

**LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING VIA ZOOM
WEDNESDAY, JUNE 24, 2020**

5:15 P.M. EXECUTIVE (CLOSED) SESSION

6:00 P.M. REGULAR (OPEN) SESSION

MEETING AGENDA

- I. CALL TO ORDER (5:15)**
- II. EXECUTIVE (*Closed*) SESSION (5:15)**
- III. REGULAR (*Open*) SESSION (6:00)**
- IV. APPROVE DECISIONS MADE IN EXECUTIVE SESSION (6:01)**
- V. APPROVAL OF AGENDA (6:02)**
- VI. APPROVAL OF MINUTES (6:03)**
--December 12, 2019 *Tab 1*
- VII. MATTERS FOR BOARD DISCUSSION/DECISION (6:04)** *Tab 2*
 - Ratify Motions Approved by Email Between Board Meetings* *2a*
 - Cell Tower Update* *2b*
 - Pool Opening Update* *2c*
- VIII. RESIDENT OPEN FORUM (6:15)**
--3 minutes per resident
- IX. COMMITTEE MINUTES/DISCUSSION AND MANAGEMENT REPORTS (6:45)**
 - Budget & Finance* *Tab 3*
 - CSVAC* *Tab 4*
 - Modifications* *Tab 5*
 - Management/Covenants Report* *Tab 6*
- X. FINANCIALS (6:55)**
--April Financial Report *Tab 7*
- XI. NEW BUSINESS (6:58)**
- XII. ADJOURNMENT (7:00)**

Prepared By:

Michelle Wingo, Onsite Manager / Adrienne Harper, Senior Portfolio Manager, CMC

Distribution:

Gary Border, President / Bob Hale, Vice President / Don Minogue, Treasurer / Shashi Mehta, Secretary / Joe Greenlee, Director

NOTE-times denoted on the agenda are in general and subject to change.

TAB 1

**Lake Manassas Residential Owners Association, Board of Directors Meeting
Stonewall Golf Club, Thursday, December 12th, 2019, 6:00 p.m.**

Attendees

Board Members: G. Border, President/R. Hale, Vice President/D. Minogue, Treasurer/J. Greenlee, Director S. Mehta, Secretary (Absent)

CMC: M. Wingo, Manager/K. Jackson, Minute Taker

Residents: Robert Owens

Call to Order

Motion to Call the December 12th, 2019 LMROA Board of Directors meeting to Order and enter Executive Session at 5:30 p.m. by R. Hale Seconded by D. Minogue. Motion Passed.

Regular Open Session

Motion to Exit Executive Session and Convene into Regular Open Session at 6:01 p.m. made by G. Border, Seconded by D. Minogue. Motion Passed.

Decisions Post Executive Session Discussion

No decisions made.

Approval of Agenda

Motion to approve the agenda of the December 12th, 2019 LMROA Board Meeting made by J. Greenlee, Seconded by G. Border. Motion Passed.

Approval of Minutes

Approval of the minutes of the September 18th, 2019 Annual LMROA Board Meeting will be made via email. August board meeting minutes previously approved by email.

Ratification of Email Approvals

Motion to Ratify Motions Unanimously Approved by email vote of the LMROA Board of Directors between the dates of August 29th, 2019 and December 12th, 2019 by D. Minogue, Seconded by J. Greenlee. Motion Passed. (See attached list of approved email votes).

Open Resident Forum

R. Owens of Alpine Bay Loop asked questions regarding the enforcement of the covenants:

Resident: What can the Association do to compel people to remedy a violation?

Board: The procedure is that the homeowner gets a period to correct the violation and then it is reinspected. If the violation has not been corrected, they get a violation notice. If the violation is still not completed in the given time frame, they can be fined. If fines are not paid, a lien can be placed on the home or the Association can take the homeowner to court to correct the violation. The Association would rather not get to that point because we must pay the lawyer. Most of the time, once the Association starts the process of taking a homeowner to court, violations get corrected because the homeowner knows that they have no more options.

