maple trees on Ridgetop Drive later in the spring.

- c. Community Relations Committee

Mr. Garland reported the following tentative dates for community activities:

Yard Sale – May 20

Bulk Trash Pickup – week immediately following May 20

Move Night – July 14

6. Comments on items not on the agenda

On a motion by Mr. Miller, seconded by Mr. Anderson, the board agreed that if they asked Mr. Peterson to do something that he would be doing it in an official board capacity of the Mosby Mountain Community Association.

7. Set yearly calendar for board meetings

Board meetings will be tentatively held on the 3rd Tuesday of the following months: February, April, June, August, September and October.

The next regular board meeting will be in February 2017 at a time and location to be determined.

8. Adjournment

On a motion by Mr. Miller, seconded by Mr. Garland, the meeting was adjourned at 7:46pm.

Respectfully submitted,

Bryan A. Hamil
Secretary/Treasurer

2016 P & L	Jan - Dec 16
Ordinary Income/Expense	
Income	
41000 · ASSESSMENT INCOME	52,419.54
41500 · Fee Income	180.00
43000 · INTEREST INCOME	111.13
45010 · Returned Check Charges	25.00
Total Income	52,735.67
Gross Profit	52,735.67
Expense	
51000 · ACCOUNTING FEES	2,893.89
52000 · Liability, D&O, Bonding Ins	1,037.00
53000 · LEGAL FEES	621.00
53500 · LICENSES AND FEES	63.84
54500 · MEETING EXPENSE	100.00
55000 · OFFICE EXPENSE	263.69
55005 · Association Events	649.20
64500 · TRASH COLLECTION	18,207.00
75300 · LANDSCAPING - CONTRACT	21,564.00
75400 · LANDSCAPING - NON-CONTRACT	5,085.00
83000 · MISC COMMON AREA IMPROVEMENTS	1,530.00
85500 · WEBSITE EXPENSE	179.88
85510 · Bank Service Charges	10.00
Total Expense	52,204.50
Net Ordinary Income	531.17
Net Income	531.17

DECEMBER 2016 - BUDGET VS ACTUAL				
	Jan - Dec 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · ASSESSMENT INCOME	52,419.54	52,360.00	59.54	100.11%
41500 · Fee Income	180.00			
43000 · INTEREST INCOME	111.13			
45010 · Returned Check Charges	25.00			
Total Income	52,735.67	52,360.00	375.67	100.72%
Gross Profit	52,735.67	52,360.00	375.67	100.72%
Expense				
51000 · ACCOUNTING FEES	2,893.89	4,200.00	-1,306.11	68.9%
52000 · Liability, D&O, Bonding Ins	1,037.00	1,000.00	37.00	103.7%
53000 · LEGAL FEES	621.00			
53500 · LICENSES AND FEES	63.84	150.00	-86.16	42.56%
54500 · MEETING EXPENSE	100.00	500.00	-400.00	20.0%
55000 · OFFICE EXPENSE	263.69	500.00	-236.31	52.74%
55005 · Association Events	649.20	1,000.00	-350.80	64.92%
64500 · TRASH COLLECTION	18,207.00	18,207.00	0.00	100.0%
75300 · LANDSCAPING - CONTRACT	21,564.00	26,623.00	-5,059.00	81.0%
75400 · LANDSCAPING - NON-CONTRACT	5,085.00			
83000 · MISC COMMON AREA IMPROVEMENTS	1,530.00			
85500 · WEBSITE EXPENSE	179.88	180.00	-0.12	99.93%
85510 · Bank Service Charges	10.00			
Total Expense	52,204.50	52,360.00	-155.50	99.7%
Net Ordinary Income	531.17	0.00	531.17	100.0%
Net Income	531.17	0.00	531.17	100.0%

DECEMBER 2016 - P & L	Dec 16
Ordinary Income/Expense	
Income	
41000 · ASSESSMENT INCOME	3.54
41500 · Fee Income	10.00
Total Income	13.54
Gross Profit	13.54
Expense	
51000 · ACCOUNTING FEES	490.00
54500 · MEETING EXPENSE	100.00
55000 · OFFICE EXPENSE	94.21
64500 · TRASH COLLECTION	1,517.25
75300 · LANDSCAPING - CONTRACT	1,797.00
Total Expense	3,998.46
Net Ordinary Income	-3,984.92
Net Income	-3,984.92

DECEMBER 2016 - BALANCE SHEET	Dec 31, 16
ASSETS	
Current Assets	
Checking/Savings	
10300 · Cash - VNB - 6409	39,518.68
10500 · Capital One Business Savings	30,462.26
Total Checking/Savings	69,980.94
Accounts Receivable	
11000 · Accounts Receivable	-809.57
Total Accounts Receivable	-809.57
Other Current Assets	
12000 · Undeposited Funds	6.76
Total Other Current Assets	6.76
Total Current Assets	69,178.13
TOTAL ASSETS	69,178.13
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	521.49
Total Accounts Payable	521.49
Total Current Liabilities	521.49
Total Liabilities	521.49
Equity	
32000 · CAPITAL CONTRIBUTIONS	2,000.00
3900 · Retained Earnings	44,718.33
39996 · RETAINED EARNING	21,407.14
Net Income	531.17
Total Equity	68,656.64
TOTAL LIABILITIES & EQUITY	69,178.13

Mosby Mountain Community Association, Inc. - January 17, 2017 Board Meeting

MMCA Board Members,

Find attached various quote options and costs for either renovating or replacing the Mosby entrance signs (on at Ambrose Commons and the other along Singleton). We will need to discuss at our next Board meeting to position a renovation option in 2017.

