

Mosby Mountain Community Association
ANNUAL MEETING OF THE MEMBERSHIP

Date and time: Tuesday, December 7, 2010, 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 22, 2010.

Attending:

Members from 13 households

Officers and directors: Barbara Strain, President; James Peterson, Secretary/Treasurer; Matt Althoff, Board Member, Carol Price, Board Member, and Jeff Horsman, Board Member.

I. Call to order and welcome and introductions

Ms. Strain welcomed everyone and asked the board members and everyone present to introduce themselves.

II. Declaration of quorum

Ms. Strain 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. Twelve households were represented in attendance (and one additional member came in later) and 11 proxies were received for a total of 23 households represented (increasing to 24 with the late arrival). A quorum was achieved.

III. Adoption of agenda

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

On a motion by Mr. Vic Peña, seconded by Mr. Steven Wasserman, the agenda was adopted as distributed.

IV. Approval of minutes of the December 1, 2009, Annual Meeting of the membership

On a motion by Mr. Vic Peña, seconded by Mr. Michael Hightower, the minutes of the December 1, 2009, Annual Meeting of the Membership were adopted as distributed.

V. Year in review

Overview: President's Remarks - Barbara Strain

- Committees
 - Common Areas Committee, Chair Jeff Horsman
 - ARB Committee, Chair Todd Jenkins
 - Nominating Committee, Chair David Stebbins, Brian Roy, David & Elizabeth Truslow
 - Community Relations, Chair Matt Althoff
 - Neighborhood Watch, Chair Mary DeSouza
- Stable finances
 - Audit 2008 and 2009
 - Continued good contracting practices to remain at or under budget
 - Reserve Fund

- Relationship with VDOT
- Partial restitution from developer - a \$10,000.00 grant for landscaping
- Trash/Recycling Services survey and results
- Redfields intent to amend comprehensive plan
- THANK YOU Volunteers – our most important asset
 - Community work days
 - Neighborhood yard sales
 - Halloween celebration
 - Neighborly shoveling and snow blowing
 - Committees
 - Special projects – patching curbs
 - Board
 - Barbara Strain, Jim Peterson, Todd Jenkins, Matt Althoff, Carol Price, Jeff Horsman

Governance, Management and Communications - Jim Peterson

- Conducted eight board meetings hosted by members
- Prepared three “Disclosure Packets” required for homeowners who wished to sell their properties
- Engaged an audit for the period from inception through 2009
- Four members attended regional orientation board training seminars
- Conducted a survey of all members to evaluate preferences regarding trash and recycling services
- Through e-mails and hand-delivered letters, provided immediate turn-around to notify residents as to vandalism, burglaries, and other issues of interest to the members

Architectural Review Board - Vic Peña

- Members
 - Todd Jenkins - Mattox
 - Shawn Brydge - Hubbard
 - Mary Campbell - Mattox
 - Vic Peña - Rhett
- Reviewed and approved 11 applications.
- Developed revised guidelines for consideration by the board next year

Common Areas Committee - Jeff Horsman

- Members
 - Jeff and Teresa Horsman – Mattox
 - Vic Peña - Rhett
 - Jerry Rainey - Singleton
 - Jeremy Drumheller - Hubbard
 - Preston Miller - Singleton
 - Kevin Elgin – Rhett
 - Carol Price – Turnstone
 - Steve Wasserman – Ridgetop
 - Brian Roy - Hubbard
- Conducted two community work days
 - Tidied several areas and weed-whacked the trail paths
 - Resealed all the bridges
 - Repainted all entrance signs
 - Neighborly shoveling and snow blowing
- Renegotiated common areas maintenance contract for 2011 with Blue Ridge Lawn Care
- Installed one large bed and plantings on Ambrose Commons Drive
- Added more trees and shrubs in circle on Turnstone Drive
- Plans for 2011 include adding more trees and shrubs to the Ambrose Commons beds; add more masking trees to hide the gravel pathway; and add suitable trees and shrubs to the drainage areas

