


<p><i>Courtland Square</i></p> 	Date: November 14, 2011
	Time: 7:00 PM
	Location: Purcellville Library

Board Members Present	Scott Bolan (President), Suzanne Larry (Vice President), Shane Walker (At-Large), Charles Miller (Treasurer) and Clay Frook (Secretary)
Minutes Taker	Clay Frook
Homeowner Attendees:	Carolyn Miller

Agenda Items

Topic	Who Submitted	Discussion points	Vote
Budgeting	Bolan	<p>Discussion started at 7:44 pm (ACC item discussed first out of sequence)</p> <ul style="list-style-type: none"> - Scott Bolan wanted the record to reflect that the HOA dues was not increased in 2011. - The budget was reviewed by Charles and Scott commenced the discussion with regards to forecasting cost exposures for the upcoming year. - In summary a vote was taken with regards to increasing the annual HOA dues. The result of that vote was that a 10% increase would be adequate. The vote was taken and the annual dues were increased \$726.00/yr. - In the interest of easing the burden of the payments it was also determined that the payment schedule should be adjusted. Subsequently, the payments will be due three times a year as opposed to two. These will be equal payments of \$242.00 due on March 30th, June 30th and Sept. 31 of 2012. - A number of standing contracted maintenance activities are coming up for renewal so the board will engage in competitively bidding the following contracts: Snow Removal, Landscaping and Concrete Repairs. 	5-0-0

		<ul style="list-style-type: none"> - Please see the attached budget which reflects the proposed budget for 2011, the actual expenditures through Nov. 14th 2011 and the proposed 2012 budget. <p>Budget discussion ended at 8:21 pm.</p>	
ACC and Moving Forward with Management Company	Bolan	<p>ACC discussion began promptly at 7:00 pm.</p> <ul style="list-style-type: none"> - Remaining ACC board member was asked to step down and refused. Carolyn Miller continues to be sole member of the ACC. - Suzanne Larry requested that the decision regarding the use of an HOA management company be tabled until after the first of the new year. - In lieu of making a decision on the management company, a letter will be drafted and sent to all homeowners requesting that they review their own properties to confirm compliance with the ACC Guidelines. For any improvements that are not compliant, the HOA board will request that those homeowners take it upon themselves to submit applications as appropriate to Carolyn Miller for review and approval no later than Jan 1st, 2012. - If a request is made by a homeowner for assistance with reviewing their property that request can be submitted to Carolyn Miller directly and she will assist as available. - Carolyn will continue to review and approve applications as appropriate. <p>Carolyn requested that Scott Bolan send a disclosure packet to the homeowner at 538 Gentlewood in preparation of their pending listing.</p>	
HOA Board Meeting Schedule		<p>Next meeting to be held on January 24th, 2012. There are no meetings scheduled for December 2011.</p>	



	2011 Proposed	11/14/2011	2012 Proposed
Beginning Balance	\$ 19,839.17	\$ 19,839.17	\$ 20,834.11
Deposits			
HOA Dues 3/30	\$ 10,890.00	\$ 10,900.00	\$ 7,986.00
HOA Dues 6/30			\$ 7,986.00
HOA Dues 9/30	\$ 10,890.00	\$ 10,560.00	\$ 7,986.00
Closing Document Fees	\$ -	\$ 350.00	\$ -
Fines	\$ -	\$ 35.00	\$ -
Total Net Income	\$ 41,619.17	\$ 41,684.17	\$ 44,792.11

Expenses

Electricity	\$ 480.00	\$ 351.71	\$ 600.00
Snow Removal	\$ 11,000.00	\$ 5,485.00	\$ 11,000.00
Common Ground Upkeep including perimeter fencing	\$ 4,500.00	\$ 4,161.00	\$ 4,500.00
Insurance	\$ 1,400.00	\$ 1,540.00	\$ 1,600.00
Legal			
Attorney Fees			
Tax Preparation	\$ 875.00	\$ 615.48	\$ 900.00
Treasurer of Virginia			
Miscellaneous Fees			
PO Box Rental			
Stamps/Postage	\$ 900.00	\$ 316.87	\$ 1,100.00
Bank Checks			
Administrative Costs			
Total Expenses	\$ 19,155.00	\$ 12,470.06	\$ 19,700.00

Maintenance Repairs

Exterior Lamps	\$ 1,500.00	\$ 680.00	\$ 7,500.00
HOA Management Company	\$ -	\$ -	\$ 4,000.00
Sidewalk Repair	\$ 3,000.00	\$ -	\$ 1,000.00
Gentlewood Square top coat	\$ 9,000.00	\$ 7,700.00	\$ -
Tree Upkeep	\$ 1,000.00	\$ -	\$ 1,000.00
Total Maint. Repairs	\$ 14,500.00	\$ 8,380.00	\$ 13,500.00

Total Expenses

\$ 33,655.00	\$ 20,850.06	\$ 33,200.00
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Ending Balance

\$ 7,964.17	\$ 20,834.11	\$ 11,592.11
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