

**Lake Manassas Residential Owners Association, Board of Directors Meeting
Stonewall Golf Club, Wednesday, December 12, 2018, 5:30 p.m.**

Attendees

R. Hale, President
G. Border, Vice President
D. Minogue, Treasurer
S. Mehta, Secretary
J. Greenlee, Director
A. Harper, CMC
M. Wingo, CMC
R. Bowers, Resident/CSVAC Chairman

Call to Order

Motion to Call to the December 12, 2018 LMROA Board of Directors meeting to Order and enter Executive Session at 5:28 p.m. by R. Hale, Seconded by G. Border. Motion Passed.

Regular Open Session

Motion to Exit Executive Session and convene into Regular Open Session at 6:03 p.m. made by G. Border, Seconded by D. Minogue. Motion Passed.

Approval of Agenda

Motion to Approve the Agenda of the December 12, 2018 LMROA Board of Directors meeting - as presented - made by D. Minogue, Seconded by G. Border. Motion Passed.

Approval of Annual Meeting Minutes

Motion to Approve Minutes of the September 17, 2018 Annual Meeting made by D. Minogue, Seconded by J. Greenlee. Motion Passed.

Decisions Post Executive Session Discussion

Motion to Approve a Write-Off on Account Number 00362-5026 in the amount of \$2,340.23 made by D. Minogue, Seconded by G. Border. Motion Passed.

Ratification of Email Approvals

Motion to Ratify Motions Unanimously Approved by email vote of the LMROA Board of Directors between the dates of August 23, 2018 and December 12, 2018 by G. Border, Seconded by J. Greenlee. Motion Passed.

Parking Resolution

Motion to Approve changes to Parking Resolution 2018-010101 and replace with Parking Resolution 2019-010101 made by J. Greenlee, Seconded by D. Minogue. Motion Passed.

Open Resident Forum

N/A

Committee Reports and Management Reports

Budget and Finance -- No meeting held.

Communications -- No meeting held.

Community Safety and Visitor Access -- Rowland Bowers referred to the minutes provided in the board package as well as SOS meeting notes. Mr. Bowers reported that a resident with ties to the security business attended a recent CSVAC meeting and suggested foot patrols (which his company could provide) in addition to regular PWC patrols.

R. Hale asked if Gate Logic could adjust the Baltusrol reader since the current angle doesn't seem to pick up all RFID signals.

D. Minogue noted the Stonewall exit lane was open for a few days. M. Wingo, reported that Gate Logic had been out to service the gate and the issue was resolved.

Mr. Minogue suggested the topic of speed bumps at the Stonewall exit be investigated and that the hedges along Turtle Point be trimmed. J. Greenlee reported that he has visited the subject of replacing shrubs with trees and will work with Warren and Ed (LMA) and keep the board abreast of any landscape changes as they are planned at both the Stonewall and Baltusrol entrances. Mr. Greenlee reported that the first of several phases of landscape replacement on Baltusrol Blvd., has already begun.

Mr. Bowers reported that the Denied Access process at the gates has gone well with over 90% of homeowners/residents now registered on GateKey. He credited communications sent to residents/owners as having been helpful in achieving this participation rate. G. Border reported that he has had several contractors visit his property recently and they have had no issues at the gate.

Mr. Bowers said that a language barrier issue has been addressed with the replacement of a gate attendant at the Stonewall Gate and that Erika Wait, a Supervisor from SOS who has been assigned to Lake Manassas, has been an asset.

Mr. Minogue mentioned he has witnessed the visitor lane, on more than one occasion, being opened simultaneously to the resident lane and asked that attendants be reminded to hold the visitor lane closed until the resident lane is clear. Mr. Bowers stated that laminated cards were recently provided to both the Stonewall and Baltusrol gate houses (in addition to Post Orders) with the top 15 reminders – including visitor/resident lane openings. M. Wingo to discuss with Erika Wait/SOS.

