

**ROLLING RIDGE CONDOMINIUM ASSOCIATION
SPECIAL MEETING MINUTES
December 10, 2019**

Immediately following the informal session, the Board convened a special meeting of the Board in order to fill the two vacancies on the board of directors and vote on other matters.

Board Present:

Betty Holland – President
Kelly Burcham -- Vice President
Carol Potter – Secretary

Lisa Cornaire – Property Manager

Homeowners Present:

Madeline Young
Aaron Helmbrech
Hao Nguyen
Nara Croninger
David Vigna
Tri Vigna

Call to Order:

Meeting was called to order at 8:22 pm

Election -- Tabulation/Announce Result

Due to quorum not being achieved in the annual meeting, the two candidates could not be elected by the membership. A motion was made by Betty Holland to appoint Michelle Waddell and Kyu Jang to the Board. Motion was seconded by Kelly Burcham and unanimously approved by the existing Board members.

Selection of Officers

The Board voted unanimously for the selection of the following officer positions:

President – Betty Holland
Vice President – Kelly Burcham
Secretary – Carol Potter
Treasurer – Kyu Jang
Member at Large – Michelle Waddell

Approval of Agenda

Motion made to approve agenda, seconded and approved by the Board.

Approval of Minutes

Motion made to approve meeting minutes for August 2019; seconded and approved.

Old Business

Nine trees must be removed (dead or dying) and the rest need to be trimmed. Reston Tree will remove the trees and grind the stumps.

New Business

2020 Budget- The Board reviewed and discussed the 2020 budget line items. A motion to approve the budget with a 3% increase was unanimously approved. The state of Virginia has a new requirement pertaining to an HOA status of reserves and the way that the budget is presented. These changes will be incorporated into the final draft of the 2020 budget and will be mailed with the coupon books in December.

Christmas decorations – Homeowners were reminded not to use nails while hanging outside Christmas lights or other decorations. Home Depot and Lowes both sell hooks that can be used and will not make holes in the siding or trim. A notice will be put in the newsletter.

Neighbor Consideration – An article will be put in the newsletter regarding having consideration for your neighbors when doing construction on your unit or having a party.

ACH – The Board discussed ongoing problems with the ACH. The Board is concerned about how long this is taking to correct and if the current accounting firm is the one we should go forward with in 2020. Lisa will speak to Joan about the ACH situation. The question of the accounting firm will be re-examined at the Spring meeting of the Board.

Meeting went into closed session at 8:59 pm to discuss legal.

Open Session

Meeting went back into open session at 9:05 pm.

Adjournment

The special meeting was adjourned at 9:05 pm.