Resident: If they don't correct the violation, can the Association go on their property to rectify the issue?

Board: We can go on any lot on the golf course because there are sprinklers in the back. For other lots, our attorney has said it's a gray area. We have a new resolution going in to clear up the wording and intent. We

should continue to go on all properties until someone rejects; then we can go to the neighbors on either side and ask permission to use their yard to check on their neighbor's violations.

Resident: If a homeowner is cited for multiple violations and they don't correct all of them, what is the maximum penalty that can be incurred?

Board: If there is at least one outstanding violation that was not corrected, the homeowner is subject to a fine of up to \$900 for each type of violation (violation types include yard violations, mailbox violations, property maintenance violations, etc.).

Resident: What happens if the homeowner decides to just pay the fines and not correct the violation?

Board: The violation will stay open until it is corrected. If the owner wants to sell the home, the violation will be reported on the resale inspection and will need to be remediated before the property will be released.

Board: Enforcement this year has been stricter than in any other year; in the past, the policy had not been executed to the extent it should have been. So far this year we are at an all-time high for violation corrections.

Resident: Would be interested to join the Covenants Committee as a volunteer.

Board: Management will circulate a motion for to the board for approval in appointing Robert Owens to the Covenants Committee.

Committee Reports and Management Reports

(Committee Minutes Were Made Available for Review in Board Book at Meeting and at Site Office)

Budget & Finance Committee -- No meetings were held.

Community Safety and Visitor Access Committee -- No members of committee present.

Covenants Committee -- No members of committee present.

Modifications Committee -- No members of committee present.

Swim & Tennis Committee -- No meetings were held.

Management Report -- As submitted in board package.

Financial Report

M. Wingo began to walk through the October financial report, but all members of the Board had already reviewed prior to the meeting. D. Minogue added there are a few accounts on the Capital Expenditure Report that he doesn't have answers on, but he is going to go over this next week. We should do our due diligence before spending any more money this fiscal year. Pool bathrooms will not be renovated before pool opens. Nothing else is on the docket for repairs or projects. At some point we are looking to take over the townhouse maintenance. But completed units must be completely occupied and the list we've provided to Basheer has to be completed before we will even consider taking over maintenance.

New Business

R. Bowers wrote up a resolution for board review regarding entering on homeowner property to enforce covenants. D. Minogue feels that we should be able to go wherever we must to enforce the covenants.

If someone objects, the fallback position would be to use neighbors' yards to view the property. Board members to review proposed resolution and respond with any comments prior to final attorney review.

Adjournment

J. Greenlee made a motion to Adjourn, Seconded by G. Border. Motion Passed. Adjournment at 6:49 p.m.

Action Items

- Send motion by email to approve Annual Meeting minutes.
- Send motion by email to approve Robert Owens as member of the Covenants Committee
- Schedule gate timing changes and speed hump installation by Gate Logic at Amsterdam and Stonewall Gates.
- Notify homeowner that board denied appeal for in-street basketball hoop to resident requesting such.

Submitted by Recording Secretary, K. Jackson

Date Approved:

DRAFT

TAB 2

MATTERS FOR BOARD DISCUSSION/DECISION

2a: Approve Email Votes

2b: Cell Tower Update

2c: Pool Opening Update

TAB 2a

**Lake Manassas Residential Owner's Association
Resolution Worksheet Email Ratifications
December 12, 2019 through June 24, 2020**

Suggested Motion:

I Move To Ratify Motions Unanimously Approved by email vote of the LMROA Board of Directors between the dates of December 12, 2019 and June 24, 2020

Motion:

2nd:

Summary:

There were several email votes taken after the December 2019 Board meeting and prior to the June 24, 2020 Board meeting. A record of the decisions is attached.

