Mosby Mountain Community Association

MEETING OF THE MEMBERSHIP

Date and time: Tuesday, December 1, 2009, 6:30 pm

Meeting location: Covenant High School
175 Hickory Street, Charlottesville, Virginia

Note: Notification of this meeting, along with the agenda and all referenced information, mailed via USPS to the membership on Monday, November 16, 2009.

Attending:

Members from 20 households
Officers and directors: Barbara Strain, President; James Peterson, Secretary/Treasurer; Todd Jenkins, Board Member; Brian Roy, Board Member; and Matt Althoff, Board Member.

I. Call to order and declaration of quorum

The meeting was called to order at 6:34 p.m. by the president, Barbara Strain. She asked the secretary, James Peterson, to report on the quorum. With a total of 119 households, representation from 18 households would be required to achieve the 15 percent threshold necessary for action on agenda items. Eighteen households were represented in attendance (and two additional members came in later) and 15 proxies were received for a total of 33 households represented (increasing to 35 with the late arrivals). A quorum was achieved.

II. Welcome and introductions

Ms. Strain welcomed everyone and asked the board members to introduce themselves. She then asked if any new members were in attendance. Responding were Liz and David Truslow (Hubbard Court), Peter Hallowell (Mattox Court), and Sammye and Hal Klee (Ridgetop Drive).

III. Adoption of agenda

Ms. Strain asked if there were any proposed changes to the agenda.

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

IV. Approval of minutes of the December 3, 2008, Annual Meeting of the membership

On a motion by Mr. Vic Pena, seconded by Mr. Jeff Horsman, the minutes of the December 3, 2008, Annual Meeting of the membership were adopted as distributed.

V. Year in review

Ms. Strain said that the year in review presentation would cover both what was accomplished during 2009 and what the plans are for 2010, and in this way would incorporate the committee reports in agenda item VII. A PowerPoint presentation was then narrated by Ms. Strain) and Mssrs. Peterson, Jenkins, Roy and Althoff:

Overview – Barbara Strain

- Committees
  - Common Areas Committee, Chair Brian Roy
  - ARB Committee, Chair Todd Jenkins
  - Nominating Committee, Chair Ron Matthews
  - *NEW* Community Relations, Chair Matt Althoff
  - *NEW* Neighborhood Watch, Chair Mary DeSouza
- Frequency of Board and Membership Meetings changed to meet needs
- Negotiations with developer
- Stable finances

    - Accounting firm changes
    - At or under budget projects
- Board member training with Property Owner Associations of Virginia
- Volunteers – our most important asset
    - Community work days
    - Neighborhood yard sales
    - Halloween celebration
    - Committees
    - Special projects
    - Board
        - Barbara Strain, Jim Peterson, Todd Jenkins, Matt Althoff, Kristie Beitz, Michael Hightower, Brian Roy

Government, Management and Communications – Jim Peterson

- Conducted nine board meetings hosted by members
- Held two meetings of the membership (June and tonight's Annual Meeting)
- Founded the Community Relations Committee
- Prepared 11 "Disclosure Packets" required for homeowners who wished to sell their properties
- Increased insurance coverage to meet revised Virginia Code requirements
- Renegotiated community-wide trash collection service to include full recycling program beginning January 2010
- Through e-mails and hand-delivered letters, regularly alerted residents:
    - Bears, recluse spiders, red velvet ants, birds with mycoplasma conjuntivitis
    - Petty vandalism and pranks
    - Speeding on Ambrose Commons Drive and Ridgetop Drive
    - Issues of activities in Mountain Valley
- Streets accepted by VDOT into the state road system—all maintenance to be provided by VDOT

Architectural Review Board – Todd Jenkins

- Members
    - Todd Jenkins (Mattox Court)
    - Shawn Brydge (Hubbard Court)
    - Mary Campbell (Mattox Court)
- Reviewed and approved 21applications.
    - Seventeen landscaping including fences and swing sets
    - Three sheds
    - One addition
- Conducted site reviews of all 119 properties to determine compliance and updated property records.
- For 2010, will continue to work to help each of our homeowners while protecting our community's guidelines.
- Maintenance of mailboxes will be implemented beginning in the spring.
- Continuing goal is to provide service and timely responses that benefit and protect us all.

