

Mosby Mountain Community Association

ANNUAL MEETING OF THE MEMBERSHIP

Minutes

Date and time: Tuesday, December 3, 2019, 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 12, 2019, and hand-delivered to the one household which does not have email.

Attending:

Members from 15 households

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

I. Call to order

Mr. Peterson called the meeting to order at 7:04 pm.

II. Declaration of quorum

Mr. Peterson asked the secretary, Mr. Hamil, to report on quorum. With a total of 119 households, representation from 18 households would be required to achieve the 15 percent threshold necessary for action on agenda items V (Approval of December 4, 2018, Annual Meeting Minutes) and item VIII (Election of officers and board members). 15 households were represented in attendance and 15 proxies were received for a total of 30 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 all 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. Urban, seconded by Mr. Liverman, the agenda was adopted with no changes.

V. Approval of minutes of the December 4, 2018, Annual Meeting of the membership

On a motion by Mr. Hamil, seconded by Mr. Urban, the minutes of the December 4, 2018, 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 9 new homeowners in 2019. He proceeded to offer a special thank you to the current board members for their service. Mr. Peterson then gave his general comments on the things that have been going on during the past year. He reviewed the Southwood Mobile Home Park rezoning request, the discussion of dog waste stations, the consideration of Ting internet service, the guidelines for installation of solar panels and finally the approval of a new common areas service contract and the 2020 budget.

b. Architectural Review Board (ARB)

Mr. Peterson, on behalf of the ARB Chair Mr. Garrison, reported that there were 13 applications processed by the ARB in 2019: nine were for sale inspection/disclosure statements; two were for property maintenance; one for a drainage issue; and one for boat and jet ski concern. It was also reported the ARB updated guidelines on materials and paint for mailboxes and posts and would be establishing guidelines for the installation of solar panels in 2020.

c. Common Areas Committee

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

1. Renewed landscaping contract with LC Marshall & Sons Landscaping Development LLC included grass cutting, common area cleaning weeding, mulching, seeding/aeration and turf (grass) treatment.
2. Several tree plantings were handled in 2019.
3. Additional punch list items have been identified specific to tree replacements as old trees die off to replace with different trees.
4. Mr. Liverman addressed a question regarding setting up a free library, stating this would be considered for discussion at a future Common Area Committee meeting.

d. Community Relations Committee

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

1. The Mosby Mountain Yard Sale was held on June 22, 2019
2. The Annual Mosby Movie Night was canceled due to schedule conflicts. The committee will look to resume this in 2020, scheduling during the fall when it is dark earlier.
3. The Annual Halloween Celebration was canceled due to inclement weather. Neighbors were encouraged to enjoy two nights of trick-or-treating fun though!

VII. 2019 Financial Report and 2020 Budget

Mr. Hamil showed a PowerPoint slide of the balance sheet and profit and loss report of actual income and expense through November 30, 2019, derived from the monthly financial statement issued by Robinson Farmer Cox Associates, CPA (see attached).

Mr. Hamil showed a PowerPoint slide of the 2020 budget adopted by the board on September 17, 2019 (see attached). The budget increased to \$63,499 and the quarterly dues increase to \$133.00 per quarter.

VIII. Election of directors and officers

Directors Jim Peterson, Ken Garrison and Bryan Hamil will continue on the board for the year 2020 as they complete the second year of their two-year board terms.

a. Slate of Officers and Directors

- i. Directors (two year terms): Ryan Liverman, Carol Price, George Urban and Noor Us Sabah
- ii. Officers (one year term): Jim Peterson, president, Ryan Liverman, 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 Mr. Cantu, seconded by Mr. Hamil, it was moved and voted that the nominations be closed and that the slate be elected by acclamation.

IX. Items from the membership not on the agenda

A question was raised regarding helping increase environmental awareness within the neighborhood, and a request to consider leveraging social media for intra-neighbor discussions. Mr. Liverman agreed to take this under consideration and requested the member to join the Common Areas Committee.