CMC Recommendation:

Approval

Other: N/A

Budget Considerations: N/A

Vote:

	In Favor	Opposed	Abstained	Absent
Gary Border				
Bob Hale				
Don Minogue				
Shashi Mehta				
Joe Greenlee				

UNANIMOUS EMAIL DECISIONS
Made by the LMROA Board of Directors
December 12, 2019 through June 24, 2020

1. Motion to Approve a 63 month contract with Centric Business Systems and US Bank for the leasing of a Ricoh copier for the site management office.
2. Motion to Approve a temporary revision to the Design Guidelines and notifying residents via email allowing wading pools of no more than 24 inches in depth to be placed in rear yards (out of view from the street) and to be emptied and stored out of sight when not in use, through October 1, 2020.
3. Motion to Approve a contract with Prince William County allowing off duty Prince William County Police officers, while using count-owned vehicles, to conduct security patrols for the LMROA.
4. Motion to Approve a contract with KCS to perform a Spring Cleanup and maintenance for up to 42 townhome residences at the Basheer [Turtle Creek] townhouses that are occupied in May and June not to exceed \$4665.70.
5. Motion to advise Virginia Pools to prepare the pool to open by June 15th. This should not include hiring Life Guards at this time. In addition, management to prepare a blast email advising residents that we will not be opening under Phase One but are waiting for the Phase 2 qualifications to determine the possible opening dates and seeing if we can reasonably and safely meet those qualifications.
6. Motion to Approve an addendum to the LMROA contract with Virginia Pools dated February 11, 2020 due to service changes resulting from Covid-19 restrictions.
7. Motion to Approve to bind the C. Mann/Farmers Insurance policy LMROA for the period of June 1, 2020 through May 31, 2021.
8. Motion to Approve additional funds of \$200 plus \$2100 for the installation of a [ADA] shower grab handle bar for an outdoor shower at the Swim and Tennis Center pool.
9. Motion to Approve the 2020-2021 KCS Landscape proposal to maintain homeowner lots on Turtle Creek Circle in the amount of \$11,521.78 with funds expended as follows: \$8,227.30 for maintenance from GL 6100 (Grounds and Landscaping Contract) and \$3,392.48 for mulch from 6150 (Season Plantings).
10. Motion to Approve a waiver on account number 342-6775 in the amount of \$50.00 for parking violation assessments.
11. Motion to approve the 2021 Budget and Resident Notification Letter as previously reviewed.
12. Motion to Approve a bad debt write off on account 00342-9426 in the amount of \$18,669.42.
13. Motion to build an exterior shower at the pool at a cost not to exceed \$10,000.
14. Motion to Approve a proposed Payment plan on account 00392-0064 with initial payments totaling \$1,000 to be made on May 15th for \$500 and the second on June 15th for \$500; subsequent payments of \$50 will be drafted on the 15th and the last day of the month until the balance is zero.
15. Motion to re-install the Stop sign at the exit lane of the Stonewall gate.
16. Motion to Approve the 2020 Irrigation License Agreement between account holder 342-6694 and LMROA for the period of April 1 through October 31, 2020 with funds expended from GL 6025 (water usage).
17. Motion to Approve \$6,378.27 payable to KCS Landscaping for downspout connections and installation of mulch behind Kamehameha townhomes with funds expended from GL 3280 (Reserves).
18. Motion to Approve the 2020/21 Irrigation Contract with Area Enterprises in the amount of \$8,250.
19. Motion to waive \$900 in charges on Account 342-8391 for covenants violations provided the violations are corrected by the end of the month, June 2020. However, the Homeowner will pay \$35 in late and administrative fees associated with this case immediately.
20. Motion to Approve a waiver for fees assessed to account number 342-9905 related to a mailbox violation. MODIFIED to read: Motion to Approve a fee assessment of \$25 to account number 343-9905 related to a mailbox violation.
21. Motion to Approve requested waiver for fence placement as outlined on the plat in application #030920-01.
22. Motion to Approve "Property Inspections Resolution 020120-01" as recommended by the Covenants Committee.
23. Motion to Approve a resident-sponsored Egg Hunt at the Swim and Tennis Center on Saturday, April 11.
24. Motion to Approve Application Number 111119-02 for installation of aluminum wrapped trim, soffits and windows.
25. Motion to Approve the appointment of Harry Horning as Chairman of the budget and finance committee.

