


<p><i>Courtland Square</i></p> 	<p>Date: February 28, 2012</p>
	<p>Time: 7:00 PM (Actual Start 7:05 pm – Meeting Ended at 8:30 pm)</p>
	<p>Location: Miller Residence – 534 Gentlewood Sq.</p>

<p>Board Members Present</p>	<p>Scott Bolan (President), Suzanne Larry (Vice President), Charles Miller (Treasurer) and Clay Frook (Secretary)</p>
<p>Minutes Taker</p>	<p>Clay Frook</p>
<p>Homeowner Attendees:</p>	<p>Carolyn Miller (ACC)</p>

Agenda Items

Topic	Who Submitted	Discussion points	Vote
<p>Disclosure Packet Fees – VOTE to Lower fees to be in compliance with VA. State HOA Code</p>	<p>Bolan</p>	<p>No Discussion held fees are to be lowered.</p>	<p>4-0-1</p>
<p>ACC Guidelines – Update/Revise/As is</p>	<p>Bolan</p>	<p>Nothing noted.</p>	
<p>HOA Billings</p>	<p>Bolan</p>	<p>1 of 3 to be sent out in March 2012 – It was noted by the Treasurer, Charles Miller, that the a clean copy of the final approved budget for 2011 needed to be sent to him as soon as possible. Scott Bolan acknowledged that he would send it upon a email request from Charles.</p>	
<p>Maintenance Inspections</p>	<p>Bolan</p>	<p>When do we start? Who should do them? Management Co.? 1. Scott Bolan delegated Suzanne Larry as the point of contact for the management company and the ACC. As such, Suzanne will report any issues between the ACC and the Management company that can't be resolved to the HOA Board for resolution. 2. A request was made that Scott make one final request of Shane Walker for any outstanding ACC files. Scott stated that he would ask Shane one last</p>	

		<p>time. It should be noted that in the November HOA meeting Shane went on the record as stating that all ACC files in the possession of his wife had been turned over to the HOA in hardcopy or digital format.</p> <p>3. Scott Bolan to request a final proposal from Carol Steiner of the management company for final review and acceptance. Scott will also request that the Management Company consider prorated costs for additional applications above the current basis of pricing of 70 applications. He will also request that pricing be included for the potential purchase of Maintenance Inspection Services for the property.</p>	
Resident Contact Information	Bolan	Clay Frook to pursue getting accurate email addresses for all legal homeowners of the HOA.	
HOA Meeting Schedule for 2012	Larry	<p>Suzanne Larry requested that the HOA Board meeting frequency be revised from monthly to quarterly. The HOA Board concurred and the following quarterly schedule was agreed to:</p> <p>May 1st, 2012 - Quarterly Meeting and Required Annual Meeting (HOA Board Elections.)</p> <p>August 7th, 2012 – Quarterly Meeting</p> <p>November 6th, 2012 – Quarterly Meeting</p> <p>February 5th, 2012 - Quarterly Meeting</p>	
HOA Board Elections	Bolan	It was noted that the term of service for the current Board Members will end on the 1 st of May 2012. A formal notice will be sent out by the Secretary (Clay Frook) to all members of the HOA requesting that any potential candidates make their interest known as well as the position that they wish to run for. Any Homeowners interested in running for a board position shall make their intentions known no later than March 31st, 2012.	
Miscellaneous Business		<p>1. A request was made by Suzanne Larry that the board consider changing our legal representation from our current lawyer located in Alexandria to a local lawyer located closer to town. Scott Bolan acknowledged the request and stated that any decisions should be tabled until the November 2012 board meeting. The Board agreed to table the issue.</p> <p>2. A request was made that Clay Frook update the website. If unable Clay is to request that Scott secure administrator rights for Clay so that he can edit accordingly. Items to be addressed will be the calendar and to post minutes as they are approved.</p> <p>3. A request was made to seek out a second competitive price for the landscaping contract. Clay Frook will do this and get a proposal for comparison to the Board as soon as possible.</p> <p>4. Shane Walker (At-Large) was not present for the meeting due to professional business.</p>	