

## Courtland Square



Date: Wednesday, September 30, 2015

Time: 7:00pm – 8:15 p.m.

Location: 538 Gentlewood Square, Purcellville (McCabes')

Board Members Present	Red McCabe (President), Suzanne Larry, (Vice President); Audrey Hasle (Treasurer), Kim McCabe (Secretary), Mike Adams ( At Large/ACC/Ombudsman);
Minutes Taker	Kim McCabe, Secretary
Homeowner Attendees:	None

## Agenda Items

Topic	Who Submitted	Discussion points	Vote
1. Approval of June 10, 2015 CSHOA Board minutes	Kim McCabe	<ul style="list-style-type: none"><li>June 10, 2015 CSHOA BOD minutes were approved as presented. Minutes will be posted to the website and will be sent to homeowners in hard copy.</li></ul>	4-0-0
2. President's Report	Red McCabe	<ul style="list-style-type: none"><li>Following BOD discussion from June, Red McCabe moved to approve charging a \$150 transaction fee per homeowner for preparation of HOA resale package for all real estate transactions within the community. A \$75 transaction fee will be charged to the purchaser at settlement as well. Additionally, half year dues will be collected from new buyer at settlement.</li></ul>	
3. Treasurers Report a. 08/31/2015 YTD Report	Audrey Hasle	<ul style="list-style-type: none"><li>Balance in the cash account is approximately \$34.6K (prior to collection/deposit of all second half of HOA dues.</li><li>Expenses incurred are primarily on track.</li><li>Second half dues are being collected. One homeowner is delinquent. Appropriate action is being taken for the outstanding debt. Five homeowners have paid their dues in full for the year.</li></ul>	
4. ACC report a. Quarterly report	Mike Adams	<ul style="list-style-type: none"><li>ACC requests have been received and processed.</li><li></li><li><b>ACTION:</b> Mike Adams/Kim McCabe to attach add a link on the</li></ul>	

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		Courtland Square website that provides information on home exterior lighting guidelines and ordering information.	
<b>5. Ombudsman report</b>	Mike Adams	<ul style="list-style-type: none"> <li>There were no complaints filed in accordance with established procedures as of the last Board meeting.</li> <li><b>NOTE:</b> <i>The Board would like to see greater involvement and participation by residents with respect to assisting with the management of various projects within the community.</i></li> </ul>	
<b>6. Current Projects</b>	Mike Adams	<ul style="list-style-type: none"> <li><b>ACTION ITEM:</b> Red McCabe to work with Saxton to schedule planting of tree (weeping willow) in conjunction with privacy hedge being planted on northeast of neighborhood (parallel to Leaning Oak).</li> </ul>	
a. Tree Maintenance			
b. Roadway Maintenance	Red McCabe	<ul style="list-style-type: none"> <li><b>ACTION ITEM:</b> <i>The CSHOA Board is seeking volunteers outside of the current Board to coordinate and schedule with Collegiate Sealers asphalt sealing and repair on Gentlewood Square/Leaning Oak. Please contact Red McCabe (538 Gentlewood Sq.) or Mike Adams (546 Gentlewood Square) if interested.</i></li> </ul>	
c. Electric system and Lamp posts	Mike Adams	<ul style="list-style-type: none"> <li>Mike Adams is coordinating this ongoing effort.</li> </ul>	
d. Landscaping and Signage	Red McCabe	<ul style="list-style-type: none"> <li>Approval was given to plant an evergreen privacy screen along Leaning Oak Drive (to block view of dumpsters). Additionally, funds have been provided by Valley Energy to replace dead evergreens planted to screen propane tanks. All work will be done by Saxton Landscaping. Funds for the privacy screen will be funded through common area improvements that have already been approved in the budget.</li> <li>Work is ongoing for signage and landscaping for the circular area at the main entrance to the neighborhood. Leslie Wilson to provide an update on signage and landscaping at January 2016 CSHOA BOD meeting.</li> </ul>	
e. Safety Signage for Children and/or Speed Reduction Measures	Red McCabe	<ul style="list-style-type: none"> <li><i>It has been brought to the Board's attention that vehicular speeding has increased in the neighborhood. The Board is considering installing speed bumps or another method of monitoring/slowing down vehicular speeding in the neighborhood. We would like the residents input on how they would like to best address the speeding issue, as it has become a safety concern. Please send your suggestions or input to our Ombudsman Mike Adams: <a href="mailto:adamsjmike@comcast.net">adamsjmike@comcast.net</a>.</i></li> </ul>	
<b>7. Next BOD Meeting</b>	Kim McCabe	<ul style="list-style-type: none"> <li><b>ACTION ITEM:</b> Next BOD Meeting will be held <b>on Wednesday, January 13, 2015 at 7:00 pm</b> at the home of Mike Adams, 546 Gentlewood Square, Purcellville, VA.</li> </ul>	