Community Relations Committee - Matt Althoff

- Members
 - Matthew Althoff - Singleton
 - Michael Hightower - Ridgetop

- Preston Miller - Singleton
- Leah Burger – Rhett
- Nicky Shell – Ambrose Commons
- Sara Hallowell - Mattox
- Sent out Welcome packets to new members moving into the neighborhood
- Hosted two community-wide yard sales (spring and fall)
- Hosted community-wide Halloween Celebration

Neighborhood Watch Committee - Barbara Strain

- Members
 - Mary de Souza – Rhett Court
 - Wen Wang – Ambrose Commons
 - Lesley Foster - Hatcher
 - Dean Miner - Hubbard
 - Terri Zweig - Mattox
 - Marsha Peterson – Ridgetop
 - David Strider – Ridgetop
 - Beverly Glascock – Singleton
 - Edwina Monaghan – Singleton
 - Debbie Mincarelli – Singleton
 - Carol Price – Turnstone
- Conducted an annual organization and planning meeting in September
- Arranged for police officer patrol on Halloween with no report of vandalism or crime on Halloween
- Neighborhood Watch committee chair, Mary de Souza, is stepping down due to moving
- Block captains always needed to help improve the prevention of crime, etc.
- Plans for 2011: strengthen our relationship with the police department to improve response and presence in the neighborhood

VI. Board and Committee status reports

The committee status reports were incorporated into the Year in Review report except for the budget report.

Mr. Peterson commented on the 2011 budget (see attached) which had been formulated at board meetings held in August, September and October, adopted by the board in October, and mailed to all members in November (see attached). The dues will remain essentially the same (though rounded up from \$120.21 to \$121.00 per quarter). He emphasized that the time-frame from August through-October of each year is when the budget for the following year is formulated, and that is the time that all members are encouraged to bring forward their ideas that would impact the budget. He then briefly reviewed the 2010 budget report (see attached) that projects an excess of revenues over expenditures for the year of almost \$6,200 after the expenditures related to the \$10,000.00 grant for landscaping provided by Beights is factored out.

VII. Election of 2011 officers and directors

Ms. Strain noted that Jeff Horsman, Jim Peterson, Carol Price and Ms. Strain will continue on the board for 2011 as they complete the second year of their two-year terms. In the absence of the Nominating committee chair, David Stebbins, Ms. Strain gave the Nominating Committee report:

Directors (two year terms): Matthew Althoff, David Cain, and Hal Klee

Officers (one year terms): Jim Peterson, president; David Cain, vice president; and
Matthew Althoff, 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. Horsman and approved unanimously.

VIII. Items from the membership

Mr. Peña commented on the extent of vandalism that the neighborhood has experienced recently and suggested that we look into paying for random visits by private security or off-duty police officers. Mr. Klee suggested as an alternative that video surveillance cameras could be installed and that all houses keep a light on in both their front and rear yards, and that car alarms can be remotely activated when questionable activity is seen. Mr. Horsman thought that these measures may be more effective than occasional visits from an officer. Mr. Peña concluded that an integration of active and passive responses would be the most effective. Other members added their observations about cars in the neighborhood and the vehicles that had been rifled through. Ms. Strain said that the Neighborhood Watch Committee will look at all of these suggestions and develop an integrated strategy.

Ms. Ilse Peña suggested that reflectors be installed to help prevent damage by the snow plows. Ms. Strain noted that it was damage from a snow plow that knocked out the solar panel for the Ambrose Commons entrance lighting. The possibility of installing AC lighting was researched, but it would cost about \$25,000.00. For now, the plans are to replace the solar panel in the spring.

Mr. Steve Wasserman suggested it would be important to continue to follow the developments with the proposed Redfields expansion.

Ms. Strain asked if there were any other comments, and Mr. Peña said that the board and committees deserved a strong hand and everyone joined in the ovation.

IX. Adjournment

Ms. Strain adjourned the meeting at 7:24 pm.