Common Areas Committee – Brian Roy

- Members
    - Vic Peña – Rhett Court
    - Jerry Rainey – Singleton Lane
    - Jeff and Teresa Horsman – Mattox Court
    - Jeremy Drumheller – Hubbard Court
    - Preston Miller – Singleton Lane
    - Kevin Elgin – Rhett Court
    - Carol Price – Turnstone Drive
    - Steve Wasserman – Ridgetop Drive
- Received $10,000 from developer for landscaping improvements
- Common Areas landscaping contracts
    - 2009
        - Blue Ridge Lawn Care – $16,200 (lowest bid of 7)
        - 2009 Contract – April thru October
    - 2010

        - Renew with Blue Ridge – minor tweaks
        - Contract for January – December for full grass treatment
- New landscaping for 2009
    - Planted trees behind Mattox Court
    - Installed solar lights at entrance signs
    - Plantings at entrance signs and 16 trees on Ridgetop Drive
    - Painted fence along Old Lynchburg Road and Ambrose Commons Drive
    - Enhanced line of sight at Old Lynchburg Road and Singleton Lane
    - Fall community work day
        - Installed new Neighborhood Watch signs
        - Improved Ambrose Commons Drive entrance
        - Cleared and mulched trails
- Landscaping plans for 2010
    - Plantings around pump house
    - Paving/plantings North side of Ambrose Commons Drive entrance
    - Shrubs along Singleton Lane guard rail
    - Shrubs around Turnstone Drive
    - Replace trees on front side of Singleton basin
    - Common Areas miscellaneous – sign lighting, downed/dead trees

Community Relations Committee - Matt Althoff

- Members
    - Matthew Althoff (Singleton lane)
    - Michael Hightower (Ridgetop Drive)
    - John Glenn (Singleton Lane)
    - Preston Miller (Singleton Lane)
    - Leah Burger (Rhett Court)
    - Nicky Shell (Ambrose Commons Drive)
- Conducted neighborhood yard sales on May 16 and September 19
- Developed and distributed welcome packets for new owners
- Organized a neighborhood Halloween parade and celebration
- For 2010, planning to publish a newsletter or some type of regular bulletin to send to members (anyone wishing to help with this project, please let Matt know)
- Planning community gatherings or events for everyone in the neighborhood next year
- Will conduct yard sales in May and September

Neighborhood Watch Program – report submitted by Mary de Souza presented by Barbara Strain

- Established a Neighborhood Watch program in cooperation with the Albemarle County Police Department.
- Members (block captains):
    - Mary de Souza (Rhett Court)
    - Beverly Glascock (Singleton Lane)
    - Debbie Mincarelli (Singleton Lane)
    - Edwina Monaghan (Singleton Lane
    - Marsha Peterson (Ridgetop Drive)
    - David Strider (Ridgetop Drive)
    - Carol Price (Turnstone Drive)
    - Terri Zweig (Mattox Court)
    - Dean Miner (Hubbard Court)
    - Lesley Foster (Hatcher Court)
    - Wen Wang (Ambrose Commons)
- First start-up meeting in September with the Albemarle County Police Department.
- Registered with the Albemarle County Police Department following the second meeting in October.
- Signs were installed at both entrances in late October in accordance with VDOT specifications.
- As part of the start-up of the program, block captains contacted their neighbors to establish contact information, etc.
- An off-duty Albemarle County Police officer was contracted for three hours of coverage on Halloween night.
- Next meeting to be held in January

- Plans to be made to increase awareness of Neighborhood Watch (some examples...block parties, police car/fire truck tour for kids, newsletter, etc.)

Discussion prompted by the PowerPoint presentation included comments on developing a plan for the use of the $10,000.00 provided for landscaping by the developer; rip-rap on Mattox Court, Hubbard Court and Singleton Lane to be replaced in consultation with the neighbors; maintenance of the grass portions of paths; and only remove downed trees in the common areas that pose a safety risk. Mr. Pena commended Mr. Roy on the great job he had done as the chair of the Common Areas Committee over the past two years. Mr. Roy will continue on the committee, but the chair will be turned over to Jeff and Teresa Horsman.

A motion by Mr. Peña, seconded by Mr. Miller, to thank and commend Brian Roy for his leadership of the Common Areas Committee over the past two years, was adopted by unanimous consent.

Mr. Pena noted that he has spoken with the Albemarle County Police about the activities taking place in the Mountain Valley subdivision.

VI. Board and Committee status reports

As noted earlier, the committee status reports were incorporated into the Year in Review report.

Mr. Peterson commented on the 2010 budget (see attached) which had been formulated and adopted by the board in September. The expense items incorporate all of the program plans requested by the various committees and expands the trash collection service to include recycling. The reserve fund remains at $10,000.00, but the intention is to increase it to $20,000.00 over time so that at some point in the future when the five bio-retention ponds require significant maintenance, the funds will be available. Reserve funds are also needed to deal with unforeseen emergencies. The quarterly dues will be reduced slightly beginning in January, from the current level of $129.87 per quarter to $120.21. No action is required by the membership on the 2010 budget because it does not have an increase in excess of 10 percent. Mr. Peña suggested that the quarterly amount be rounded up to an even amount such as $125.00 and those additional funds be applied to the reserve. Mr. Peterson responded that the budget had already been publicized to the membership, but his suggestion could be considered for the future.

