Mosby Mountain Community Association

ANNUAL MEETING OF THE MEMBERSHIP

Minutes

Date and time: Tuesday, December 4, 2018, 7:00 pm

Meeting location: Calvary Chapel, 1284 Sunset Avenue Ext., Charlottesville, Virginia

Note: Notification of this meeting, along with the agenda and all referenced information, was emailed to the membership on November 9, 2018, and hand-delivered to the one household which does not have email.

Attending:

Members from 13 households

Officers and directors: Jim Peterson, President; Joe Cantu, Vice President; Bryan Hamil, Secretary/Treasurer; and directors Ryan Liverman, George Urban, Carol Price and Ken Garrison.

I. Call to order

Mr. Peterson called the meeting to order at 7:05 pm.

II. Declaration of quorum

Mr. Peterson asked the secretary, Mr. Hamil, to report on quorum. With a total of 119 households, representation from 36 households would be required to achieve the 30 percent threshold necessary for action on agenda items V (Approval of December 7, 2017, Annual Meeting Minutes), item VIII (Approval of 2019 budget) and item IX (Election of officers and board members). 13 households were represented in attendance and 39 proxies were received for a total of 52 households represented. Therefore, a quorum was achieved to conduct all business scheduled to come before the membership.

III. Welcome and introduction

Mr. Peterson welcomed everyone and asked the officers and board members to introduce themselves.

IV. Adoption of agenda

Mr. Peterson asked if there were any proposed changes to the agenda.

On a motion by Mr. Cantu, seconded by Mr. Liverman, the agenda was adopted with no changes.

V. Approval of minutes of the December 7, 2017, Annual Meeting of the membership

On a motion by Mr. Hamil, seconded by Mr. Cantu, the minutes of the December 7, 2017, Annual Meeting of the Membership were approved as distributed.

VI. Year in review – board and committee reports

a. President's remarks

Mr. Peterson offered a welcome for the 12 new homeowners in 2018. He proceeded to offer a special thank you to the current board members for their service. Mr. Peterson then said he would give his general comments on the things that have been going on during the past year. He reviewed the Southwood Mobile Home Park redevelopment, the approval and installation of new entrance signs, the approval and installation of new mailboxes and finally the approval of a new trash service contract.

b. Architectural Review Board (ARB)

Mr. Garrison, chair of the ARB, reported that we have installed 35 new mailboxes to date, that 5 more are ready and the cost to the homeowner is $110. He also reported that there were 23 applications processed by the ARB in 2018: nine were for sale inspection/disclosure statements; two were for house paint color changes; two sidewalks and terrace walls; three for porch and deck renovations; six for landscaping/tree removal and one for sola panel installation.

c. Common Areas Committee

Mr. Liverman, chair of the Common Areas Committee, reported on activities during the year.

1. We replaced both signs at the Ambrose Commons and Singleton entrances. New materials are more weather resistance, require less upkeep and have a more modern look.
2. Landscaping handled by LC Marshall & Sons Landscaping Development LLC included grass cutting, common area cleaning weeding, mulching, seeding/aeration and turf (grass) treatment. We have continued to be very pleased with LC Marshall and team.
3. Several tree removal work items were handled in 2018. .
4. Additional punch list items have been identified for board consideration and funding in 2019 and beyond.
5. Vendor bids will be solicited/reviewed as 2019 is the last year in current landscaping contract.

d. Community Relations Committee

Mr. Urban reported on four areas of achievement within his scope of responsibilities as chair of the Community Relations Committee:

1. New trash agreement was reached with County Waste. New, separate recycling service (along with new bins).
2. The Mosby Mountain Yard Sale was held on June 2, 2018
3. The Annual Mosby Movie Night was held on July 14, 2018. Mosby residents enjoyed 97 servings of Kona Ice (slightly down from last year).
4. The Annual Halloween Celebration was held on October 31, 2018. Forty families RSVP'd with a head-count of 163 for pizza.

VII. Financial Report and 2018 Budget

Mr. Hamil showed a PowerPoint slide of the balance sheet and profit and loss report of actual income and expense through October 31, 2018, derived from the monthly financial statement issued by Robinson Farmer Cox Associates, CPA (see attached).

On a motion by Mr. Urban, seconded by Mr. Cantu,it was unanimously voted to accept the October 2018 financial statements.

VIII. Approval of 2019 budget (see attached)

Mr. Hamil showed a PowerPoint slide of the 2019 budget adopted by the board on September 17, 2018 (see attached). The budget increased to $60,928 and the quarterly dues increase to $128.00. On a motion by Mr. Liverman, seconded by Mr. Hamil, it was unanimously voted by membership to approve the 2019 budget.

