

**CLARKSBURG RIDGE HOA  
BOARD OF DIRECTORS MEETING  
FEBRUARY 9, 2017**

**MINUTES**

Board Members in Attendance:

Ed Montalvo  
Valli Sivasailam  
Melissa King

Shireen Ambush, Abaris Realty  
1 Homeowner

The Board meeting was called to order at 7:00 p.m.

HOMEOWNER COMMENTS:

A resident in attendance reported several issues that cumulatively create a negative impact on the curb appeal of the community. Some homes have exterior maintenance deficiencies, work needs to be done on the brick paver sidewalks at Ridgetop Park and the retaining wall railings behind homes on Dutrow Drive are in need of repair. The Board and management advised that Abaris Realty will be conducting the annual inspection of all homes this spring and those with exterior maintenance deficiencies will be cited. The Board is aware of the common area deficiencies which were pointed out in the recent reserve study and management will be obtaining bids for those repairs.

It was reported that the common area trash receptacle in Ridgetop Park is broken. Management will have it repaired or replaced.

MINUTES:

The Board reviewed the minutes of the October 13, 2016 Board meeting. A motion was made to accept the minutes as written. The motion was seconded and carried unanimously.

MANAGEMENT REPORT:

The Board reviewed the renewal engagement proposal from UHY for the 2016 and 2017 audit and tax preparation services and voted unanimously to accept it.

The Board reviewed a request from the owner of 23453 Tailor Shop Place requesting a waiver of a late fee from their account. Upon a review of the account history, the Board noted that a late fee had already been previously waived in February 2014. Since the Board's past precedent is to waive one late fee as a one-time only consideration per homeowner, the Board voted unanimously to deny the request for a second late fee waiver. The homeowner will be notified accordingly.

In accordance with the collection attorney's recommendation, the Board voted unanimously to write off the delinquent debt amount for 23488 Tailor Shop Place that was discharged under the homeowner's bankruptcy filing.

The Board reviewed the equity analysis provided by the collection attorney for the delinquent debt owed by the prior owner of 23424 Winemiller Way and agreed that further collection efforts are not worth the additional legal expense to pursue. Accordingly, the Board voted unanimously to write off the debt.

The Board reviewed correspondence between management and members of the ACC regarding ACC application requests for solar panels. A member of the ACC suggests that homeowners need not obtain prior ACC approval from the HOA before installing solar panels due to the fact that the solar panels are permissible under State Law. Shireen advised that while homeowners are not necessarily required to obtain prior ACC approval, it is encouraged to do so for record keeping purposes and for future reference if needed. The Board agreed that homeowners who wish to install solar panels should be encouraged to submit an ACC application and obtain HOA approval before proceeding. Furthermore, the Board authorizes management to provide automatic approval for solar panel ACC applications.

The Board reviewed a suggestion from a resident that the HOA creates a Facebook page. After careful review and consideration, the Board agreed that the HOA cannot sponsor or endorse any social media for liability reasons; however, the homeowner is welcome to do it on his own if he so desires.

The Board reviewed the proposal for joint security patrol services with the neighboring community. This joint proposal would cut down on the cost that the HOA is currently paying and the Board was unanimously in favor of it. Management will contact the Property Manager for the neighboring community to confirm if they are willing to execute the contract for the joint security patrol services from T. Cooper Security.

OLD/NEW BUSINESS:

The Board reviewed the renewal 2017 – 2019 grounds maintenance contract from AW Landscapes and voted unanimously to accept it. The Board also requests a proposal for landscape enhancements and seasonal flowers at the entrance sign beds and at Ridgetop Park. Management will contact AW Landscapes for the proposal which will be sent to the Board for acceptance.

The Board reviewed the list of outstanding ACC violations from Abaris Realty's 2016 ACC inspection of all homes. There are only 4 homes with outstanding violations. Due to the winter weather, the Board agreed to grant one final extension until April 30, 2016 for these homeowners to correct the maintenance deficiencies. Failure to comply will result in further enforcement action such as levying of fines and/or hiring contractors to correct the deficiencies at the homeowner's expense.

The Board reviewed Abaris Realty's proposal for the 2017 inspection of all homes. The Board discussed the inspections process and agreed on a slightly revised timetable for this year. The first inspection letter will grant homeowners 30 days to comply. The second notice letter will grant another 30 days to comply and then a hearing will be scheduled before the Board if compliance is not made by that deadline. The Board voted unanimously to accept the renewal proposal with the condition that the price of \$20 per home would be held for a 3 year period.

The Board directed management to obtain bids for all common area maintenance deficiencies noted on the recent reserve study so that the repairs can commence this spring as soon as weather permits.

The Board agreed to schedule a night time inspection to evaluate the street lighting in the community this spring when the weather warms up.

There being no further business, the Board meeting was adjourned at 7:57 p.m.