VII. Election of 2010 officers and directors

Ms. Strain expressed her appreciation to Ron Matthews for chairing the Nominating Committee and then read the report from the committee:

> Directors (two year terms): Jeff Horsman; Jim Peterson; Carol Price; and Barbara Strain (these are in addition to Kristin Beitz, Matt Althoff and Todd Jenkins who will continue in the second year of their first two-year terms)
>
> Officers (one year terms): Barbara Strain, president; Kristin Beitz, vice president; and Jim Peterson, secretary/treasurer

Ms. Strain asked if there were any nominations from the floor. Hearing none, she asked if there was a motion for action on the committee recommendation. Mr. Peña moved that the nominations be closed and that the slate be elected by acclamation. The motion was seconded by Mr. Miller and approved unanimously.

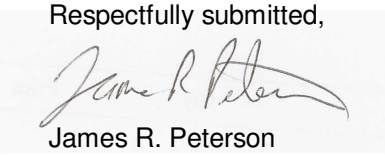
VIII. Items from the membership

Mr. Peña observed that an audit should always be performed when changing CPA firms, and the CPA conducting the audit provide an assurance that the books are in order and fairly represent the finances of the organization. Then, if something amiss surfaces downstream, they are liable. Ms. Strain responded that the board would discuss his suggestion. A question was asked about the status of delinquent accounts and Ms. Strain described the monthly monitoring that takes place and there have not been serious delinquencies. The latest report was just received today.

IX. Adjourn

On a motion and second, the meeting was adjourned at 7:36 pm.

Respectfully submitted,



James R. Peterson
Secretary/Treasurer

MOSBY MOUNTAIN COMMUNITY ASSOCIATION, INC.
BUDGET 2010

	BUDGET 2010 Adopted by the board on September 1, 2009 INCOME	A BUDGET 2008 $97.15/qtr	B ACTUAL 2008	C BUDGET 2009 $129.87/qtr	D ACTUAL 2009 thru October 31, 2009	F PROJECTED Nov - Dec 2009	G PROJECTED Year-End 2009	G BUDGET 2010 $120.21/qtr = decrease of $9.66 per qtr = 7.4% decrease
1	Regular assessment income	46,241	46,243	61,818	61,867	0	61,867	57,220
2	Disclosure packets	--	83	39	136	14	150	0
3	Interest income	100	121	0	120	20	140	0
4	**Total income**	**46,341**	**46,447**	**61,857**	**62,123**	**34**	**62,157**	57,220
5	Accounting/Management	4,700	4,217	4,225	2,802	1,350	4,152	3,000
6	Legal	1,000	0	1,000	0	0	0	1,000
7	Taxes and licenses	50	183	50	125	0	125	174
8	Meeting expense	250	120	250	0	100	100	120
9	Office expense	1,200	903	1,150	279	300	579	500
10	Website expense	--	165	180	223	0	223	180
11	Other professional services	250	255	250	100	0	100	250
12	Association events				30	61	91	350
13	Liability, D&O, Bonding	900	809	897	27	901	928	984
14	Memberships					125	125	100
15	Common areas maintenance	8,500	8,500	19,500	17,971	3,019	20,990	19,000
16	Landscaping improvements	5,000	6,237	10,950	5,400	4,060	9,460	8,000
17	Signage/Sign maintenance	450	569	450	163	141	304	1,785
18	Snow removal	2,500	1,403	2,500	906	0	906	0
19	Community-wide trash pickup	20,163	20,488	20,163	16,825	3,359	20,184	21,777
20	**Total expenses**	**44,963**	**43,849**	**61,565**	**44,851**	**13,417**	**58,267**	**57,220**
21	**Addition to operating reserve**	**1,378**	**2,598**	**292**	**17,272**	**(13,383)**	**3,889**	**0**
22	Special assessment income	29,155	29,155	0	0	0	0	0
23	Special assessment landscaping	29,155	26,300	2,855	2,805	2,805	2,805	0
24	Special assessment balance	0	2,855	2,855	50	50	50	0

Notes:

Item 1: Regular dues assessment: the quarterly dues will be reduced from the 2009 level of $129.87 to $120.21 per quarter effective with the January 1, 2010, billing, a reduction of 7.4 Percent.

Item 16: Landscape improvements: the reduction in this item in the 2010 budget reflects the continued phased implementation of the Common Areas Committee 3-year landscaping improvement plan adopted by the board on August 17, 2008. 2010 will be year 3 of the plan.

Item 18: Snow removal: no funds are budgeted for this item in the 2010 budget because the Virginia Department of Highways (VDOT) has accepted the Mosby Mountain streets into the state road system and therefore VDOT will be responsible for all road maintenance including snow removal.

Item 19: Community-wide trash pickup: the increase in this budget item for 2010 reflects the implementation of a full recycling program in addition to weekly trash pickup. There has been no increase in the cost for the trash pick-up service over two years.