

**CLARKSBURG RIDGE HOA
BOARD OF DIRECTORS MEETING
MAY 11, 2017**

MINUTES

Board Members in Attendance:

Andrew Petti
Ed Montalvo
Valli Sivasailam
Melissa King

Shireen Ambush, Abaris Realty
3 Homeowners

The Board meeting was called to order at 7:04 p.m.

HOMEOWNER COMMENTS:

None

MINUTES:

The Board reviewed the minutes of the February 9, 2017 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 draft 2016 audit report from UHY and voted unanimously to accept it. In accordance with the auditor's recommendations, the Board authorized the transfer of excess funds over 20% of total annual assessments from the unappropriated members equity account to the replacement reserves.

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.

The Board reviewed a late fee waiver request from the owner of 23401 Winemiller Way. After a review of the account history which confirmed several late fees incurred on the account in the past, the Board voted to deny the request for a waiver of late fees.

The Board discussed the delinquent debt owed by the former owner of 23422 Winemiller Way and agreed to consult with the collection attorney on asset and employment searches for the owner before deciding to write-off the debt.

The Board reviewed correspondence from the owner of 13318 Catawba Manor Way. The owner was in attendance at the meeting and discussed her concerns about the grounds and landscape. Management will contact AW Landscapes to alert them of the following:

- The contractor is parking his trucks and trailers along Catawba Manor Way and using this as the “staging” area for the crew. As a result, residents in this area have to deal with the excessive noise from the mowers being driven back and forth. The contractor should be asked to stage their vehicles and equipment along Clarksburg Road.
- The grass strip between the common area sidewalk and curbs is non-existent in many locations due to dog urine. The landscaper should be asked to address the grass damage.

The Board ratified the email decision to approve the re-landscape design plan for the front entrance planting beds and the project is underway.

The Board agreed to table purchase of new common area trash receptacles for Ridgetop Park since the handyman has repaired the existing trash receptacle.

OLD/NEW BUSINESS:

The Board reviewed the list of outstanding ACC violations from Abaris Realty’s 2016 ACC inspection of all homes. As of the most recent inspection conducted in April, there are only 2 homes with outstanding violations. These owners will continue to be fined every 30 days for as long as the violations remain outstanding.

The Board discussed replacing some of the deteriorated mailbox clusters and requested that management obtain information on new styles and types of mailboxes for the Board to consider.

The Board voted unanimously to remove any 2017 ACC violation pertaining to the front door having to match the color of the shutters. This is not the design that the original builder followed and therefore should not be required of homeowners.

The Board will schedule a time to meet with the contractor to review samples of the retaining wall block to be used for repair of the large retaining wall off of Dutrow Court in order to make a final selection.

The Board discussed the County’s plans to implement fire lanes within the community which would restrict parking along several of the community roadways. This will be completed in the coming months. The Board requested that management contact the security contractor to ask if they can ticket vehicles that are parked in “no parking” areas while they are on duty performing the security patrols.

There being no further business, the Board meeting was adjourned at 8:01 p.m.