

**CLARKSBURG RIDGE HOA
BOARD OF DIRECTORS MEETING
OCTOBER 11, 2018**

MINUTES

Board Members in Attendance:

Christopher Castellano

Valli Sivasailam

Olga Pagoda

Shireen Ambush, Abaris Realty

ACC HEARINGS:

ACC hearings were held for those homeowners who have not corrected exterior maintenance violations that were cited on the annual inspection of all homes earlier this spring. The attached spreadsheet lists the outcome of the hearings that were held and the Board authorized further enforcement action accordingly.

The Board meeting was called to order at 7:05 p.m.

HOMEOWNER COMMENTS:

None

MINUTES:

The Board reviewed the minutes of the June 14, 2018 Board meeting. A motion was made to accept the minutes as amended. The motion was seconded and carried unanimously.

MANAGEMENT REPORT:

The Board requested that an on-site meeting be scheduled with the electrician and Board President, Chris Castellano at the playground behind the homes on Tailor Shop Place so that a proposal could be obtained for installation of additional lighting to illuminate that area at dark. Also, the overgrowth and brush that conceals the playground area needs to be cut back. Management will make arrangements for both items.

The Board discussed the delinquent HOA fee accounts. A conference call will be scheduled with Abaris Realty's collection specialist and the collection attorney, Evan Meyers to go over the status of each account.

The Board reviewed correspondence from the owner of 13120 Tannery Ridge Drive requesting a waiver of a late fee on their account. After careful consideration, the Board voted unanimously to waive one late fee as a one-time only consideration in accordance with past precedent.

The Board reviewed the proposed 2019 budget for the HOA as presented by Abaris and agreed to send it out to all homeowners announcing that it will be formally adopted at the December meeting.

The Board directed management to notify the owner of 13314 Catawba Manor Way that the front light fixture they installed does not conform to HOA standards and must be replaced with an approved style fixture.

The Board directed management to notify the owner of a home on Dutrow Drive that recently installed an oversized door knocker that this unauthorized exterior modification does not comply with HOA standards and therefore must be removed.

The Board reviewed the master insurance policy proposal obtained by Abaris from Insurance Agent, Jeff Rice with AIM who shopped the original State Farm policy with dozens of underwriters to come up with the best possible package that contains the broadest coverages for the best premiums. The Board voted unanimously to accept the proposal from AIM.

The Board reviewed the renewal proposal from T. Cooper Security for 2019 security patrol services and voted unanimously to accept it subject to it including 200 total hours.

The Board discussed the unauthorized river rocks installed in private yards at 23418, 23420 and 23422 Tailor Shop Place. The ACC members were sent an email alerting them to this and asking for their opinion/feedback and they were also invited to attend this Board meeting in person. Since there was no response from the ACC, the Board agreed to consider these exterior modifications to be in violation and the homeowners will be notified accordingly that they must remove the rocks within 15 days.

OLD/NEW BUSINESS:

None

There being no further business, the Board meeting was adjourned at 7:25 p.m. The next meeting will be held on December 13, 2018.

Clarksburg Ridge HOA 2018 Final Inspection Summary
10/11/2018

| Note | Address Line 1 | Address Line 2 | Item | Notes | Hearing Outcome | Action |
|---|-------------------------|-----------------------------|-----------------|---|--|--|
| | 23437 Tailor Shop Place | Housing Opportunities Comm. | Front Door | Replace door fixture with approved style | \$100 fine | Drafted fine letter. Gave to Kamala for mailing. Emailed to Eisie @ HOC. MB 10-15-18 |
| | 23437 Tailor Shop Place | Housing Opportunities Comm. | Window/Screen | Replace ripped window screen | | Drafted fine letter. Gave to Kamala for mailing. Emailed to Eisie @ HOC. MB 10-15-18 |
| | 23414 Winemiller Way | Michael & Susan Perez | Front Stoop | Replace broken bricks on walkway, and repoint/retock brick mortar | 30 day extension granted | Drafted extension letter. Gave to Kamala for mailing. MB 10-15-18 |
| | 23414 Winemiller Way | Michael & Susan Perez | Window/Screen | Replace missing window screen | | Drafted extension letter. Gave to Kamala for mailing. MB 10-15-18 |
| | 23412 Winemiller Way | Hao Kang | Front Walkway | Repoint/ retuck brick mortar | \$100 fine | Drafted fine letter. Gave to Kamala for mailing. MB 10-15-18 |
| | 23412 Winemiller Way | Hao Kang | Front Door Trim | Clean/repaint door trim | | Drafted fine letter. Gave to Kamala for mailing. MB 10-15-18 |
| | 23410 Winemiller Way | Cheryl Russell | Front Stoop | Repoint/ retuck brick mortar, replace cracked brick | \$100 fine | Drafted fine letter. Gave to Kamala for mailing. MB 10-15-18 |
| | 23410 Winemiller Way | Cheryl Russell | Railing | Repaint railings | | Drafted fine letter. Gave to Kamala for mailing. MB 10-15-18 |
| Replaced missing shutter but it needs to be painted to match the other shutters | 23406 Winemiller Way | Tianan Ke | Window/Screen | Replace missing window shutter | \$100 fine | Drafted fine letter. Gave to Kamala for mailing. MB 10-15-18 |
| Owner in compliance. Verified via emailed photo 11-7-18 MB | 23403 Winemiller Way | Yu-Cheng Chien | Front Walkway | REPAIR brick walkway | 30 day extension granted | Drafted extension letter. Gave to Kamala for mailing. MB 10-15-18 |
| | 13325 Catawba Manor Way | Fernando Delgado | Front Stoop | Clean/repaint stoop | \$100 fine | Drafted fine letter. Gave to Kamala for mailing. MB 10-15-18 |
| | 13325 Catawba Manor Way | Fernando Delgado | Fence | Repair broken fence pickets | | Drafted fine letter. Gave to Kamala for mailing. MB 10-15-18 |
| | 23450 Tailor Shop Place | Ngazi Nijajiu | Window/Screen | Replace missing shutter | Owner attended. 10 day extension granted until 10/22 | Drafted extension letter for 10-22-18. Gave to Kamala for mailing. MB 10-15-18 |
| | 23442 Tailor Shop Place | Meta Lim | Front Door | Repair/repaint door trimClear paint off brick | \$100 fine | Drafted fine letter. Gave to Kamala for mailing. MB 10-15-18 |
| | 23436 Tailor Shop Place | Housing Opportunities Comm. | Window/Screen | Replace missing window shutter and repaint faded shutters | \$100 fine | Drafted fine letter. Gave to Kamala for mailing. Emailed to Eisie @ HOC. MB 10-15-18 |

