

Mosby Mountain Community Association

ANNUAL MEETING OF THE MEMBERSHIP

Minutes

Date and time: Tuesday, December 1, 2015, 7:00 pm

Meeting location: Albemarle County Office Building
1600 5th Street, Charlottesville, Virginia

Note: Notification of this meeting, along with the agenda and all referenced information, was emailed to the membership on November 16, 2015, and hand-delivered to the several households which either did not have email or the email addresses on file were not valid.

Attending:

Members from 15 households

Officers and directors: Preston Miller, President; Matt Althoff, Vice President; Jim Peterson, Secretary/Treasurer; and directors Diego Anderson, John Garland and Ted Miller.

I. Call to order

Mr. Preston Miller called the meeting to order at 7:02 pm

II. Declaration of quorum

Mr. Miller asked the secretary, Mr. Peterson, to report on 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 V (Approval of December 2, 2014, Annual Meeting Minutes) and item VIII (Election of officers and board members). Fifteen households were represented in attendance and 47 proxies were received for a total of 62 households represented. Therefore, a quorum was achieved to conduct all business scheduled to come before the membership.

III. Welcome and introduction

Mr. Preston Miller welcomed everyone and introduced the officers and board members present.

IV. Adoption of agenda

Mr. Preston Miller asked if there were any proposed changes to the agenda.

On a motion by Ms. Barbara Strain, seconded by Mr. Joe Cantu, the agenda was adopted as distributed.

V. Approval of minutes of the December 2, 2014, Annual Meeting of the membership

On a motion by Ms. Marsha Peterson, seconded by Mr. Kieran O'Connor, the minutes of the December 2, 2014, Annual Meeting of the Membership were approved as distributed.

VI. Year in review – board and committee reports

a. President's remarks

Mr. Preston Miller recognized each board member for their achievements during the year and then briefly commented on four major accomplishments of the year: continuing to resist encroachment from the two adjoining developments; preserving our park area by avoiding clear-cutting that would have resulted from the extension of a sewer line to Wintergreen Farm; brought in high speed internet with the installation of the CenturyLink substation; and had VDOT repair the road at the entrance.

b. Architectural Review Board (ARB)

Mr. Ted Miller, chair of the ARB, reported that there were ten applications processed by the ARB in 2015: four were for decks; two for landscaping; and one for a fenced patio and one for solar panels. All applications except that for the solar panels went through on the first try. The ARB also reviewed eight properties for compliance that were sold in 2015 as part of the process of the preparation of the state required Disclosure Packets.

c. Common Areas Committee

Mr. Anderson, chair of the Common Areas Committee, reported on several achievements during the year beginning with the lighting of the entrance sign resulting from negotiations with CenturyLink. They provided the equipment for high-speed internet and we gave them an easement for which they are paying for all the powering that is required to light the signage. The next step will be to install some type of screening around the CenturyLink equipment cabinet. A second project was to repair the fence that had been damaged by falling trees. A contractor was employed to do the repairs and paint the fence. A third area is the ongoing oversight of the lawn maintenance which is contacted out to Luke Marshall. Mr. Anderson said that the contractor is doing a good job but he encouraged members to give him any feedback they may have. There has been a continuing process to deal with VDOT to improve the entrance shoulders and that has been largely corrected with the new asphalt paving, but in the winter when cars go off onto the grass the problem may reemerge. Finally, the committee is giving consideration to possible options to replace the main entrance sign and this will be planned to assure compatibility with the new screening around the CenturyLink equipment.

