

**ROLLING RIDGE CONDOMINIUM ASSOCIATION  
SPECIAL MEETING MINUTES**

**NOVEMBER 27, 2023**

The meeting was called to order at 7:05pm. Special meeting called due to lack of quorum for annual meeting.

**Attendees:**

Kelly Burcham – President  
Nicholas Yacoub – Vice-President  
Justin Prompovitch - Treasurer  
Carol Potter – Secretary

Lisa Cornaire – Property Manager

**Homeowners Present:**

Shara Coe  
Eugene Delgaudio  
Nana Gallup Chroninger  
Lori Miars  
Kathy Anderson  
Mariya Cholokava  
Rena Canales-Sanchez

**General Recap of 2023 Report**

Reviewed the topics of Maintenance, General, Administrative, Communications and Looking Ahead to 2024. The following points were added during the meeting:

Administrative – All regular Board meetings will be held by ZOOM.

Looking Ahead to 2024 – First of a five to six year phased replacement of all roofs in the community.

The 2024 budget was also reviewed.

**Homeowners Open Forum**

1. One homeowner reports that the siding is flaking off. It's not the siding, but the color surface of the trim. Lisa will look into it.
2. Please double-check the recycle holiday schedule. Last year, recycling was held for a week – is this the case this year as well?
3. A homeowner in Atwood Square reports a mouse problem. Jasper (HOA exterminator) will check outside. It is also recommended that trash bags be taken out later and, if possible, spray ammonia around them.
4. In January Reston tree will perform a “winter assessment and trim”

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**Appointment of Board**

Since the quorum was not achieved for the annual meeting, elections could not be held. There were four candidates for the three director positions. Since there were some homeowners who did provide proxy votes and there were some homeowners present at the meeting, the board decided the most equitable way to select the candidates would be to count the votes of those in person and by proxy and appoint the candidates who received the most votes. The property manager and two homeowners (non-candidates) counted the in-person and proxy votes. The three candidates who received the most votes and were appointed to the Board were:

Kelly Burcham

Carol Potter

Shara Coe

Motion made and unanimously approved for the following officer positions:

President – Kelly Burcham

Vice-President – Nicholas Yacoub

Secretary – Carol Potter

Treasurer – Justin Prompovitch

Member-at-Large – Shara Coe

**Approval of Prior Meeting Minutes**

Motion made to approve meeting minutes for October 23, 2023; seconded and approved.

**Old Business**

Code of Conduct – The proposed code of conduct was updated and approved. It will be sent as part of the new Board Members' package.

**New Business**

Proposed: Move another 35,000 into reserves – approved.

CD reinvestment – when the CD matures, it will move into Money Market

**Closed Session.**

The meeting went into closed session to discuss accounts in arrears at 8:15 pm.

**Open Session**

The meeting went back into open session at 8:39 pm.

**Adjournment**

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The meeting was adjourned at 8:40 pm.