A question was raised regarding the addition of dog waste stations and neighbors not picking up after their pets. Mr. Peterson agreed to add this as an agenda item on a future regular board meeting. Mr. Hamil agreed to send a friendly reminder email out to all members to clean up after their pets.

A question was raised regarding the number of homes using Ring or video for external home monitoring. There was consensus that this was becoming more popular and members were using the Mosby Facebook site to share information.

A statement was shared regarding a recent home fire in Southwood that resulted in a total loss of a family's home. A GoFundMe had been created and would be posted on the Mosby Facebook site.

X. Adjournment

On a motion by Mr. Peterson, seconded by Mr. Liverman, the meeting was adjourned at 7:59 pm.

Respectfully submitted,

Bryan Hamil
Secretary/Treasurer

Minutes posted on mosbymountain.org: January 9, 2020

November 2019 Budget v Actual		Jan - Nov 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
41000 · ASSESSMENT INCOME		61,004.54	60,928.00	76.54	100.13%
41500 · Fee Income		115.00			
43000 · INTEREST INCOME		112.42			
Total Income		61,231.96	60,928.00	303.96	100.5%
Gross Profit		61,231.96	60,928.00	303.96	100.5%
Expense					
Write Off (Bad Debt Expense)		3.00			
51000 · ACCOUNTING FEES		4,186.68	3,116.67	1,070.01	134.33%
52000 · Liability, D&O, Bonding Ins		0.00	1,008.33	-1,008.33	0.0%
53000 · LEGAL FEES		-454.00			
53500 · LICENSES AND FEES		25.00	137.50	-112.50	18.18%
54500 · MEETING EXPENSE		0.00	91.67	-91.67	0.0%
55000 · OFFICE EXPENSE		334.99	183.33	151.66	182.73%
55005 · Association Events		35.00	687.50	-652.50	5.09%
64500 · TRASH COLLECTION		23,234.75	24,164.25	-929.50	96.15%
75100 · ENTRANCE & GATE EQUIPMENT		667.49			
75300 · LANDSCAPING - CONTRACT		23,939.00	23,529.00	410.00	101.74%
75400 · LANDSCAPING - NON-CONTRACT		1,940.00	2,750.00	-810.00	70.55%
75800 · Signage/Sign Maintenance		35.01			
Total Expense		53,946.92	55,668.25	-1,721.33	96.91%
Net Ordinary Income		7,285.04	5,259.75	2,025.29	138.51%
Net Income		7,285.04	5,259.75	2,025.29	138.51%

November 2019 Balance Sheet		Nov 30, 19	November 2019 P&L		Jan - Nov 19
ASSETS			Ordinary Income/Expense		
Current Assets			Income		
Checking/Savings			41000 · ASSESSMENT INCOME		
10300 · Cash - VNB - 6409			17,765.82		
10500 · Capital One Business Savings			30,829.27		
Total Checking/Savings			48,595.09		
Accounts Receivable			41500 · Fee Income		
11000 · Accounts Receivable			333.69		
Total Accounts Receivable			333.69		
Total Current Assets			48,928.78		
TOTAL ASSETS			48,928.78		
LIABILITIES & EQUITY			Expense		
Equity			Write Off (Bad Debt Expense)		
32000 · CAPITAL CONTRIBUTIONS			2,000.00		
3900 · Retained Earnings			18,236.60		
39996 · RETAINED EARNING			21,407.14		
Net Income			7,285.04		
Total Equity			48,928.78		
TOTAL LIABILITIES & EQUITY			48,928.78		
			51000 · ACCOUNTING FEES		
			4,186.68		
			53000 · LEGAL FEES		
			-454.00		
			53500 · LICENSES AND FEES		
			25.00		
			55000 · OFFICE EXPENSE		
			334.99		
			55005 · Association Events		
			35.00		
			64500 · TRASH COLLECTION		
			23,234.75		
			75100 · ENTRANCE & GATE EQUIPMENT		
			667.49		
			75300 · LANDSCAPING - CONTRACT		
			23,939.00		
			75400 · LANDSCAPING - NON-CONTRACT		
			1,940.00		
			75800 · Signage/Sign Maintenance		
			35.01		
			Total Expense		
			53,946.92		
			Net Ordinary Income		
			7,285.04		
			Net Income		
			7,285.04		