26. Motion to Approve a Reserve Study Update to be conducted by PM+ in an amount not to exceed \$2700 with funds expended from GL 3280 (Reserves).
27. Motion to Approve the September 18, 2019 Annual Meeting Minutes.
28. Motion to Approve a late fee waiver in the amount of \$109.25 on account number 00437-6934. If past due assessments are not paid in full within thirty days of the approval of this waiver, they will be reassessed to the account.
29. Motion to Approve:
 - the transfer of the current balance in the Basheer account [\$9837.70] into the Reserve Account;
 - all future payments received from Basheer be placed into the Reserve Account to help offset anticipated expenses [estimated to be \$500,000] when and if the current [Kamehameha] retaining wall fails;
 - estimate for the repairs added to the Reserve Study in the future.
30. Motion to Approve a three-year contract with Virginia Pools for pool management services for the 2020, 2021 and 2022 pool seasons.
31. Motion to Approve the purchase of a replacement lane line reel at the cost of \$3,301.00 with funds expended from GL 3280 (Reserves).
32. Motion to Approve a change of \$165.00 per hour, plus repair expenses, for administrative charges relating to requests to the LMROA for capturing images/data from video surveillance footage.
33. Motion to Approve a charge at the rate of \$165.00 per hour, plus expenses for administrative expenses relating to requests to the LMROA for capturing images/data from video surveillance footage.
34. Motion to Approve resident Robert Owens as a member of the Covenants Committee.
35. Motion to cancel a check payable to the owners of account number 342-9552 in the amount of \$859.53 and approve a new payment not to exceed \$1408.81 for estimated repairs to the damaged vehicle. Additionally, the first agreement that included an additional sum of up to \$125.00 for windshield repair (if necessary) will be null and void and a new agreement will be prepared and presented to the owners for signature concurrent with the new check.
36. Motion to Approve an additional payment of up to \$125.00 for windshield repairs to the account holder number 342-9552 for vehicle damages sustained at the Stonewall Gate incident in October 2019. This payment supplements the Board's original approved payment of \$870.00 (initial estimate) and would only be paid if the repairs require the windshield replacement is supported by an invoice indicating the cost of the installation of a new windshield.

TAB 2b

Cell Tower Update

The latest information from the county is that the applicant, Community Wireless Structures, has resubmitted their application for a cell tower. The applicant has lowered the [monopole] height by 20 feet and has redesigned it to be disguised as a tree.

The Association was in the process of arranging a meeting with Supervisor Lawson's office when COVID-19 restrictions were put in place and no meetings could be held. Supervisor Lawson's office will continue to inform Association Management on updates and will meet with the Association Board and Membership in the near future.

The updated package will be going to the Board of County Supervisors. CWS has extended the FCC "shot-clock" review (for telecom) with the intent to get to the BOCS which will likely take place this fall.

Updates or additional information from the County, including County and Association meeting dates scheduled, will be sent to the Association Members by blast email to residents who have registered on the Associations website, www.lmroa.com

4.28.20



Dear Residents,

There have been concerns expressed by some homeowners as to the status of a cell tower application submitted to Prince William County by Community Wireless Structures (CWS). The proposed location for the cell tower is an area adjacent to the Lake Manassas Community outside the Eastern Peninsula. It is our understanding from the County that the applicant (CWS), has continued to extend the "shot clock" on the application, keeping it active with a revision that includes a decrease in the height and disguised as a tree.

The Board was in the process of scheduling a potential meeting date with the County Supervisor and the applicant just as COVID-19 restrictions were put into place which put everything on hold. Supervisor Lawson has made it clear that the applicant had to get the support of Lake Manassas residents before she would consider it. As soon as it is feasible, we will schedule a meeting between residents, CWS and Supervisor Jeanine Lawson. Until then they are in a holding pattern and at this time there are no public hearings scheduled for the Board of County Supervisors nor do they know when those will open up again.

