

and is pricing equipment. She also said that the equipment purchased for Pond #2 could not be used for the solar option, but could be held for Pond #3.

Another option was raised about connecting to a residence and reimbursing the owner for the power. The idea was sent to the Board by email and there were no positive responses.

- Highland Green Management: As requested last meeting, found that this association is managed by UPA and the manager is Ed Carter. He can be contacted at 484-0706.
- Lawn Contract: Although Professional Grounds Management was chosen as the 2008 contractor at last month's meeting, it was found that the Basnight contract had an automatic renewal clause; termination required 60 days notice before the renewal date (15 February). As the PGM contract was not sent, a decision needs to be made as to how to proceed.
- Audit/Tax Preparation: Information on auditing association books and tax preparation was provided for discussion.
- Email/Correspondence Issues: A letter was sent to the owner of 3030KR as noted in the January minutes that common area property is not for sale. [*See Unfinished Business*]
- Violations/Inspections: Violation letters were sent to residents for Christmas decorations and recreational equipment.
- Contract Status:

Service	Company	Expiration	Notice Requirement	Action Month
Insurance	Nationwide	2/13/08	None	DUE
Pool	AAA	9/1/08	None	8/08
Landscaping	Basnight	2/15/09	60-day or automatic	8/08
Pond Maint.	Stormwater Pond Mgmt	9/20/08	None	9/09
Website	Web Technologies	None	Ongoing	N/A
Management	UPA	2/2011	Renews for 5 years unless challenged.	9/10

1850 – Unfinished Business:

- Pond Aerators: [Board Issue] As noted in the Manager's Report. Status of the two projects:
 - Pond #1: Operational. Will be serviced as needed by Relay Electric. Closed
 - Refund Due: Dominion Power finally refunded the \$1,980 that was paid in June 2006 for the first Pond #1 route proposal.
 - Pond #2: Access from power box adjacent to the sidewalk at 3024 Kempton Park Rd.
 - Power Line Track: Two potential tracks; front and rear. Estimates follow –
 - Rear approach - \$1,754.40
 - Front approach - \$5,200.67
 - Meter Base and Aerator: Relay Electric has the equipment but the location of the meter base depends on the approved route. Equipment is not compatible with the solar option but could be used for Pond #3.
 - Power Line Installation: Depends on the approved track.

As noted in the Manager's Report, Ms. Lucas will work with Relay Electric to pursue the solar option.

- Lawn Maintenance Contract: [Board Issue] As noted in the Manager's Report, we need to decide on how to handle the Basnight automatic renewal issue. We found that termination after the 60-day period noted on the contract requires documentation of problem issues. Although Basnight did not maintain all common areas as desired, they were never formally notified of their shortcomings. The issue was discussed and it was decided to continue with Basnight and document any issues in a timely manner. Issue Closed
NOTE: It was decided to include a tickler for contract renewals in the minutes. All contracts have been reviewed to ensure that this problem does not reoccur.
- 3030KR Property Request: [Resident Issue] A letter was sent to the owner of 3030KR as noted in the January minutes stating that the property was not for sale. The owner then approached the President to press the issue. Research found that, in accordance with the Declaration, Article IV, Section 4.03.C, Association property can only be sold to another organization. As noted in the Manager's Report, Ms. Lucas drafted a letter reflecting the article and it was approved for forwarding by the Board. Issue Closed
- Highland Greens Association: [Board Issue] As noted in the Manager's Report, residents with issues can contact the UPA manager. Issue Closed

1900 – New Business:

- Garage Sale: Ms. Hendricks raised the issue of scheduling a spring community garage sale. It was decided to schedule it for 19 April. Ms. Hendricks will place advertisements in the papers and Mr. Bailey will provide a flyer for mailing to residents.
- Insurance Renewal: Association insurance is due for renewal this month. No other estimates were obtained. Decided to renew with Nationwide. Issue Closed
- Audit/Tax Preparation: Reviewed information from Desroches & Company, CPAs. Although an audit is recommended every few years, there is no requirement for one. Estimated costs: Audit Review - \$1,500 / Audit Compilation - \$675 / Tax Preparation - \$225. Review of the budget revealed that we did not budget for auditing this year. It was decided to approve tax preparation and consider the audit for next year.
- Annual Meeting: Discussed scheduling of the annual meeting for election of Board members. It was decided to schedule the first session for April 3rd at Glebe Church. Since we usually do not have a quorum (2/3rds of residences represented) at the first meeting, a second date of April 10th will also be scheduled. A packet concerning the elections and use of proxy ballots will be compiled and sent by Ms. Lucas by mid-March. **NOTE:** The packet will also contain a flyer concerning the April Garage Sale and another to stress use of the web site.

1925 – Executive Session: Not required.

- **Issue Decisions:**
 - Lawn Maintenance Contract: Motion was made and passed to continue with Basnight for 2008 and document shortcomings as they are noticed.
 - Insurance: Motion was made and passed to renew The Association policy with Nationwide.
 - Tax Preparation: Motion was made and approved to have Desroches & Company prepare taxes for \$225.

- **Action Pending for Next Meeting:**

- Pond Aerators: Ms. Lucas will follow-up as noted above.
- Annual Meeting: Ms. Lucas will compile a packet for mailing to residents concerning the annual meeting. Mr. Bailey will provide flyers for the Garage Sale and Web Site.

1935 –The next monthly Board meeting will be held on Wednesday, March 19, 2008 at Fire Station No. 5 on Bridge Rd.

1935 - Board of Directors Meeting adjourned.

Submitted By: R. E. Bailey