

	Date: July 19, 2011
	Time: 7:00 PM (Actual Start 7:03)
	Location: Purcellville Library Meeting Room #2

Board Members Present	Scott Bolan – President, Shane Walker – At Large, Charles Miller – Treasurer, Clay Frook – Secretary, Suzanne Larry – Vice President
Minutes Taker	Clay Frook
Homeowner Attendees:	Susan McWhorter, Larry Zok, Ruby and Steve Coakley, Mark Hickey and Dawn Hathaway, Jim Hasle, Ginia and Jim Rust, Carol Miller

Agenda Items

Topic	Who Submitted	Discussion points	Vote
Clay Frook has volunteered to become the next secretary on the BOD directors. A vote will be necessary and his tenure will run until May 2012.	Scott Bolan	<p>Scott Bolan opened the meeting with a vote for the position of secretary. Nominee Clay Frook made his interest to volunteer known approx. one month ago. Vote was taken by board members. Charles Miller made it known that there were several ACC related issues that needed to be addressed via applications for approval or correction prior to giving his vote. Suzanne Larry concurred with this sentiment. Scott Bolan insisted that all homeowners have ACC issues that need to be addressed. Scott stated that the issues would be addressed as soon as possible. The vote was taken and the result was 4-0.</p> <p>*Note – Clay Frook commits to have applications for the primary/largest issues submitted to the ACC prior to the next board meeting.</p>	5-0
General Meeting Items	Scott Bolan/ Homeowners	<p>General Items of the Meeting:</p> <ul style="list-style-type: none"> - Scott Bolan opened by stating that the work of the ACC is challenging in particular the effort required to make sure that all residents are compliant with the declarations and guidelines of the HOA. - Scott Bolan noted that a preliminary inspection for compliance was conducted by Christa Walker several years ago and that it was not met by the homeowners with appreciation. 	

		<ul style="list-style-type: none"> - Scott indicated that the primary purpose of this meeting was to meet a potential company to fill the role of managing the HOA guidelines and declarations and to get the Homeowners thoughts regarding use of an HOA management company to address ACC issues as well as other related concerns. - Larry Zok raised a concern with the increase to dues as a result of engaging an HOA management company. - Scott Bolan replied that dues would not be increased this year but would be raised in the following year(s). Noted below in minutes regarding MMI sales speech that costs for contracted work this year would be organized such that they would fit within budgetary constraints of the current budget. - Scott Bolan noted that caution should/would be exercised as the budget funds are loosely monitored to insure that funds are available to address end of year costs generated by snow removal, etc. - Mark Hickey a resident, inquired about the voting procedure for the HOA management company and had concerns regarding the durations of contracting periods with this company. Mark was informed that contract periods with MMI were clearly identified within the preliminary proposal submitted to the BOD. MMI indicated that these periods were one year with the opportunity to renegotiate at the end of each contract period. Scott Bolan informed Mark that the vote would be a closed vote by the BOD, however, Homeowner input would carry great weight with regards to making the decision. <p>General items session closed at this time 7:24 pm</p>	
<p>Carol Stirner, President of Millennium Management, Inc. will be joining this BOD meeting. Carol is going to provide us with information on what an HOA management company can do for Courtland Square. The BOD should carefully consider all aspects. The BOD is bringing in an HOA management company because we feel that it's needed. There is just too much that needs to be done and a thorough inspection is needed of each home to ensure compliance. The BOD believes this will require hours of time and will go above and beyond the scope of what anyone is willing to undertake on the ACC or BOD.</p>	<p>Scott Bolan</p>	<p>MMI Sales discussion Started at 7:25 Scott Bolan invited Carol Stirner to speak to those in attendance. Please see attached sales proposal draft for further information that was discussed at this time. Notes from Carol's discussion: 1. It was noted that ACC guidelines are easily modified. 2. It was noted that the Declarations can only be modified by a 2/3 vote of the Homeowners and the 1st Mortgagees – very difficult to approve. 3. Noted that deficiencies requiring work by a contractor would most likely be allowed 90 days to commence. Standard self perform work by homeowners would need to be completed in 7 days. 4. Noted that costs of the first contract for MMI work would be tailored to fit within the budget constraints of the current budget for this year. This would/could affect the scope of work that could actually be performed within the first contract period. At this time an informal Q&A session was conducted:</p>	

