

**Mosby Mountain Community Association
MEETING OF THE BOARD OF DIRECTORS**

Date and time: Tuesday, October 18, 2011, 6:30 pm

Meeting location: home of Beverly and Tom Glascock, 1347 Singleton Lane

Board members present:

Jim Peterson, President, 1969 Ridgetop Drive
David Cain, Vice President, 1730 Mattox Court
Matthew Althoff, Secretary/Treasurer, 1372 Singleton Lane
Hal Klee, Director, 1921 Ridgetop Drive

Others Present

Josh and Brooke Canova, 1396 Singleton Lane
Ilse Pena, 1869 Rhett Court
Beverly Glascock, 1347 Singleton Lane
Cyril Connaughton, 1336 Singleton Lane
Guest

1. Call to order

Mr. Peterson called the meeting to order at 6:35 pm.

2. Adoption of agenda

On a motion by Mr. Klee seconded by Mr. Cain the agenda was adopted.

3. Approval of September 20, 2011 board meeting minutes

On a motion by Mr. Cain seconded by Mr. Klee the minutes of the September 20, 2011 board meeting were approved as distributed.

4. Financial Statements

Mr. Althoff distributed updated copies of the August 31, 2011 budget report and balance sheet (see attachment). The cash balance in the operating fund was \$23,547.93 and the reserve balance is \$20,520.50.

Mr. Althoff also stated that all homeowners were up to date with their 3rd quarter HOA dues.

Mr. Althoff also asked the board permission to grant Lori Casto (our CPA from Robinson Farmer and Cox) online access to our Virginia National Bank (VNB) account. With this online access Mrs. Casto will be able to produce our monthly reconciliation reports quicker to the board as she currently now has to wait for a paper copy in the mail. The board agreed to grant Mrs. Casto online access to our account.

Mr. Althoff was asked by the board to look into the possibility and fees associated with getting a debit card for our VNB account to be used by board members for association costs rather than having that individual pay it themselves and then submit for reimbursement.

5. Committee Appointments

Vic Pena announced his resignation from the Architecture Review Board and Common Areas Committee.

On a motion by Mr. Klee seconded by Mr. Cain, Cyril Connaughton was appointed to the Architecture Review Board Committee.

Ron Matthews and Preston Miller were appointed to the Nominating Committee to develop a proposed slate of officers and directors for voting at the December board meeting.

6. Commons Area Committee Report

Mr. Horsman was unable to attend the meeting but submitted the bids for landscaping for next year.

After the board reviewed the bids they asked Mr. Horsman to go back to the vendors and look into a two year contract and report back to the board the finding at the November board meeting.

7. Architecture Review Board Report

Mr. Klee distributed copies of the MMCA mailbox maintenance and repair program.

(Please see attachment)

On a motion by Mr. Klee seconded by Mr. Cain the MMCA mailbox and repair program was adopted with the addition of the title 2011-2012.

Mr. Klee also announced that he has a signed copy of fishing permit for us to the lakes in Mountain Valley. Each homeowner will be presented with a fishing permit to use when fishing on the approved lakes in Mountain Valley.

8. Community Relations Committee

Mr. Cain stated that the attendance at the fall yard sale was low this year and suggested that we might skip it moving forward, a decision about this will be made at a later date.

Nicky Shell will also be putting on the Halloween party that she has organized the past couple of years this Halloween.

9. Neighborhood Watch Committee report

There is no committee report.

10. Neighborhood playground

Mr. Peterson is going to send out an email to all homeowners to gauge their interest in installing a neighborhood playground. This would be paid for by half from the operation budget and half from a special assessment.

11. Follow up on adoption of 2012 budget-common areas maintenance

This was delayed until the November board meeting.

12. Planning for the Annual Meeting (Tuesday, December 6, 2011)

Mr. Peterson reminded everyone that the notice of the December board meeting must go out by mail no later than 15 days before the meeting date.

13. Comments on items not on the agenda

Mr. Peterson reminded everyone that anyone can send him an email to be sent out to the entire neighborhood.

14. Next board meeting: Tuesday, November 15, 2011, 6:30 pm at the home of Josh and Brooke Canova , Singleton Lane

The meeting was adjourned at 8:25 pm by Mr. Peterson.