Comments and questions from the members included concern about the blind corner at Old Lynchburg Road and Singleton Lane and the suggestion that possibly VDOT could install mirrors. Mr. Preston Miller pointed out that the land at the entrance is actually Whittington's property but some efforts have been made to shave the embankment back and clear the underbrush. He felt there was little more that could be done and so he encouraged extreme caution when entering on to Old Lynchburg Road. A related question was whether or not the easement provided to CenturyLink was temporary or permanent and Mr. Miller responded that it is permanent. However, CenturyLink has also provided funding to pay for the cost of screening the equipment. Another was a question about the strip of land between Ridgetop Drive and Mountain Valley, and Mr. Miller clarified that we have a 50 foot-wide easement that was granted by Mountain Valley so we could landscape and maintain the strip, but the easement does not provide for any other usage of the strip by Mosby Mountain. It was reported that teenagers have used the gravel driveway for parties. A question was raised about lighting the sign at the Singleton Lane entrance but the problem is there is no power available and multiple attempts at using solar powered lights have been unsuccessful. Another question concerned the clearing that is going on at the end of Ridgetop Drive and whether that is for a road or trails. Mr. Miller said that the county has been repeatedly informed that we did not want a connection through at the end of ridgetop Drive, and if the county wanted a second egress for Whittington, then a connection should be made to Ambrose Commons Drive at its very end in Mountain Valley. That would discourage anyone from using that as a routine alternate route because of the distance. A Ridgetop resident has been in contact with county authorities and they told him that Mountain Valley had refused to provide an easement for an emergency connector and for that reason it would have to be connected to Ridgetop. The intention had been to clear-cut at the end of Ridgetop but the residents were successful in scaling that back. A question was raised about how often the trails are maintained and currently it is just in the spring but Mr. Anderson will meet with the contractor to increase the maintenance of the trails. A final question was whether there were any plans to extend a road from the Hatcher Court cul-de-sac into Wintergreen Farms and the response was that there were no plans for that.

d. Community Relations Committee

Mr. Garland, chair of the Community Relations Committee, utilized a PowerPoint presentation to graphically portray the committee's achievements. A survey of households was conducted to select the best date for the annual Mosby Mountain yard sale and May 17 was selected as a result of the survey. He pointed out that this was a great way to move unwanted items and make money at the

same time. On July 17 the first annual Mosby Mountain Movie Night was held outdoors near the Ambrose Commons entrance with 110 participating from 42 households and 108 Kona Ice served. The movie was "Back to the Future"—30 years after its initial release. The Halloween Celebration was once again organized by Nicky Shell and held on October 31. Thirty-nine families RSVP'd with a head-count of 160 for pizza, 42 pizzas, fire truck, rescue squad (new this year).

e. Video Surveillance ad hoc Committee

The possibility of installing a video surveillance system in the neighborhood had been proposed by several persons last year and so the ad hoc committee was established to look into the feasibility of installing such a system. Mr. Ted Miller reported that the problem that kept coming was the lack of power and a location for the DVR. Typically these are located at a gate house which we do not have. Another consideration are the legal issues of who gets access and can you routinely take video. Related issues are determining what you want of the system and how much you want to pay for it. The board agreed with his conclusion that the possibility of installing a video surveillance system was infeasible at this time, but Mr. Ted Miller will continue to follow the development of technology for possible future action.

VII. Financial Report and 2016 Budget

Mr. Peterson distributed copies of the balance sheet as of November 30, 2015, and a profit and loss report of actual income and expense through November (see attached). He also distributed copies of the 2016 budget adopted by the board on September 15, 2015 (see attached). The budget has been reduced from the 2015 amount of \$57,596 to \$52,360 for 2016, and the quarterly dues are reduced from \$121.00 to \$110.00.

VIII. Election of directors and officers

As outlined in the agenda emailed to the Membership on November 16, Messrs. Ted Miller and Peterson will continue on the board through 2016 as they complete the second year of their two-year terms.

a. Slate of Officers and Directors

- i. Directors (two year terms): Matt Althoff, Diego Anderson, Joe Cantu, John Garland and Bryan Hamil (one year, filling an unexpired term, then Mr. Hamil would be eligible for reelection to two full two-year terms)
- ii. Officers (one year term): Matt Althoff, president, Ted Miller, vice president, and James Peterson, secretary/treasurer

b. Mr. Preston Miller asked if there were any nominations from the floor. Hearing none, he asked if there was a motion for action on the committee recommendation.

c. On a motion by Mr. Cantu, seconded by Mr. Michael Hightower, it was moved and voted that the nominations be closed and that the slate be elected by acclamation.

IX. Items from the membership

A new homeowner asked about tree stumps at the base of Singleton Lane wondering if anyone knows about who may have cut down the trees. Mr. Anderson will look into this. A question was raised about markings on trees on Old Lynchburg Road and the response was that they were probably related to utilities.

X. Adjournment

On a motion by Mr. Cantu, seconded by Mr. Garland, the meeting was adjourned at 7:51 pm.