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|--|-------------------------|------------------------------|-----------------|--|------------|--|--|
| | 23434 Tailor Shop Place | Family Services Agency, Inc. | Front Door Trim | Repair front door trim | \$100 fine | Owner attended. 10 day extension granted until 10/22 | Drafted fine letter. Gave to Kamala for mailing. MB 10-15-18 |
| | 23424 Tailor Shop Place | Rutilio Perez | Front Porch | Repaint front pillars. remove snow shovels | \$100 fine | Owner attended. 10 day extension granted until 10/22 | Drafted extension letter for 10-22-18. Gave to Kamla for mailing. MB 10-15-18 |
| | 23424 Tailor Shop Place | Rutilio Perez | Window/ Screen | Secure loose screen, replace missing screen | | | Drafted extension letter for 10-22-18. Gave to Kamla for mailing. MB 10-15-18 |
| | 23424 Tailor Shop Place | Rutilio Perez | Garage Door | Per prior citation. Still outstanding | | | Drafted extension letter for 10-22-18. Gave to Kamla for mailing. MB 10-15-18 |
| | 13210 Dutrow Drive | Rafael Ramirez | Railing | Repair/repaint rusted railing | \$100 fine | | Drafted fine letter. Gave to Kamala for mailing. MB 10-15-18 |
| | 23418 Tailor Shop Place | Oprido Moore | Front Stoop | Repair front stoop properly for cleaner finish | \$100 fine | | Drafted fine letter. Gave to Kamala for mailing. MB 10-15-18 |
| | 23416 Tailor Shop Place | Rosario D.Costa | Front Stoop | Retuck point for cleaner finish | \$100 fine | | Drafted fine letter. Gave to Kamala for mailing. MB 10-15-18 |
| | 23408 Tailor Shop Place | Rosa Chilton | Window/ Screen | Replace missing window screen | \$100 fine | | Drafted fine letter. Gave to Kamala for mailing. MB 10-15-18 |
| | 23404 Tailor Shop Place | Housing Opportunities Comm. | Front Door Trim | Repair door trim | \$100 fine | | Drafted fine letter. Gave to Kamala for mailing. Emailed to Eisie @ HOC. MB 10-15-18 |
| | 23404 Tailor Shop Place | Housing Opportunities Comm. | Window/ Screen | Replace broken blinds inside home | | | Drafted fine letter. Gave to Kamala for mailing. MB 10-15-18 |
| | 13121 Tannery Ridge Dr | Patricia Waishe | Front Door | Repaint front door | \$100 fine | | Drafted fine letter. Gave to Kamala for mailing. MB 10-15-18 |
| | 13121 Tannery Ridge Dr | Patricia Waishe | Landscape | Maintain front yard | | | Drafted fine letter. Gave to Kamala for mailing. MB 10-15-18 |
| | 13119 Tannery Ridge Dr | Michelle Thibodeaux | Window/ Screen | Replace missing window screen | \$100 fine | Owner attended. 2 week extension granted until 10/25 | Drafted extension letter for 10-25-18. Gave to Kamla for mailing. MB 10-15-18 |
| | 13107 Tannery Ridge Dr | Nelson Romero | Fence | Repair/ repaint fence around home | | | Drafted extension letter for 10-25-18. Gave to Kamla for mailing. MB 10-15-18 |