MOSBY MOUNTAIN COMMUNITY ASSOCIATION, INC. -- BUDGET 2020

Categories	Code	16 Budget	16 Actual	17 Budget	17 Actual	18 Budget	18 Actual	19 Budget	19 Projected	20 Budget
Assessment Income	41000	\$ 52,360.00	\$ 52,419.54	\$ 52,360.00	\$ 52,436.70	\$ 52,360.00	\$ 52,774.27	\$ 60,928.00	\$ 61,030.94	\$ 63,308.00
Fee Income	41500		\$ 180.00		\$ 220.00	\$ 175.00	\$ 232.50	\$ -	\$ 80.00	\$ 100.00
Disclosure Packet	42000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	43000	\$ -	\$ 111.13	\$ 150.00	\$ 121.90	\$ 150.00	\$ 122.39	\$ -	\$ 81.75	\$ 100.00
Misc Income	44000	\$ -	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Income		\$ 52,360.00	\$ 52,735.67	\$ 52,510.00	\$ 52,778.60	\$ 52,685.00	\$ 53,129.16	\$ 60,298.00	\$ 61,192.69	\$ 63,508.00
Write Off (Bad Debt Expense)							\$ 0.10			
Accounting	51000	\$ 4,200.00	\$ 2,893.89	\$ 4,200.00	\$ 2,972.50	\$ 3,400.00	\$ 2,803.46	\$ 3,400.00	\$ 3,539.68	\$ 3,600.00
Bank Charges	51500				\$ 15.00	\$ -	\$ -	\$ -	\$ 3.00	
Liability, DBO, Bonding Ins/ins general 66350	52000	\$ 1,000.00	\$ 1,037.00	\$ 1,100.00	\$ 999.00	\$ 1,100.00	\$ 957.00	\$ 1,100.00	\$ 1,100.00	\$ 1,000.00
Legal	53000	\$ -	\$ 621.00	\$ -		\$ -	\$ -	\$ -	\$ -	
Taxes and Licenses	53500	\$ 150.00	\$ 63.84	\$ 150.00	\$ 61.21	\$ 150.00	\$ 62.22	\$ 150.00	\$ 25.00	\$ 70.00
Meeting Expense	54500	\$ 500.00	\$ 100.00	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ -
Office Expense	55000	\$ 500.00	\$ 263.69	\$ 200.00	\$ 301.31	\$ 200.00	\$ 250.30	\$ 200.00	\$ 203.59	\$ 250.00
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	\$ 638.78	\$ 750.00	\$ 571.25	\$ 650.00
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	\$ 25,668.00	\$ 27,868.00
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	\$ 8,185.00	\$ 3,000.00	\$ 3,000.00	\$ 3,700.00
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	\$ 22,866.80	\$ 26,361.00	\$ 25,996.67	\$ 26,361.00
Addition to reserve fund - see below	64500		0		0				\$ -	
Addition to operating reserve fund - see below	51700	\$ -	0	\$ -	0	0	\$ -	\$ -	\$ -	\$ -
Snow Removal			\$ -		\$ -		\$ 0.50		\$ -	
Mosby Mtn Sign Replace/Repair Prjct						\$ 18,000.00	\$ 18,368.50	\$ -	\$ 702.50	\$ -
Total Expense		\$ 52,360.00	\$ 52,204.50	\$ 52,510.00	\$ 53,094.91	\$ 70,685.00	\$ 79,800.66	\$ 60,729.00	\$ 60,809.69	\$ 63,499.00
Quarterly Dues		\$ 110.00	\$ 110.00	\$ 110.00	\$ 110.00	\$ 110.00	\$ 110.00	\$ 128.00	\$ 128.00	\$ 133.00
Addition to special reserve fund		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Addition to operating reserve fund		\$ -	\$ 531.17	\$ -	\$ (316.31)	\$ (18,000.00)	\$ (26,671.50)	\$ 199.00	\$ 383.00	\$ 9.00