Respectfully submitted,

James R. Peterson
Secretary/Treasurer

Draft minutes posted on mosbymountain.org 12-20-2015

NOVEMBER 2015 - BUDGET VS ACTUAL

	Jan - Nov 15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · ASSESSMENT INCOME	57,682.61	57,596.00	86.61	100.15%
41500 · Fee Income	230.00			
43000 · INTEREST INCOME	110.64			
45010 · Returned Check Charges	25.00			
Total Income	58,048.25	57,596.00	452.25	100.79%
Gross Profit	58,048.25	57,596.00	452.25	100.79%
Expense				
Write Off (Bad Debt Expense)	7.77			
51000 · ACCOUNTING FEES	4,010.17	3,850.00	160.17	104.16%
52000 · Liability, D&O, Bonding Ins	0.00	916.67	-916.67	0.0%
53000 · LEGAL FEES	52.00			
53500 · LICENSES AND FEES	135.73	137.50	-1.77	98.71%
54500 · MEETING EXPENSE	100.00	91.67	8.33	109.09%
55000 · OFFICE EXPENSE	166.26	458.33	-292.07	36.28%
55005 · Association Events	244.46			
56200 · SOCIAL ACTIVITIES	0.00	916.67	-916.67	0.0%
64500 · TRASH COLLECTION	16,714.75	16,689.75	25.00	100.15%
75100 · ENTRANCE & GATE EQUIPMENT	138.53			
75300 · LANDSCAPING - CONTRACT	19,962.00	19,206.00	756.00	103.94%
75400 · LANDSCAPING - NON-CONTRACT	2,932.00			
82500 · LANDSCAPE IMPROVEMENTS	0.00	10,364.75	-10,364.75	0.0%
85500 · WEBSITE EXPENSE	179.88	165.00	14.88	109.02%
85510 · Bank Service Charges	10.00			
Total Expense	44,653.55	52,796.34	-8,142.79	84.58%
Net Ordinary Income	13,394.70	4,799.66	8,595.04	279.08%
Net Income	13,394.70	4,799.66	8,595.04	279.08%

NOVEMBER 2015 - BALANCE SHEET

	Nov 30, 15
ASSETS	
Current Assets	
Checking/Savings	
10300 · Cash - VNB - 6409	44,205.90
10500 · Capital One Business Savings	30,340.84
Total Checking/Savings	74,546.74
Accounts Receivable	
11000 · Accounts Receivable	-566.48
Total Accounts Receivable	-566.48
Total Current Assets	73,980.26
TOTAL ASSETS	73,980.26
LIABILITIES & EQUITY	
Equity	
32000 · CAPITAL CONTRIBUTIONS	2,000.00
3900 · Retained Earnings	37,178.42
39996 · RETAINED EARNING	21,407.14
Net Income	13,394.70
Total Equity	73,980.26
TOTAL LIABILITIES & EQUITY	73,980.26

NOVEMBER 2015 - P & L

	Nov 15
Ordinary Income/Expense	
Income	
41000 · ASSESSMENT INCOME	24.05
41500 · Fee Income	60.00
43000 · INTEREST INCOME	9.95
Total Income	94.00
Gross Profit	94.00
Expense	
54500 · MEETING EXPENSE	100.00
55000 · OFFICE EXPENSE	130.00
64500 · TRASH COLLECTION	1,517.25
75300 · LANDSCAPING - CONTRACT	1,767.00
75400 · LANDSCAPING - NON-CONTRACT	382.00
Total Expense	3,896.25
Net Ordinary Income	-3,802.25
Net Income	-3,802.25

