


<p><i>Courtland Square</i></p> 	<b>Date:</b> October 12, 2011
	<b>Time:</b> 7:00 PM (Actual Start 7:12 pm)
	<b>Location:</b> Purcellville Library

<b>Board Members Present</b>	Scott Bolan (President), Suzanne Larry (Vice-President), Shane Walker (At-Large), Charles Miller (Treasurer), Clay Frook (Secretary)
<b>Minutes Taker</b>	Clay Frook
<b>Homeowner Attendees:</b>	Jim Rust, Carolyn Miller (ACC Member)

## *Agenda Items*

Topic	Who Submitted	Discussion points	Vote
How do we move the ACC forwards? Members have quit, remaining member is irrational and unwilling to step aside.	Scott Bolan	<p>Discussion began @ 7:12 pm.</p> <ul style="list-style-type: none"> <li>- Scott indicated that Mrs. Walker has officially quit the ACC, but that she would be interested in training someone else to perform the duties of the position.</li> <li>- A discussion was held between Carolyn Miller of the ACC and Scott Bolan to paraphrase, the essence of the discussion was summarized in defining the limits of power. The BOD does not interact with the ACC and likewise the ACC does not interact with the BOD.</li> <li>- It was noted during this discussion that an inherent role of the ACC was to not only review the homeowner application, but to approve them via signature of the reviewer indicating that the application and its content are acceptable to the ACC, the ACC Guidelines and subsequently approved.</li> <li>- Scott Bolan asked Shane Walker to contact Christa Walker and request that the ACC files be turned over to the board in order to be delivered to Carolyn Miller of the ACC.</li> <li>- It was indicated that residents of 542 were selling their home. Details of</li> </ul>	N/A

		<p>the transaction were unclear a letter is to be sent to the residents notifying them of their obligations to the HOA prior to sale. Suzanne Larry indicated that she would also discuss this with the residents of 542 Gentlewood Sq. and confirm with the BOD.</p> <ul style="list-style-type: none"> <li>- An email requesting Homeowner assistance with the ACC needs to be sent out. Clay Frook will send this email out once the meeting minutes are approved.</li> <li>- Homeowner Marna Zok indicated that she might be interested in serving on the ACC. An email request for her service will be sent out by Clay Frook once the meeting minutes are approved.</li> <li>- Carolyn Miller of the ACC indicated that there are changes to the regulations of the ACC that are desired. These changes need to be emailed to Scott Bolan of the BOD so that they can be distributed and voted on by the BOD for incorporation into the currently approved ACC Guidelines.</li> </ul> <p>Discussion ended at 7:30 am - No vote made</p>	
Millenium Management, Inc. (MMI) sent us a quote for \$2,000.00 to get all homes that do not have proper ACC approvals completed by years end. Do we accept these terms?	Scott Bolan	No vote Postponed until Nov. Board Meeting	n/a
Board tabled to remove Handicap parking sign behind Larry Zok's residence last meeting. Clay Frook will advise the board if that goes against the American with Disability Act. If HOA is required to have a handicap parking space(s), is this space the correct parking space?	Larry Zok	<p>ADA discussion began at 8:10 pm.</p> <p>Clay Frook advised the board that the Site Plans for the development take into account the calculations for handicapped parking spaces within the development. These spaces are preserved for each homeowner by way of attached and detached parking garages. Further, the plans for the property are approved through both the Town and County approval process both of which are required by nationally recognized ADA regulations to insure that ADA requirements are adhered to prior to plan approval.</p> <p>ADA discussion ended at 8:15 pm.</p>	No Vote
Speeding – how do we handle? Suggestions/Ideas? Board had some good ideas about placing placards, etc. Nothing was done and would like to move this item forwards.	Clay Frook	<p>Scott Bolan directed Charles Miller to purchase signage indicating “children at play” or similar to inform vehicle operators of the dangers of speeding in the neighborhood with respect to vehicles, property and homeowners. Charles indicated that he would purchase the signage and seek reimbursement from the HOA through normal channels.</p>	No Vote
ACC Applications Status	OPEN	<p>Discussion began at 7:31 pm.</p> <p>Noted that applications for any work between the start of Ownership and Current date need to be submitted for review and approval.</p> <p>Discussion ended at 7:44 pm.</p>	

HOA Budget Review	Charles Miller	<p>Budget discussion began at 7:45 pm.</p> <ul style="list-style-type: none"> <li>- Charles Miller reviewed the budget – please see attached budget for details.</li> <li>- 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.</li> <li>- It was noted that a bill was received from the State of Virginia. Charles indicated that the bill would be paid immediately.</li> <li>- At this time it was discussed that MMI would be notified that the HOA will contract with MMI for the services on or about December 1st of this year.</li> </ul> <p>A vote to this effect will be held during the November 2011 HOA Board meeting.</p> <p>Budget discussion ended at 8:09 pm.</p>	
Miscellaneous points of discussion	OPEN	<p>Discussion began at 8:16 pm.</p> <ul style="list-style-type: none"> <li>- Briefly discussed the potential/validity of raising the dues to increase the HOA Capitol.</li> <li>- Discussed the potential need for any additional tree removals.</li> <li>- Requested that Mr. Rust walk the neighborhood and survey the function of the HOA lighting. Mr. Rust indicated that he would do this.</li> </ul> <p>Meeting ended at 8:31 pm.</p>	



<b>2011</b>	<b>Proposed</b>	<b>14-Oct</b>
<b>Beginning Balance</b>	\$ 19,839.17	\$ 19,839.17
<b>Deposits</b>		
HOA Dues 4/15	\$ 10,890.00	\$ 10,900.00
HOA Dues 9/30	\$ 10,890.00	\$ 10,230.00
Closing Document Fees	\$ -	\$ 350.00
Fines	\$ -	\$ 35.00
<b>Total Net Income</b>	<b>\$ 41,619.17</b>	<b>\$ 41,354.17</b>

### Expenses

Electricity	\$ 480.00	\$ 300.93
Snow Removal	\$ 11,000.00	\$ 4,990.00
Common Ground Upkeep including perimeter fencing	\$ 4,500.00	\$ 4,161.00
Insurance	\$ 1,400.00	\$ 1,540.00
<b>Legal</b>		
Attorney Fees	\$ 875.00	\$ 390.48
Tax Preparattion		
Treasurer of Virginia		
<b>Miscellaneous Fees</b>		
PO Box Rental		
Stamps/Postage	\$ 900.00	\$ 316.87
Bank Checks		
Administrative Costs		
<b>Total Expenses</b>	<b>\$ 19,155.00</b>	<b>\$ 11,699.28</b>

### Maintenance Repairs

Electrician for exterior lamps/replacement	\$ 1,500.00	\$ 680.00
Sidewalk Repair	\$ 3,000.00	
Gentlewood Square top coat	\$ 9,000.00	\$ 7,700.00
Tree Removal	\$ 1,000.00	
<b>Total Maint. Repairs</b>	<b>\$ 14,500.00</b>	<b>\$ 8,380.00</b>

### Total Expenses

\$ 33,655.00	\$ 20,079.28
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### Ending Balance

\$ 7,964.17	\$ 21,274.89
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