IX. Election of directors and officers

Directors Joe Cantu, Ryan Liverman, Carol Price and George Urban will continue on the board for the year 2019 as they complete the second year of their two-year board terms.

a. Slate of Officers and Directors

   i. Directors (two year terms): Jim Peterson, Ken Garrison and Bryan Hamil

   ii. Officers (one year term): Jim Peterson, president, Joe Cantu, vice president, and Bryan Hamil, secretary/treasurer

b. Mr. Peterson asked if there were any nominations from the floor. Hearing none, he asked if there was a motion for action on the committee recommendation.

c. On a motion by Mrs. Price, seconded by Mr. Liverman, it was moved and voted that the nominations be closed and that the slate be elected by acclamation.

X. Items from the membership not on the agenda

Mr. Ken Garrison commented that there is an opportunity and need for a MMCA Member to serve on the Albemarle County Advisory Board for 5th & Avon Community Advisory Committee. The requirements are to attend regular CAC meetings, no additional duties entailed. This provides an opportunity for MMCA to hear and be aware of development activities that impact our membership. Interested members should reach out to the MMCA Board or to Albemarle County directly.

XI. Adjournment

On a motion by Mr. Liverman, seconded by Mr. Hamil, the meeting was adjourned at 7:53 pm.

Respectfully submitted,

Bryan Hamil
Secretary/Treasurer

Minutes posted on mosbymountain.org: January 17, 2019

October 2018 Budget vs Actual	Jan - Oct 18	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · ASSESSMENT INCOME	52,750.83	52,360.00	390.83	100.75%
41500 · Fee Income	175.00	145.84	29.16	120.0%
43000 · INTEREST INCOME	101.91	125.00	-23.09	81.53%
Total Income	53,027.74	52,630.84	396.90	100.75%
Gross Profit	53,027.74	52,630.84	396.90	100.75%
Expense				
Write Off (Bad Debt Expense)	0.10			
51000 · ACCOUNTING FEES	2,803.46	3,400.00	-596.54	82.46%
52000 · Liability, D&O, Bonding Ins	-20.00	916.66	-936.66	-2.18%
53500 · LICENSES AND FEES	61.22	125.00	-63.78	48.98%
54500 · MEETING EXPENSE	0.00	83.34	-83.34	0.0%
55000 · OFFICE EXPENSE	69.20	166.66	-97.46	41.52%
55005 · Association Events	222.83	625.00	-402.17	35.65%
64500 · TRASH COLLECTION	18,642.30	16,541.66	2,100.64	112.7%
66900 · Reconciliation Discrepancies (Discrepancies between bank statements and company records)	0.50			
75300 · LANDSCAPING - CONTRACT	21,390.00	21,390.00	0.00	100.0%
75400 · LANDSCAPING - NON-CONTRACT	5,360.00	1,208.34	4,151.66	443.58%
75850 · MMCA Sign Replace/Repair Proj	18,368.50	15,000.00	3,368.50	122.46%
85500 · WEBSITE EXPENSE	0.00	17.00	-17.00	0.0%
Total Expense	66,898.11	59,473.66	7,424.45	112.48%
Net Ordinary Income	-13,870.37	-6,842.82	-7,027.55	202.7%
Net Income	-13,870.37	-6,842.82	-7,027.55	202.7%

October 2018 Balance Sheet	Oct 31, 18
ASSETS	
Current Assets	
Checking/Savings	
10300 · Cash - VNB - 6409	21,680.58
10500 · Capital One Business Savings	30,696.37
Total Checking/Savings	52,376.95
Accounts Receivable	
11000 · Accounts Receivable	1,773.31
Total Accounts Receivable	1,773.31
Other Current Assets	
12000 · Undeposited Funds	330.00
Total Other Current Assets	330.00
Total Current Assets	54,480.26
TOTAL ASSETS	54,480.26
LIABILITIES & EQUITY	
Equity	
32000 · CAPITAL CONTRIBUTIONS	2,000.00
3900 · Retained Earnings	44,943.49
39996 · RETAINED EARNING	21,407.14
Net Income	-13,870.37
Total Equity	54,480.26
TOTAL LIABILITIES & EQUITY	54,480.26

October 2018 P&L	Jan - Oct 18
Ordinary Income/Expense	
Income	
41000 · ASSESSMENT INCOME	52,750.83
41500 · Fee Income	175.00
43000 · INTEREST INCOME	101.91
Total Income	53,027.74
Gross Profit	53,027.74
Expense	
Clearing Account	0.00
NSF Check (return deposit items)	0.00
Write Off (Bad Debt Expense)	0.10
51000 · ACCOUNTING FEES	2,803.46
52000 · Liability, D&O, Bonding Ins	-20.00
53500 · LICENSES AND FEES	61.22
55000 · OFFICE EXPENSE	69.20
55005 · Association Events	222.83
64500 · TRASH COLLECTION	18,642.30
66900 · Reconciliation Discrepancies (Discrepancies between bank statements and company records)	0.50
75300 · LANDSCAPING - CONTRACT	21,390.00
75400 · LANDSCAPING - NON-CONTRACT	5,360.00
75850 · MMCA Sign Replace/Repair Proj	18,368.50
Total Expense	66,898.11
Net Ordinary Income	-13,870.37
Net Income	-13,870.37