Summary is below:

Option	Proposed Method	Vendor	Cost/sign	Total (both signs)	Note
1	Replacement w. Stone	M3	\$ 23,000	\$ 46,000	Does not include new landscape if needed
2	Replacement w. wood (similar to existing)	High-tech signs	\$ 5,238	\$ 10,476	Does not include new landscaping if needed
3	Painting Renovation	High-tech signs	\$ 2,409	\$ 4,818	Deteriorated wood issue
4	Painting Renovation	Holloway Painting	\$ 2,000	\$ 4,000	Deteriorated wood issue

2017 Initiative – Entrance Sign Renovation

- Entrance Signage Renovation at:
 - Ambrose Commons
 - Singleton
- Discoloration and deteriorating wood
- Options being considered:
 - Re-Paint → \$2000 – 2400/sign
 - Replace with wood → \$5,237 /sign
 - Replace with Stone → \$23,200/sign
- Further Discussion needed on options



Hightech Signs
 2165 Seminole Trail
 Charlottesville, VA, 22901-2901 USA
 Phone: (434)-974-7900 Fax: (434)-974-6898
 www.htsva.com
 info@htsva.com

PROPOSAL



MOSBYMO001
 Diego Anderson
 Mosby Mountain Community Association
 P.O. Box 6397
 Charlottesville, VA 22906- USA

Quote Number: 080338
 Quote Date: 11/18/2016
 Sales Rep: Icox

Phone (434) 760-8778
 Fax
 Email andersond@mosby-mountain.com

Quantity	Product Description	Unit Price	Total
2	REFURBISH EXISTING SIGNS 48" H x 96" W x 1.75" thick Includes: - sanding existing panel - prepping for new paint - cost of new paint - labor for masking off gold leaf **HTS does not use gold leaf in house. Gold leaf on this panel will be protected to the best of our ability and kept in its current condition.	\$2,000.00	\$4,000.00
2	Art/Design Time to recreate artwork for paint masking	\$65.00	\$130.00
1	Installation labor charge Includes: - Removal and transportation of existing signs - Re-installation of refurbished signs	\$475.00	\$475.00

For:
 HIGHTECH SIGNS

For:
 Mosby Mountain Community Associat

Date: _____

Date: _____

1. Hightech Signs (HTS) hereby sells and the Customer hereby purchases the items and services listed at the prices specified. Unless credit terms have been agreed, payment is due upon completion. HTS will assess a service charge of 2% per month on all past due amounts (APR 24%).
2. This contract, signed above by authorized representatives of both parties constitutes the entire agreement. It may be canceled only by written consent of both parties.

IF ADDITIONAL TERMS AND CONDITIONS APPLY, PLEASE INITIAL AND RETURN TO HIGHTECH SIGNS WITH THE SIGNED PROPOSAL.

This Quote is good for 30 days from receipt.

Hightech Signs
 2165 Seminole Trail
 Charlottesville, VA, 22901-2901 USA
 Phone: (434)-974-7900 Fax: (434)-974-6898
 www.htsva.com
 info@htsva.com

PROPOSAL



MOSBYMO001
 Diego Anderson
 Mosby Mountain Community Association
 P.O. Box 6397
 Charlottesville, VA 22906- USA

Quote Number: **080338**
 Quote Date: 11/18/2016
 Sales Rep: Icox

Phone (434) 760-8778
 Fax
 Email info@htsva.com

Quantity	Product Description	Unit Price	Total
----------	---------------------	------------	-------

We appreciate your business.

Freight:	\$0.00
Fuel Surcharge:	\$0.00
Taxable:	\$4,000.00
Nontaxable:	\$605.00
Sales Tax:	\$212.00
Order Total:	\$4,817.00
Deposit Due:	\$2,408.50

For: HIGHTECH SIGNS Date: _____ For: Mosby Mountain Community Associat Date: _____

1. Hightech Signs (HTS) hereby sells and the Customer hereby purchases the items and services listed at the prices specified. Unless credit terms have been agreed, payment is due upon completion. HTS will assess a service charge of 2% per month on all past due amounts (APR 24%).
2. This contract, signed above by authorized representatives of both parties constitutes the entire agreement. It may be canceled only by written consent of both parties.

IF ADDITIONAL TERMS AND CONDITIONS APPLY, PLEASE INITIAL AND RETURN TO HIGHTECH SIGNS WITH THE SIGNED PROPOSAL.

This Quote is good for 30 days from receipt.