Sincerely,

LMROA Board of Directors

Questions and concerns can be addressed to the Board of Directors and management by emailing us at concerns@lmroa.com





Dear Residents,

The Board has learned that Community Wireless Structures resubmitted their application to Prince William County with design changes to their cell tower (lowering the height and using a stealth [monopine] structure) in the hopes of getting a Prince William County review sometime this fall. At this time, no County hearings have been scheduled. The proposed location for the cell tower remains in an area adjacent to the Lake Manassas Community outside the Eastern Peninsula.

The Board was in the process of scheduling a potential meeting date with the County Supervisor and the applicant just as COVID-19 restrictions were put into place which put everything on hold. Supervisor Lawson has made it clear that the applicant had to get the support of Lake Manassas residents before she would consider it.

The Board will work with Supervisor's office in scheduling a meeting between residents, CWS and Supervisor Jeanine Lawson.

Additional updates will be sent to residents in blast email notices.

Sincerely,
LMROA

Questions and concerns can be addressed to the Board of Directors and management by emailing us at concerns@lmroa.com



TAB 2c

Pool Opening Update

The following pages encompass the recently released restrictions for swimming pools under Governor Northam's "Safer at Home" Phase Three mandate.

Emails were sent to the community via blast email with information related to the swimming pool closure due to COVID-19 were sent to registered members of the Imroa website on March 20, April 23, June 2 and June 9, 2020 (copies included in following pages).

SAFER AT HOME: PHASE THREE SWIMMING POOLS

SCOPE: Indoor and outdoor swimming pools.

PHASE 3: Establishments must either implement the following mandatory requirements or remain closed.

MANDATORY REQUIREMENTS:

Businesses must strictly adhere to the physical distancing guidelines, enhanced cleaning and disinfection practices, and enhanced workplace safety practices provided in the “Guidelines for All Business Sectors” document. If businesses choose to open, they must adhere to the following additional requirements for outdoor operations:

- ✓ Post signage at the entrance that states that no one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days, is permitted in the establishment.
- ✓ Post signage to provide public health reminders regarding physical distancing, gatherings, options for high-risk individuals, and staying home if sick (samples at bottom of this document).
- ✓ Hot tubs, spas, saunas, splash pads, spray pools, and interactive play features must be closed.
- ✓ Indoor and outdoor swimming pools may be open at up to 75% occupancy, if applicable, provided ten feet of physical distance may be maintained between patrons not of the same household. Free swim is allowed.
- ✓ Swimming instruction and water exercise classes must be limited to allow all participants to maintain ten feet of physical distance where practicable. Parents or guardians may support a participant during class, and instructors may have contact with swimmers when necessary.
- ✓ Seating may be provided on pool decks with at least ten feet of spacing between persons who are not members of the same household.

- ✓ All seating (including lifeguard stations) must be cleaned and disinfected between uses.
- ✓ Employees working in customer-facing areas are required to wear face coverings over their nose and mouth, such as using [CDC Use of Cloth Face Coverings guidance](#). Lifeguards responding to distressed swimmers are exempt from this requirement.
- ✓ Provide hand sanitizing stations, including at the entrance/exit and where shared equipment is utilized.
- ✓ Facilities should screen patrons for COVID-19 symptoms prior to admission to the facility. Patrons should be asked if they are currently experiencing fever (100.4 degrees Fahrenheit or higher) or a sense of having a fever, a new cough that cannot be attributed to another health condition, new shortness of breath that cannot be attributed to another health condition, new chills that cannot be attributed to another health condition, a new sore throat that cannot be attributed to another health condition, or new muscle aches that cannot be attributed to another health condition or specific activity (such as physical exercise). Children should be screened per the CDC guidance for screening children. Anyone experiencing symptoms should not be permitted in the facility. Screenings should be conducted in accordance with applicable privacy and confidentiality laws and regulations.