Respectfully submitted,

Matthew Althoff
Secretary/Treasurer

Categories	Code	1/31/2011	2/28/2011	3/31/2011	4/30/2011	5/31/2011	6/30/2011	7/31/2011	8/31/2011	9/31/11	Total	Budgeted	% of Budget
Assessment Income	41000	\$ 14,399.00	\$ 23.63	\$ 7.06	\$ 14,399.00	\$ 14.00	\$ 14.00	\$ 14.73	\$ 14.17	\$ 14.17	\$ 43,241.86	\$ 57,596.00	75.08%
Disclosure Packet	42000	\$ 14.00	\$ 14.00	\$ 14.00	\$ 14.00	\$ 14.00	\$ 14.24	\$ 14.74	\$ 14.74	\$ 14.27	\$ 98.00	\$ -	
Interest Income	43000	\$ 16.38	\$ 14.47	\$ 14.68	\$ 14.22	\$ 14.70	\$ 14.24	\$ 14.73	\$ 14.74	\$ 14.27	\$ 132.43	\$ -	
Misc Income	44000	\$ 25.00	\$ 25.00	\$ 28.70	\$ 28.70	\$ 28.24	\$ 28.24	\$ 14,413.73	\$ 56.91	\$ 14.27	\$ 25.00	\$ 57,596.00	75.52%
Total Income		\$ 14,415.38	\$ 77.10	\$ 35.74	\$ 14,427.22	\$ 28.70	\$ 28.24	\$ 14,413.73	\$ 56.91	\$ 14.27	\$ 43,497.29	\$ 57,596.00	75.52%
Accounting	51000			\$ 600.00			\$ 600.00			\$ 650.16	\$ 1,850.16	\$ 3,000.00	61.67%
Bank Charges	51500		\$ 5.00								\$ 5.00	\$ -	0.00%
Legal	53000										\$ -	\$ 1,000.00	0.00%
Taxes and Licenses	53500	\$ 106.67		\$ 234.00	\$ (234.00)				\$ 25.00		\$ 131.67	\$ 150.00	87.78%
Meeting Expense	54500			\$ 50.00							\$ 50.00	\$ 120.00	41.67%
Office Expense	55000			\$ 61.16	\$ 69.21		\$ 77.89		\$ 70.00	\$ 59.63	\$ 337.89	\$ 500.00	67.58%
Website Expense	85500						\$ 170.83				\$ 170.83	\$ 180.00	94.91%
Other Services	55500										\$ -	\$ 250.00	0.00%
Association events	55005				\$ 189.30					\$ 31.00	\$ 220.30	\$ 600.00	36.72%
Liability, DBO, Bonding	52000										\$ -	\$ 1,000.00	0.00%
Memberships	54000									\$ 150.00	\$ 150.00	\$ 125.00	120.00%
Common area maintenance	75300	\$ 1,550.00	\$ 1,550.00	\$ 1,550.00	\$ 1,800.00	\$ 1,550.00	\$ 1,550.00	\$ 1,550.00	\$ 1,550.00	\$ 1,550.00	\$ 14,200.00	\$ 19,000.00	74.74%
Landscaping Improvements	82500				\$ 350.00						\$ 350.00	\$ 5,000.00	7.00%
Signage/Sign Maintenance	75800						\$ 96.29				\$ 96.29	\$ 500.00	19.26%
Trask Collection	64500	\$ 1,814.75	\$ 1,814.75	\$ 1,814.75	\$ 1,814.75	\$ 1,814.75	\$ 1,814.75	\$ 1,814.75	\$ 1,814.75	\$ 1,855.45	\$ 16,373.45	\$ 21,777.00	75.19%
Addition to reserve fund	51700										\$ -	\$ 4,394.00	0.00%
Mailbox Maintenance	71450								\$ 293.97	\$ 449.97	\$ 743.94	\$ -	
Write Off (Bad Debt Expense)				\$ 0.45	\$ 1.00			\$ 1.00	\$ (1.00)		\$ 1.45	\$ -	
Total Expense		\$ 3,471.42	\$ 3,369.75	\$ 4,310.36	\$ 3,990.26	\$ 3,364.75	\$ 4,309.76	\$ 3,365.75	\$ 3,752.72	\$ 4,746.21	\$ 34,680.98	\$ 57,596.00	60.21%
Net Income		\$ 10,943.96	\$ (3,292.65)	\$ (4,274.62)	\$ 10,436.96	\$ (3,336.05)	\$ (4,281.52)	\$ 11,047.98	\$ (3,695.81)	\$ (4,731.94)	\$ 8,816.31	0.00	