Respectfully submitted,



James R. Peterson
Secretary/Treasurer



To: Members of the Mosby Mountain Community Association
From: James R. Peterson, Secretary/Treasurer
Date: November 2, 2010
Subject: Notification to the membership of the 2011 budget

Article V, Section 7 of the Declaration of Covenants and Restrictions of Mosby Mountain provides: "It shall be the duty of the Board, at least sixty (60) days before the beginning of the fiscal year to prepare a budget covering the estimated costs of operating the Association during the next year." The board adopted a budget for 2011 at its meeting held on October 13, 2010, and the minutes of that meeting and the budget were posted on the Mosby Mountain website on October 26. This current notification is being sent through the U.S. Postal Service to assure that all members have received the information within the time period prescribed in the Covenants. Because the budget adopted by the board does not exceed the 10 percent increase threshold for board action, the 2011 budget (see column "F" on the budget spreadsheet on the back of this page) does not require further action by the membership.

The budget preparation process was carried out by the board over a three-month period beginning with the August 10 board meeting, and then the September 15 and October 13 meetings (all meetings were advertised to the full membership and all members were encouraged to attend).

During the budget preparation process a survey of all households was conducted to receive input on trash collection and recycling services, and the outcome of this was to continue the contract with Allied Waste Management for another year (through 2011) at no increase in cost. Also, accounting services will remain with Robinson Farmer Cox Associates, and the common areas maintenance will continue with Blue Ridge Lawn Care. For the first time, a dedicated line item will contain an amount (\$4,394.00) to go to the planned addition of the required reserve fund for long term maintenance and replacement items. Finally, all committee recommendations and priorities are fully funded in the 2011 budget.

The total annual budget increases from the 2010 level of \$57,220.00 to \$57,596.00, an annual increase of \$376.00 or six-tenths of one percent. The quarterly dues will increase from \$120.21 to \$121.00, or an increase of 79 cents per quarter.

Please see the other side of this page for the budget spreadsheet.

MOSBY MOUNTAIN COMMUNITY ASSOCIATION, INC.

BUDGET 2011

BUDGET 2011		A	B	C	D	E	F
Adopted by the board on		BUDGET 2008 \$97.15/qtr	ACTUAL 2008	BUDGET 2009 \$129.87/qtr	ACTUAL 2009	BUDGET 2010 \$120.21/qtr = decrease of \$9.66 per qtr = 7.4% decrease	BUDGET 2011 \$121.00/qtr = increase of 79 cents per qtr = 0.07% increase
INCOME							
1	Regular assessment income	46,241	46,243	61,818	61,721	57,220	57,596
2	Disclosure packets	--	83	39	150	0	
3	Interest income	100	121	0	139	0	
4	From developer for landscaping				10,000	0	
5	Total income	46,341	46,447	61,857	72,010	57,220	57,596
EXPENSES							
6	Accounting/Management	4,700	4,217	4,225	3,697	3,000	3,000
7	Write Off (bad debt expense)						
8	Legal	1,000	0	1,000	0	1,000	1,000
9	Taxes and licenses	50	183	50	250	174	150
10	Meeting expense	250	120	250	100	120	120
11	Office expense	1,200	903	1,150	595	500	500
12	Website expense	--	165	180	223	180	180
13	Other professional services	250	255	250	355	250	250
14	Association events				30	350	600
15	Liability, D&O, Bonding	900	809	897	928	984	1,000
16	Memberships					100	125
17	Common areas maintenance	8,500	8,500	19,500	17,971	19,000	19,000
18	Landscaping improvements	5,000	6,237	10,950	8,993	8,000	5,000
19	Special Assessment landscaping				2,805	0	0
20	Signage/Sign maintenance	450	569	450	163	1,785	500
21	Snow removal	2,500	1,403	2,500	906	0	0
22	Community-wide trash pickup	20,163	20,488	20,163	20,045	21,777	21,777
23	Additon to reserve fund						4,394
24	Total expenses	44,963	43,849	61,565	57,062	57,220	57,596
25	Net Income	1,378	2,598	292	14,948	0	0

Note: The \$10,000.00 shown in miscellaneous income in column D was the contribution from the developer for landscaping received at the end of 2009, and so \$10,000.00 of the "Addition to operating reserve" was allocated for landscaping to be expensed in 2010 leaving an actual net "Addition to operating reserve" for 2009 of \$4,948. Because the \$10,000.00 was received at the end of the year after the 2010 budget had been adopted, the \$10,000.00 was not reflected in the 2010 budget but was expensed that year.