RESOURCES TO PRINT AND DISPLAY:

[CDC Symptoms English](#)

[Spanish CDC Symptoms](#)

[CDC Printable Flyer English](#)

[CDC Printable Flyer Spanish](#)

[CDC Printable Flyer Chinese](#)

[CDC Printable Flyer Korean](#)

[CDC Printable Flyer Vietnamese](#)

[FDA information](#)

3.20.20



Dear Lake Manassas Resident,

The Board of Directors, in consultation with the association manager, attorney and other business partners, has been planning for contingencies that may arise in the community as a result of the spread of COVID-19.

Based on advice that has been circulated by the Centers for Disease Control and Prevention we have developed the following COVID-19 Preparedness Plan, in response to the public health threat posed by the COVID-19 virus. This Plan is subject to change based on CDC guidance and advice from our professional partners.

We recognize these measures may be an inconvenience, however, as the safety of residents and on-site staff remains the highest priority, we believe the following actions are necessary to protect the community. Effective immediately, we are taking the following steps:

Common Areas:

Studies indicate that the COVID-19 virus can live for an extended period of time on hard surfaces. The Association does not have the capability to effectively disinfect playground equipment, basketball/tennis court surfaces or restroom facilities to combat the virus, nor effectively manage the number of persons at any one time using these facilities, especially during the evening and weekends. Accordingly, effective immediately, all common area facilities, including all tot lots and recreational facilities at the Swim and Tennis Center are closed until at least April 15, 2020. This closure may be extended. Should you choose to use the facilities during the closure, you do so at your own risk.

With regards to the 2020 pool season, as a precaution and to allow sufficient time to plan and prepare, the Board has made the decision to delay the opening of the swimming pool until at least June 15, 2020. We will continue to monitor the situation and will re-evaluate as opening day approaches.

Meetings:

The latest Federal Government Guidelines have recommended against any gatherings of 10 or more people through at least the middle of May. Therefore, out of an abundance of caution, all upcoming Board and Committee meetings through June 15, 2020 are cancelled or will be conducted only by telephone or web conferencing. The Board and Committees will continue to operate, and we will provide further information as to how owners may be able to audio-observe the "open" portions of the meetings.

In the meantime, Residents are encouraged to submit their questions/concerns to the Board or appropriate Committee by sending an email to concerns@lmroa.com

Social Distancing:

Many experts also are urging people to practice "social distancing," which is the idea of maintaining roughly 6-foot distances between other people. It also means limiting non-essential travel, avoiding public transportation when possible, working from home, and skipping social gatherings. This should include even your neighbors.

Business Office:

The site office is temporarily closed to visitors however, members of our management staff will alternate working remotely and on site and will be able to accommodate most requests including:

- Purchasing RFID tags (gate openers): purchases can be made by calling us at 703-753-7745 to arrange a time and location for purchase/pickup.
- New Resident Orientation and Welcome Packages: Please contact our office at 703-753-7745 to schedule a date and time to pick up your welcome package and purchase gate openers.
- Architectural Modification Applications: Applications will be forwarded to members of the Modifications Committee for review and decision.
- Other association business/concerns: Please use our drop box located at the front door to the site office or email us at concerns@lmroa.com. You may also call the office at 703-753-7745 and staff will respond as quickly as possible to your requests/concerns.

Parking:

We realize there may be circumstances where additional family members may temporarily be residing with you and ask that you use garage and driveway space when available. If parking in the street becomes necessary, please notify us. As a reminder, do not block mailboxes or adjacent driveways.

COVID-19 Plan:

Medical authorities are strongly urging all persons who exhibit symptoms to stay home and avoid public spaces unless you need medical care. You also should separate yourself from other people and pets in your home.

If you need to visit a doctor or get tested for COVID-19, develop a plan similar to the sample plan outlined below:

- Call ahead before visiting your doctor
- Wear a facemask if you are sick
- Cover your coughs and sneezes
- Clean your hands often
- Avoid sharing household items such as utensils, plates, glasses and towels
- Clean all "high-touch" surfaces such as counters, tables, doorknobs, bathroom fixtures, phones, keyboards and remotes

Other Information:

If appropriate, the Association may notify residents that an individual in the community has contracted the virus.