Hightech Signs
 2165 Seminole Trail
 Charlottesville, VA, 22901-2901 USA
 Phone: (434)-974-7900 Fax: (434)-974-6898
 www.htsva.com
 info@htsva.com

PROPOSAL



MOSBYM001
 Diego Anderson
 Mosby Mountain Community Association
 P.O. Box 6397
 Charlottesville, VA 22906- USA

Quote Number: **080339**
 Quote Date: 11/18/2016
 Sales Rep: Icox

Phone (434) 760-8778
 Fax
 Email andersond@mosbymt.com

Quantity	Product Description	Unit Price	Total
2	48" x 96" x2" thick custom made single sided carved HDU sign panel - finished per art and in customer required colors with Gold Leafing	\$4,815.00	\$9,630.00
1	Installation labor charge - Install (2) new entrance monument signs	\$335.00	\$335.00

We appreciate your business.

Freight: \$0.00
 Fuel Surcharge: \$0.00
 Taxable: \$9,630.00
 Nontaxable: \$335.00
 Sales Tax: \$510.39
OrderTotal: \$10,475.39
Deposit Due: \$5,237.70

For:
 HIGHTECH SIGNS

For:
 Mosby Mountain Community Associat

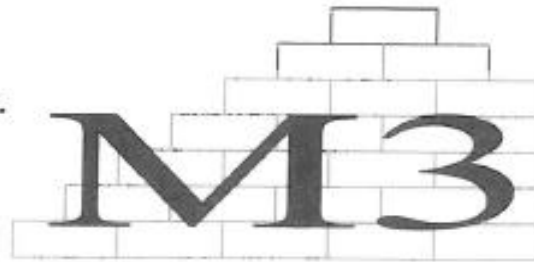
Date: _____ Date: _____

1. Hightech Signs (HTS) hereby sells and the Customer hereby purchases the items and services listed at the prices specified. Unless credit terms have been agreed, payment is due upon completion. HTS will assess a service charge of 2% per month on all past due amounts (APR 24%).
2. This contract, signed above by authorized representatives of both parties constitutes the entire agreement. It may be canceled only by written consent of both parties.

IF ADDITIONAL TERMS AND CONDITIONS APPLY, PLEASE INITIAL AND RETURN TO HIGHTECH SIGNS WITH THE SIGNED PROPOSAL.

This Quote is good for 30 days from receipt.

MARSHALL CONTRACTING & MASONRY, INC.
3294 Doctors Crossing / Charlottesville, VA 22911
Tel: 434-974-7806 / Fax: 434-975-6010



SWAM CERTIFICATION: 652655
CERTIFIED WOMAN-OWNED BUSINESS

NOVEMBER 11, 2016

MOSBY MOUNTAIN COMMUNITY ASSOCIATION
1500 AMHERST STREET
CHARLOTTESVILLE, VA 22903
ATTN: MR. DIEGO ANDERSON
FAX:

RE: MOSBY MOUNTAIN – ENTRANCE SIGN

PRICE INCLUDES ALL LABOR, MATERIALS AND EQUIPMENT TO CONSTRUCT (2) STONE COLUMNS 36" X 36" X 6'-4" PER SCOPE LISTED BELOW:

TOTAL BASE BID: \$ 23,200.00
(EACH SIGN)

DISCOUNT OF \$2,150.00 IF BOTH SIGNS ARE DONE UNDER ONE CONTRACT

- INCLUDES DEMOLITION AND REMOVAL OF EXISTING POST AND PICKET FENCE
- INCLUDES SALVAGING OF EXISTING SIGN FOR RE-USE
- INCLUDES DIGGING AND POURING OF CONCRETE FOOTING FOR NEW SIGN BASES
- INCLUDES CMU INSTALLATION WITH WALL TIES FOR STONE VENEER
- INCLUDES USING THIN STONE MATERIAL AND STYLE MATCHING SIGN ENTRANCE OF MOUNTAIN VIEW SUBDIVISION
- INCLUDES WASHING OF STONE AFTER COMPLETION
- INCLUDES REMOVAL OF DEBRIS FROM SITE
- INCLUDES HAND GRADING OF DISTURBED AREAS AND APPLYING GRASS SEED AND STRAW
- INCLUDES INSTALLATION OF NEW ANGLE IRONS AND MOUNTING OF EXISTING SIGN
- INCLUDES RE-WORKING OF ELECTRICAL DISCONNECT AND RECEPTACLE
- INCLUDES INSTALLATION OF NEW FIXTURE TO ILLUMINATE SIGN (FIXTURE TO BE PROVIDED BY OWNER)
- DOES NOT INCLUDE LANDSCAPING, ORNAMENTAL PLANT REPLACEMENT OR REMOVAL
- DOES NOT INCLUDE PERMITS OR FEES

BLUESTONE CAP ALTERNATE: \$ 2,300.00

- 3'-4" X 3'-4" X 3" BLUESTONE CAP WITH THERMALED TOP AND ROCK FACED EDGES
- PRICE WILL NEED TO BE ADDED TO BASE BID PRICE LISTED ABOVE

RESPECTFULLY SUBMITTED:



R. SHANE MARSHALL - PRESIDENT
PRICE VALID FOR 30 DAYS

