

**Minutes for
Meeting 51 (Q4, 2015)**

<p>Meeting Date: November 24, 2015 Meeting Time: email correspondence</p>
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	Name	E-mail Address	Phone
*	CM – Cathy Moortgat	Cmoortgat@gmail.com	
*	MP – Marc Price	Marcsprice@yahoo.com	
*	SM – Sunil Monga	Sunil@infogateway.com	
*	TR – Tom Roth-Roffy	Trothroffy@gmail.com	
*	JH – John Huang	chuang2@cox.net	

Resolved Action Items:

Responsibility	Discussion #	Description	Issued	Done
ALL	1.1	Service First Management Company (SFMC) provided guidance for 2016 budget, as follows. Proposed assessment for standard homes is \$211 quarterly (from \$200). Proposed assessment for pipe stem homes is \$342 (from \$330.50). These proposed figures were ratified unanimously by the board and will become effective for the 2016 budget.	11/24/15	11/24/15
ALL	1.2	It was proposed and agreed, as per discussion at the Annual Meeting, that a special assessment must be issued to the pipe stem homes to cover the overage in 2015 snow removal budget. The current shortage is \$980 (\$1500 budgeted minus \$2480 spent). This shortfall will be assessed in January 2016. Going forward, it is proposed that when necessary snow removal special assessments will be addressed each January to recover shortages (if any) from the previous year.	11/24/15	1/31/16

Open Action Items:

Responsibility	Discussion #	Description	Issued	Due
JH	2.1	<p>Neighborhood Watch update.</p> <p>Update 4/15/13 – There is no update on the Neighborhood Watch signs. John will seek an update and report current status.</p> <p>Update 6/3/2013 – Officer indicates he will get us the other sign as soon as he gets one.</p> <p>Update 11/25/13 – John contacted VDOT about the guidelines for locating/installing Neighborhood Watch signs. VDOT said they can’t comment because our community is still not off the bond. The board decided to address the issue after our community gets off the bond.</p> <p>Update 10/6/14 – Discuss with Board of Directors how we wish to proceed, following termination of bond status.</p> <p>Update 11/24/14 – To be completed Spring 2015</p> <p>Update 6/8/15 – Verify bond status is terminated. Once this is confirmed, we will revisit putting up the signs in Spring 2016.</p>	4/15/13	2Q2016

New Agenda Items:

Responsibility	Discussion #	Description	Issued	Due
ALL	3.1	Schedule Q1 2016 Board meeting. Monday March 7, 2016 proposed.	11/24/15	1Q2016