The Association will be prepared to reasonably accommodate an owner who is sick by postponing violation hearings, extending deadlines on architectural applications, or other requested extensions, if appropriate.

This Association will not and does not make any of the decisions mentioned above lightly. These actions are being taken in the interest of the health and welfare of the residents of this Community. We pledge to keep residents informed of all relevant developments and how they affect the Association's operations. If you have not already done so, please register on our website www.lmroa.com so that you have access to announcements and email communications from the Association as any future correspondence to residents will only be sent via email.

It is also incumbent upon residents to take this situation seriously and do their part to minimize the spread of this deadly disease. The Association highly encourages you to review safety guidelines and look for updates from the World Health Organization (WHO), Centers for Disease Control (CDC) and the Virginia Department of Health (VDH).

Thank you for your cooperation and understanding. Stay safe and healthy.

Sincerely,
The Lake Manassas Board of Directors
Gary Border
Bob Hale
Don Minogue
Shashi Mehta
Joe Greenlee

4-23-20



Dear Residents,

We would like to take this opportunity to address some concerns that homeowners have approached the board about in relation to next year's budget as well as plans for pool opening this summer.

As stated in the spring issue of The Lake Manassas Connection, an increase in assessments was projected for next year. Due to circumstances surrounding the COVID-19 Pandemic, however, the Board has now taken the position that there will be no increase in assessments in Fiscal Year 2021 which commences on July 1, 2020.

While there are some increases in our contract expenses as well as normal inflationary expenses anticipated this year, the Board will monitor those expenses and possibly reduce certain budgeted, non-essential items (where possible) to help offset increases. This may mean that future assessment increases could be higher than normal in the years ahead – possibly in the three to five percent range.

The Board, along with Virginia Pools, our pool management company, is currently working to develop a plan to open the pool when it is feasible. We have been informed that many communities have discussed opening their pools on or about July 4th. We will continue to monitor the COVID-19 situation on a regular basis in order to ensure that when the Lake Manassas pool does open, it is safe for residents to use the facilities.

Stay well,
LMROA

Questions and concerns can be addressed to the Board of Directors and management by emailing us at concerns@lmroa.com



6. 2, 20



Dear Residents,

The LMROA Board of Directors has made a decision that they will not open the Community Pool until it can be opened and operated in an efficient and most importantly the safest environment – for Residents, lifeguards and management. While it is the Board's desire to open the pool as soon as possible, the Governor's COVID-19 Phase 1 guidance for "pool use" is very restrictive and extremely difficult to implement and manage effectively.

The Governor's Phase II guidance for Northern Virginia is scheduled to be released in early June and should include additional guidance associated with "pool use." The Board is optimistic and hopeful that the guidance will be less restrictive, more lenient and allow the Board to make the decision to open the Community Pool by July 4th or earlier.

In anticipation of the new favorable guidance relaxing the restrictions associated with "pool use", the Board has given Virginia Pools, the company that manages and maintains the pool facility for the Community the "green" light to ready the pool for its opening since it takes a minimum of two weeks.

We will continue to keep Residents apprised of any new developments/ announcements associated with the Governor's Phase II guidance and our pool opening.

The Board appreciates your patience, understanding and cooperation as we move forward with the primary goal - to operate the Community Pool that is designed to keep both pool patrons and the Association in as much of a risk free environment as possible.

Sincerely,
LMROA Board of Directors

6-9-20



Dear Residents,

On June 2nd, Governor Northam released "Safer at Home" Phase Two restrictions which include mandatory requirements for swimming pools. As mentioned in the Board's previous email correspondence to you, the Lake Manassas pool would not open while under Phase One restrictions.

You may or may not be aware of the restrictions the Association is obligated to follow. Local governments and associations with pool facilities are trying to navigate a difficult situation for which there is no precedence. Prince William County (county-owned pools/waterparks), as well as some associations have even opted not to open pools this summer.