MOSBY MOUNTAIN COMMUNITY ASSOCIATION, INC.

BUDGET 2010

Budget Report as of November 30, 2010, with End-of-Year Projections

BUDGET 2010		A BUDGET 2009 \$129.87/qtr	B ACTUAL 2009	C BUDGET 2010 \$120.21/qtr = decrease of \$9.66 per qtr = 7.4% decrease	D November 2010	E November to date 2010	F December 2010 Projected	G December to date 2010 Projected
	Adopted by the board on September 1, 2009							
	Version 3-3-2010							
INCOME								
1	Regular assessment income	61,818.00	61,720.90	57,220.00		57,340.07		57,340.07
2	Disclosure packets	39.00	150.00	0.00		42.00		42.00
3	Interest income	0.00	139.47	0.00		83.41		83.41
4	From developer for landscaping		10,000.00	0.00		0.00		0.00
5	Total income	61,857.00	72,010.37	57,220.00	0.00	57,465.48	0.00	57,465.48
EXPENSES								
6	Accounting/Management	4,225.00	3,697.19	3,000.00		1,312.50	400.00	1,712.50
7	Audit expense					1,750.00		1,750.00
8	Write Off (bad debt expense)					0.77		0.77
9	Legal	1,000.00	0.00	1,000.00		96.00		96.00
10	Taxes and licenses	50.00	250.00	174.00		260.87		260.87
11	Meeting expense	250.00	100.00	120.00		0.00		0.00
12	Office expense	1,150.00	595.42	500.00	307.83	679.66		679.66
13	Website expense	180.00	222.82	180.00		105.72		105.72
14	Other professional services	250.00	355.00	250.00		0.00	150.00	150.00
15	Association events		30.00	350.00	288.98	349.98		349.98
16	Liability, D&O, Bonding	897.00	928.00	984.00		909.00		909.00
17	Memberships			100.00		0.00		0.00
18	Common areas maintenance	19,500.00	17,970.94	19,000.00	1,500.00	17,760.64	1,500.00	19,260.64
19	Landscaping improvements	10,950.00	8,993.47	8,000.00	1,068.66	13,455.05	765.00	14,220.05
20	Special Assessment landscaping		2,805.00	0.00				
21	Signage/Sign maintenance	450.00	162.92	1,785.00		0.00		0.00
22	Snow removal	2,500.00	905.63	0.00		0.00		0.00
23	Community-wide trash pickup	20,163.00	20,045.44	21,777.00		19,962.25	1,814.75	21,777.00
24	Total expenses	61,565.00	57,062.00	57,220.00	3,165.47	56,642.44	4,629.75	61,272.19
25	Net Income	292.00	14,948.00	0.00	-3,165.47	823.04	-4,629.75	-3,806.71

Note: the 2009 "Net income" (column "B" line 25) includes the \$10,000.00 contribution from the developer for landscape improvements. The Landscaping improvements expense-to-date for July (column "E" line 19 includes the expenditure of the \$10,000 funded by the developer in the previous year, and so the net income projected for the end of the year 2010 (column "G" line 25) would be +6,193.29 factoring out the special landscaping improvements funded by the developer.

3:59 PM
12/06/10
Accrual Basis

**Mosby Mountain Community Association
Balance Sheet**
As of November 30, 2010
Nov 30, 10

ASSETS

Current Assets

Checking/Savings

10300 · Cash - VNB - 6409	<u>28,051.90</u>
Total Checking/Savings	28,051.90

Accounts Receivable

11000 · Accounts Receivable	<u>754.46</u>
Total Accounts Receivable	<u>754.46</u>

Total Current Assets	28,806.36
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Other Assets

10500 · ING Direct CD	<u>10,367.01</u>
Total Other Assets	<u>10,367.01</u>

TOTAL ASSETS	<u>39,173.37</u>
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LIABILITIES & EQUITY

Equity

32000 · CAPITAL CONTRIBUTIONS	2,000.00
3900 · Retained Earnings	14,943.19
39996 · RETAINED EARNING	21,407.14
Net Income	823.04
Total Equity	<u>39,173.37</u>

TOTAL LIABILITIES & EQUITY	<u>39,173.37</u>
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