J. Greenlee stated that Charlie Smith with SOS remarked at a recent meeting that he is extremely pleased with how the Lake Manassas Denied Access process was executed. Mr. Smith stated that he plans to use Lake Manassas as a model for all the communities he manages.

R. Hale asked for an update on the plans for an Amsterdam Column/Bollard to which M. Wingo reported that due to the placement of utilities at the Amsterdam Gate underneath the path, placement of a lighted column or bollard will be difficult at the specific location chosen. D. Minogue suggested an ornamental arbor or frame such as that located at the Estate Section. Mr. Hale also suggested that lane markers at the Baltusrol Gate be better defined as you approach the gate house. J. Greenlee committed to take on this project.

Covenants Committee

D. Minogue inquired as to whether or not SOS was reporting parking violations to the Association. M. Wingo replied that regular reports are made by email; Mr. Bowers acknowledged that the Covenants Committee has received and reviewed several violations and that charges have been placed on some resident accounts due to SOS violation reports.

Mr. Minogue requested that the Covenants Committee be invited to participate in reviewing the Design Guidelines which have been revised by Paul Jeannin with PDSI. A draft which attempts to identify changes to the Guidelines is being prepared by PDSI and will be reviewed by the Modifications Committee, Board Liaison to the MCC as well as Ron Allen, Covenants Committee Chair, prior to being submitted to the board for approval. Mr. Minogue noted that basketball hoops on pipe stems and solar panels will be two items that will be specifically addressed.

Mr. Minogue, who attended the most recent MCC meeting, reported to the board that a recent application for solar panels was Denied by the MCC since additional information requested by the committee from the applicant was not provided. Mr. Minogue reminded those in attendance that in order to change the Declarations regarding solar panels would require 75% of owners to agree to the change.

B. Hale referred to the MCC meeting minutes noting the submission of an application for roof replacement on Willingboro Court. M. Wingo reported that the MCC could not approve the roof application since it did not meet the Design Guidelines standards and the roof violation would continue to be included on future resale inspection reports.

Financial Report

The October Financial report was sent to the board via email and was included in the board package. A. Harper (CMC), thanked D. Minogue for bringing an error on the report to her attention. She stated that the accountant reported that the process in place for audit adjustments wasn't followed and the error has now been corrected.

J. Greenlee asked if all of what we do is planned for in the budget. D. Minogue stated that the numbers in the budget have logic and are backed by good business reasons. He stated the margin for error in the FY2019 budget is closer than in previous years and a if there is a large snow storm the budget may "take a hit."

Mr. Greenlee asked if there is a budget for projects after snow season ends. G. Border said the priority is to get to 10% Owner Equity first. D. Minogue stated that there are Board Liaisons at committee meetings and they should report to the committees that there is no budget at this time, however, going forward 50% of Basheer funds will be directed to Reserves and 50% will be directed to new projects.

A clarification on snow removal in the Basheer townhome area was made by M. Wingo, stating that the board agreed that the LMROA would pay for the cost of snow removal in areas where residents currently reside – this does not include sidewalks or driveways and Basheer would still be responsible for the cost of clearing snow from the model home driveways and sidewalks. Legal counsel will draw up an agreement between LMROA and Basheer holding LMROA harmless for any damages to common areas or Basheer property.

Adjournment

D. Minogue made a motion to Adjourn, Seconded by J. Greenlee. Motion Passed. Adjournment 6:50 p.m.

Action Items

- Notify CMC/Legal Counsel of write off on account 00362-5026 in the amount of \$2,340.23
- Post Parking Resolution 2019-010101 on website and note in blast email to residents.
- Request Gate Logic adjust the Baltusrol reader
- Investigate cost of speed bump/hump at the Stonewall exit lane
- Report simultaneous gate openings to SOS
- Work with J. Greenlee on alternate plan for column/bollard at Amsterdam Gate
- Arrange Design Guideline review meeting first or second week of January 2019
- Send Basheer snow removal agreement to the Board via email

Recording Secretary, M. Wingo

Date Approved: 12.26.18