

**Rolling Ridge Condominium Association
Meeting Minutes
February 26, 2019
Sheriff's Station, E. Frederick Drive**

Meeting was called to order at 7:06 pm.

Attendees:

Betty Holland – President
Kelly Burcham – Vice President
Carol Potter – Secretary
Kyu Jang – Member at Large
Lisa Cornaire – Property Manager

Quorum:

Quorum was established with 4 out of 5 board members present

Approval of Agenda:

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

Approval of Minutes:

Motion made to approve meeting minutes for December 10, 2018. Seconded and approved by the Board.

Open Forum:

1. Homeowner requested that an article be put in the next newsletter reminding motorists of the importance of stop signs, especially at Comstock and Marigold. An article will be put in.
2. Lisa relayed a concern from a homeowner regarding commercial vehicle parking on Thomas Jefferson. The Board has investigated this in the past and that street is a VDOT maintained road. They would support an effort by any homeowners who wish to form a committee to pursue an effort to get the zoning of that street changed but the Board and management will not be taking up this task at this time.
3. Some dogs are running around unleashed and some owners are not picking up the poop. It was noted as a reminder that if anyone sees a dog off leash, they should call animal control.

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Old Business

- A. Tree Trimming: Board reviewed a quote from Davey tree which they felt was high; Lisa is working on getting a comparison quote from Reston Tree. The Reston quote will be itemized as follows:
- a. Removal of trees only (trees whose roots are affecting the sidewalk and/or stairs of houses)
 - b. Trimming and shaping of trees.

Once a quote is submitted, the board will have a walk-through planning session on-site. If trees are removed, homeowners will be notified.

New Business

A. Visitor Towing -- A visitor has been towed and the homeowner has asked for a refund of the towing charge. The homeowner provided a copy of the license and registration as proof that the vehicle and its owner do not live in Rolling Ridge. The motion made, and unanimously approved to issue a one-time refund. Any requests of this nature will be handled on a case-by-case basis by the Board.

B. Pipe Break – A tenant moving out of a house turned off the heat. Subsequently, the water pipe froze and broke. The Board reviewed policy resolution 2015-1 and 2015-2 and followed the process as outlined in those resolutions. At this time no insurance claim needs to be filed.

Proposal – There is a suggestion from Lisa that a notice should be put in with the Homeowners coupon books. The notice will contain information on the following subjects:

- Turning off the water for the hoses (and suggest covering the hose bibs) for the winter.
- Maintain a level of heat in the winter (even if you are not there) so that pipes don't freeze and burst.
- Get chimneys checked and cleaned. This is mandatory every three years but if fireplaces are used a lot, checks should happen more often.
- Homeowners should maintain an HO6 insurance policy (condo insurance).
- Tenants should maintain a rental insurance policy.

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New Business (continued)

D. Dumpster Weekend -- the highly successful dumpster weekend will happen again in the spring. Date TBD

E. Comcast -- Lisa has been in contact with Comcast regarding those ugly green metal boxes that hold the cables. Comcast asked her to identify the broken/problem ones which she did however, she has attempted to contact the representative back several times and has not been able to reach him or get a call back.

Management Report

Effective Friday March 1, 2019 the association's new bookkeeper is Melissa Sanchez, she is employed by Joan Clark, CPA.

The 2018 taxes are underway. The audit is scheduled for the end of March.

Closed Session

The Board went into a closed session at 8:16 pm to discuss delinquent accounts,

Open Session

The Board went into open session at 8:27 pm.

Adjournment

The Board voted to adjourn at 8:41 pm.