		<ul style="list-style-type: none"> - Jim Hasle (resident) asked about budget constraints vs. MMI costs w/in the current budget. Carol was open about the fact that as a result of these constraints; the noted activities, their timing and durations might take longer or be addressed differently. - Mark Hickey (resident) asked whether or not MMI could support or provide info regarding the impact of their services on the worth/resale/improvement of prices for other HOA's with which they have contracted with. Carol responded that this was not information that her company could attempt to quantify and produce for review by the Homeowner. <p>At this point the MMI sales discussion ended and Scott Bolan thanked Carol Stirner for attending – time 8:03 pm.</p>	
Quarterly Budget Review	Charles Miller	<p>Budget review began at 8:04 pm</p> <p>Charles Miller reviewed the budget – please see attached budget for details.</p> <ul style="list-style-type: none"> - Charles noted that only one Homeowner was delinquent with regards to payment of their semi-annual dues. It was noted that late fees were being assessed to this Homeowner. - Larry Zok inquired about the release of final payment pending the removal of sealer from garage doors and fascia of garages. Larry was informed that despite not being responsible for the weather Collegiate Sealing was addressing the issue today at various locations throughout the neighborhood. - The Homeowners were informed that the cost of both the sidewalk repairs and the sealing was \$7800.00. <p>Discussion regarding the budget was closed at 8:13 pm.</p>	
ACC has changed the guidelines in a few places. ACC will give BOD an update on when/if they will bring these changes to the board. The BOD should vote on accepting these changes once they are ready.	ACC	<p>At 8:14 discussion regarding the ACC changes was brought to the floor</p> <p>ACC Changes to the Guidelines were not ready to be submitted to the BOD for review at the time of this meeting as noted by Carol Miller. This discussion was tabled until next meeting.</p>	
Removal of No Parking, Reserved and/or Handicapped Parking signs around the perimeter of Gentlewood Square. Larry Zok informed Scott Bolan that a previous board had approved of his handicapped parking sign. Board previously discussed that all signs would be taken down after the top sealing, but do not see them in any meeting minutes. This will be a re-vote to ensure it is properly documented.	Larry Zok	<p>At 8:16 handicap signage for Mr. Zok's property was discussed</p> <p>Mr. Zok's handicap signage was removed during the sealing process. Mr. Zok stated that this signage and its location were previously approved by preceding boards. Scott Bolan stated that evidence of this approval could not be found and as such the decision was to be made by this board. Larry was informed that the signage was not allowed as closed handicap parking was afforded by the 2 car parking garage located directly behind his house. Mr. Zok stated that the lack of prescribed parking was not consistent with the guidelines of ADA. Mr. Zok asked if the board was not in agreement with the ADA guidelines. Clay Frook recommended to Scott that the board table this discussion until such time that the ADA guidelines and the Site Plan could be reviewed and an informed decision can be provided. Scott agreed to table this discussion until the next BOD meeting. Clay Frook will research the ADA guidelines and the Site Plan requirements.</p>	

Speeding – how do we handle? Suggestions/Ideas?	Clay Frook	<p>At 8:25 discussion regarding speeding in the neighborhood was opened.</p> <p>Clay Frook stated the speeding in the neighborhood was a problem. Control measures were both temporary and permanent in nature. Several solutions were brought to the floor including enlisting the assistance of Town Police, the Town Manager and signage. It was decided that Charles Miller would procure neon signage as a first measure. Clay Frook said that he would bring further info regarding permanent and temporary measures.</p>	
Meeting Closed	Scott Bolan	The Open session of the meeting closed at 8:42. Homeowners were thanked for their time and exited.	
Executive Session	Board Members	The Executive session began at this time discussions centered on contacting the MMI Company and requesting a formal proposal for performing HOA management services. This proposal would be reviewed by the BOD and a final HO meeting would be held prior to contracting with a management company.	



2011	Proposed	11-Jul
Beginning Balance	\$ 19,839.17	\$ 19,839.17
Deposits		
HOA Dues 4/15	\$ 10,890.00	\$ 10,570.00
HOA Dues 9/30	\$ 10,890.00	\$ 1,980.00
Closing Document Fees	\$ -	\$ 175.00
Fines	\$ -	
Total Net Income	\$ 41,619.17	\$ 32,564.17

Expenses

Electricity	\$ 480.00	\$ 171.00
Snow Removal	\$ 11,000.00	\$ 4,990.00
Common Ground Upkeep including perimeter fencing	\$ 4,500.00	\$ 2,921.00
Insurance	\$ 1,400.00	\$ 784.00
Legal		
Attorney Fees	\$ 875.00	\$ 350.00
Tax Preparattion		
Treasurer of Virginia		
Miscellaneous Fees		
PO Box Rental		
Stamps/Postage	\$ 900.00	\$ 316.87
Bank Checks		
Administrative Costs		
Total Expenses	\$ 19,155.00	\$ 9,532.87

Maintenance Repairs

Electrician for exterior lamps/replacement	\$ 1,500.00	\$ 680.00
Sidewalk Repair	\$ 3,000.00	
Gentlewood Square top coat	\$ 9,000.00	\$ 2,600.00
Tree Removal	\$ 1,000.00	
Total Maint. Repairs	\$ 14,500.00	\$ 3,280.00

Total Expenses	\$ 33,655.00	\$ 12,812.87
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Ending Balance	\$ 7,964.17	\$ 19,751.30
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