MOSBY MOUNTAIN COMMUNITY ASSOCIATION, INC. -- BUDGET 2019

A	B	C	D	E	F	G	H	I
Categories	**Code**	**16 Budget**	**16 Actual**	**17 Budget**	**17 Actual**	**18 Budget**	**18 Projected**	**19 Budget**
Assessment Income	41000	$ 52,360.00	$ 52,419.54	$ 52,360.00	$ 52,436.70	$ 52,360.00	$ 52,360.00	***$ 60,928.00***
Fee Income	41500		$ 180.00		$ 220.00	$ 175.00	$ 175.00	$ -
Disclosure Packet	42000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Interest Income	43000	$ -	$ 111.13	$ 150.00	$ 121.90	$ 150.00	$ 140.38	$ -
Misc Income	44000	$ -	$ 25.00	$ -	$ -	$ -	$ -	$ -
Total Income		**$ 52,360.00**	**$ 52,735.67**	**$ 52,510.00**	**$ 52,778.60**	**$ 52,685.00**	**$ 52,675.38**	**$ 60,928.00**
Write Off (Bad Debt Expense)								
Accounting	51000	$ 4,200.00	$ 2,893.89	$ 4,200.00	$ 2,972.50	$ 3,400.00	$ 3,340.35	$ 3,400.00
Bank Charges	51500				$ 15.00	$ -	$ -	
Liability, DBO, Bonding Ins/ins general 66350	52000	$ 1,000.00	$ 1,037.00	$ 1,100.00	$ 999.00	$ 1,100.00	$ 1,100.00	$ 1,100.00
Legal	53000	$ -	$ 621.00	$ -		$ -	$ -	
Taxes and Licenses	53500	$ 150.00	$ 63.84	$ 150.00	$ 61.21	$ 150.00	$ 115.38	$ 150.00
Meeting Expense	54500	$ 500.00	$ 100.00	$ 100.00	$ -	$ 100.00	$ 100.00	$ 100.00
Office Expense	55000	$ 500.00	$ 263.69	$ 200.00	$ 301.31	$ 200.00	$ 200.00	$ 200.00
Website Expense	85500	$ 180.00	$ 179.88	$ 180.00	$ 563.47	$ 17.00	$ -	$ -
Other Services	55500		$ 10.00			$ -	$ -	
Association events/activities 56200	55005	$ 1,000.00	$ 649.20	$ 1,000.00	$ 727.57	$ 750.00	$ 750.00	$ 750.00
Memberships	54000						$ -	
Miscellaneous expense	74200						$ -	
Common area maintenance ("contract")*	75300	$ 20,952.00	$ 21,564.00	$ 25,668.00	$ 25,668.00	$ 25,668.00	$ 25,668.00	$ 25,668.00
Misc Common Area Improvements	83000	$ 4,171.00	$ 1,530.00		$ 225.00	$ -	$ -	
Landscaping - Noncontracting	75400	$ 1,500.00	$ 5,085.00	$ 634.00	$ 2,283.85	$ 1,450.00	$ 5,360.00	*$ 3,000.00*
Drainage / fencing 75200-82250 maintenance	82000						$ -	
Signage/Sign Maintenance	82500						$ -	
Mailbox Maintenance	75800						$ -	
Trash Collection	71450	$ 18,207.00	$ 18,207.00	$ 19,278.00	$ 19,278.00	**$ 19,850.00**	$ 22,598.00	$ 26,361.00
Addition to reserve fund - see below	64500		0		0		$ -	
Addition to operating reserve fund - see belo	51700	$ -	0	$ -	0	$ -	$ -	$ -
Snow Removal			$ -		$ -		$ -	
Mosby Mtn Sign Replace/Repair Prjct						$ 18,000.00	$ 18,368.50	$ -
Total Expense		**$ 52,360.00**	**$ 52,204.50**	**$ 52,510.00**	**$ 53,094.91**	**$ 70,685.00**	**$ 77,600.22**	**$ 60,729.00**
Quarterly Dues		***$ 110.00***	***$ 110.00***	***$ 110.00***	***$ 110.00***	***$ 110.00***	***$ 110.00***	***$ 128.00***
Addition to special reserve fund		$ -	$ -	$ -	$ -	$ -	$ -	$ -
Addition to operating reserve fund		**$ -**	**$ 531.17**	**$ -**	**$ (316.31)**	**$ (18,000.00)**	**$ (24,924.84)**	**$ 199.00**