MOSBY MOUNTAIN COMMUNITY ASSOCIATION, INC. -- BUDGET 2016

A	B	C	D	E	F	G	H	I	J
Categories	Code	12 Budget	12 Actual	13 Budget	13 Actual	14 Budget	14 Actual	15 Budget	16 Budget**
Assessment Income	41000	\$ 57,596.00	\$ 57,649.43	\$ 57,596.00	\$ 57,717.00	\$ 57,596.00	\$ 57,551.00	\$ 57,596.00	\$ 52,360.00
Fee Income	41500				\$ 180.00		\$ 255.00		
Disclosure Packet	42000	\$ -	\$ 70.00	\$ -	\$ 84.00	\$ -	\$ -	\$ -	\$ -
Interest Income	43000	\$ -	\$ 128.51	\$ -	\$ 119.85	\$ -	\$ 120.44	\$ -	\$ -
Misc Income	44000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Income		\$57,596.00	\$ 57,847.94	\$57,596.00	\$ 58,100.85	\$ 57,596.00	\$ 57,926.44	\$ 57,596.00	\$ 52,360.00
Write Off (Bad Debt Expense)			\$ 15.57		\$ 8.70				
Accounting	51000	\$ 2,700.00	\$ 3,402.00	\$ 4,200.00	\$ 4,386.94	\$ 4,200.00	\$ 3,159.91	\$ 4,200.00	\$ 4,200.00
Bank Charges	51500				\$ 7.00		\$ 6.95		
Liability, DBO, Bonding Ins/ins general 6635	52000	\$ 1,200.00	\$ 886.00	\$ 1,000.00	\$ 969.00	\$ 1,000.00	\$ 1,027.00	\$ 1,000.00	\$ 1,000.00
Legal	53000	\$ 1,000.00		\$ -	\$ 2,726.00	\$ -	\$ 408.00	\$ -	\$ -
Taxes and Licenses	53500	\$ 150.00	\$ 242.67	\$ 150.00	\$ 25.00	\$ 150.00	\$ 133.86	\$ 150.00	\$ 150.00
Meeting Expense	54500	\$ 120.00	\$ 50.00	\$ 100.00		\$ 100.00	\$ 200.00	\$ 100.00	\$ 500.00
Office Expense	55000	\$ 500.00	\$ 894.27	\$ 500.00	\$ 968.57	\$ 500.00	\$ 345.90	\$ 500.00	\$ 500.00
Website Expense	85500	\$ 180.00	\$ 170.83	\$ 180.00	\$ 287.80	\$ 180.00		\$ 180.00	\$ 180.00
Other Services	55500	\$ 250.00	\$ 41.41	\$ 200.00		\$ 200.00			
Association events/activities 56200	55005	\$ 600.00	\$ 732.07	\$ 1,000.00	\$ 432.01	\$ 1,000.00	\$ 438.08	\$ 1,000.00	\$ 1,000.00
Memberships	54000	\$ 150.00		\$ 150.00		\$ 150.00			
Miscellaneous expense	74200				\$ 50.00				
Common area maintenance ("contract")*	75300	\$ 19,000.00	\$ 18,624.00	\$ 21,236.00	\$ 22,910.00	\$ 16,690.00	\$ 20,952.00	\$ 20,952.00	\$ 20,952.00
Landscaping improvements	75300	\$ 5,000.00	\$ 3,676.50	\$ 5,000.00		\$ 5,000.00		\$ 11,307.00	\$ 4,171.00
Landscaping - Noncontracting*	75400				\$ 216.00		\$ 1,040.00		\$ 1,500.00
Drainage / fencing 75200-82250 maintenanc	82000		\$ 4,070.00				\$ 480.00		
Signage/Sign Maintenance	82500	\$ 250.00	\$ 92.25	\$ 500.00	\$ 60.00	\$ 500.00	\$ 85.00		
Mailbox Maintenance	75800	\$ 1,000.00	\$ 2,565.60		\$ 6.68				
Trash Collection	71450	\$ 22,431.00	\$ 22,431.12	\$ 22,880.00	\$ 22,829.70	\$ 22,880.00	\$ 16,689.75	\$ 18,207.00	\$ 18,207.00
Addition to reserve fund - see below	64500						0		
Addition to operating reserve fund - see be	51700						0	\$ -	\$ -
Snow Removal							\$ -		
Total Expense		\$54,531.00	\$ 57,894.29	\$57,096.00	\$ 55,883.40	\$ 52,550.00	\$ 44,966.45	\$ 57,596.00	\$ 52,360.00
Quarterly Dues		\$ 121.00	\$ 121.00	\$ 121.00	\$ 121.00	\$ 121.00	\$ 121.00	\$ 121.00	\$ 110.00
Addition to special reserve fund		\$ 3,065.00	\$ 3,065.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Addition to operating reserve fund		\$ -	\$ (3,111.35)	\$ 500.00	\$ 2,217.45	\$ 5,046.00	\$ 12,959.99	\$ -	\$ -
Other Income - CenturyLink							\$ 3,600.00		
*Note - categories used by Robinson Farmer Cox									
**Note - 2016 budget approved and adopted by the board at its regularly scheduled meeting held on September 15, 2015									