12:39 PM
10/18/11
Accrual Basis

Mosby Mountain Community Association
Balance Sheet

As of September 30, 2011
Sep 30, 11

ASSETS

Current Assets

Checking/Savings

10300 · Cash - VNB - 6409 23,547.93

Total Checking/Savings 23,547.93

Accounts Receivable

11000 · Accounts Receivable -81.67

Total Accounts Receivable -81.67

Total Current Assets 23,466.26

Other Assets

10500 · ING Direct CD 20,520.50

Total Other Assets 20,520.50

TOTAL ASSETS 43,986.76

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 · Accounts Payable 650.16

Total Accounts Payable 650.16

Total Current Liabilities 650.16

Total Liabilities 650.16

Equity

32000 · CAPITAL CONTRIBUTIONS 2,000.00

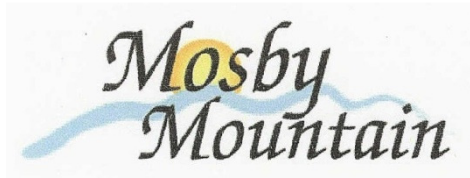
3900 · Retained Earnings 10,993.15

39996 · RETAINED EARNING 21,407.14

Net Income 8,936.31

Total Equity 43,336.60

TOTAL LIABILITIES & EQUITY 43,986.76



October 2011

**2011-2012 MOSBY MOUNTAIN MAILBOX REPAIR CRITERIA and
MAILBOX MAINTENANCE PROGRAM**

The Mosby Mountain Declarations of Covenants and Restrictions prescribe the specifications for mailboxes (size, type, color, posts, etc.), and the appearance of the mailboxes must be maintained. The board of directors has concluded that rather than each individual homeowner seek to acquire the required paint and brass numbers and prepare their peeling mailboxes and posts for the proper application of paint, the Association will facilitate this process by connecting interested homeowners with a young man who is a resident of Mosby Mountain and trained in the mailbox maintenance procedures (although homeowners may conduct the work themselves or engage another contractor). The maintenance person will then conduct the appropriate maintenance requirements (including installing approved brass numbers on both sides of the post when they do not currently exist), and then the homeowner will pay the person for the work (\$25.00). The homeowner will then be reimbursed for their expenditure by a reduction in like amount in their next quarterly dues less the actual cost of the brass numerals provided by the Association.

Business Procedures

1. MMCA provides standards for mail box repair to assure each box meets Guidelines;
2. MMCA will provide the paint, related supplies and brass numerals
3. Contractor works directly for each homeowner; homeowner pays contractor;
4. MMCA as well as homeowner accepts or rejects work quality;
5. If work quality is not acceptable, contractor will make good.
6. MMCA will reimburse homeowner \$25 less the actual cost of any brass numerals provided and installed.

Work Process

Repair will be in compliance with Guidelines:

An approved USPS mailbox shall be black in color with a red service flag. The mailbox will be 23.5 inches long X 11 inches wide X 15 inches high with a rounded top. If mailboxes are dented, out of alignment or otherwise damaged so as to not function properly or look unsightly they are to be replaced. Mailboxes meeting these specifications can be purchased at places such as The Contractor Yard or Lowes. If boxes

are scratched or the paint is peeling they may be sanded and prepped and painted with an oil based primer and then finished with flat black (Rustoleum oil gloss black). Mailboxes should be attached firmly to the post at all times. The mounting post should be prepped and repainted if the surface is peeling, scratched or extremely faded. All mounting posts shall be painted forest green (available at Lowes: Valspar Dura ext S/G base 4, color 214-2Y18,101-5Y,203-3Y40,113-30, or an identical color from another supplier/manufacturer. If the post becomes damaged or requires replacement it shall be of the same size, dimension and design as the original. Posts with mailboxes shall be placed at the curb at the end of the driveway in the same location. House numbers shall be visible from the road and affixed to the outside lower portion of the supporting post on both sides. The original numbers were of different styles and sizes. If replacing your numbers they should be brass and approximately 4 ¼ inches high X 2 inches wide.

Standards of Repair

The mailbox wood structure will be sanded appropriately to receive forest green paint. Paint will be applied with both roller and brush in two coats. The metal box will be checked for rust and alignment. Rust will be removed with a wire brush, either manually or with a wire brush attachment to a portable power drill. The box will be damp-cleaned. After drying, the box will be brush painted with a primer and then a flat black self-tightening metal paint. The box will be aligned if necessary. The red service flag will have rust removed and be painted red.

Guidelines require that each box has brass house numbers on each side (see above). Existing numbers will be removed before painting and replaced. If numbers are missing, they will be replaced. The homeowner will be charged the actual cost. The colored, round stickers will be removed prior to painting. The newspaper delivery service has agreed to replace the appropriate stickers at no cost.