Below are a few of the mandatory requirements under Phase Two that must be implemented or pools must remain closed:

- Post signage at the entrance that states that no one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days, is permitted in the establishment.
- Post signage to provide public health reminders regarding physical distancing, gatherings, options for high risk individuals, and staying home if sick.
- Hot tubs, spas, saunas, splash pads, spray pools, and interactive play features must be closed.
- Indoor and outdoor swimming pools may be open for **lap swimming, diving, exercise, and instruction only.**
- Lap swimming must be limited to **three** persons per lane with **ten feet of physical distance** per swimmer.
- Diving areas must be limited to **three** persons per diving area with **ten feet of physical distance** per diver.
- Swimming instruction and water exercise classes must be limited to allow all participants to maintain **ten feet of physical distance at all times.**

- Seating may be provided on pool decks with at least **ten feet of spacing** between persons who are not members of the same household.
- **All seating (including lifeguard stations) must be cleaned and disinfected between uses.**
- Employees working in customer-facing areas are required to wear face coverings over their nose and mouth, such as using CDC Use of Cloth Face Coverings guidance. Lifeguards responding to distressed swimmers are exempt from this requirement.
- Provide hand sanitizing stations, including at the entrance/exit and where shared equipment is utilized.
- Facilities should screen patrons for COVID-19 symptoms prior to admission to the facility.
 - Patrons should be asked if they are currently experiencing fever (100.4 degrees Fahrenheit or higher) or a sense of having a fever, a new cough that cannot be attributed to another health condition, new shortness of breath that cannot be attributed to another health condition, new chills that cannot be attributed to another health condition, a new sore throat that cannot be attributed to another health condition, or new muscle aches that cannot be attributed to another health condition or specific activity (such as physical exercise). Anyone experiencing symptoms should not be permitted in the facility. Screenings should be conducted in accordance with applicable privacy and confidentiality laws and regulations.

The Board is reviewing these mandatory restrictions with Virginia Pools and has been in negotiations with them on a contract reduction. An agreement has been reached that allows for preparations to open as well as to perform continued (necessary) maintenance at the pool throughout the summer. Due to the Pandemic and current state of the economy the board announced a zero increase for assessments for fiscal year 2021 which begins July 1.

The next Board meeting held will be virtual via Zoom on June 24th; this is an open meeting to all residents. Pool opening will be discussed at this meeting. Information will be sent via blast email and posted on the website (lmroa.com) for those interested on how to join in the meeting.

Virginia Safer At Home: Phase Two requirements:

<https://www.governor.virginia.gov/media/governorvirginiagov/governor-of-virginia/pdf/Virginia-Forward-Phase-Two-Guidelines.pdf>

Sincerely,
LMROA Board of Directors

TAB 3

BUDGET & FINANCE COMMITTEE MEETING

SWIM AND TENNIS CENTER

FEBRUARY 17, 2020

MEMBERS IN ATTENDANCE:

Harry Horning
Jeff Holbrook
Romesh Deora

BOARD LIAISON:

Don Minogue

MEMBERS ABSENT:

Dick Knodt

CALL TO ORDER:

The meeting was Called to Order at 5 p.m.

DISCUSSION TOPICS:

Investment Policy Statement

- Purpose of Investment Policy Statement
- Guidelines and Investment Policies
- Objective: Better returns than CD's

DECISIONS/VOTES:

Develop Investment Policy for Board review at the next Board meeting.

ADJOURNMENT:

The meeting Adjourned at 6 p.m.

Minutes recorded by Don Minogue

TAB 4

Agenda CSVAC Meeting 1/22/20

- Gate Attendant Performance
 - Review of complaints - Michelle
 - Review of meeting with SOS - Rex
 - Audits - Gary
- Speed Data Review - Bob
- Gates
 - Stonewall
 - Cameras - Michelle
 - Interior Lighting - Michelle
 - Amsterdam
 - Discuss permanent speed bump in entry lane
 - Baltusrol
 - Temporary speed bump entry lane / signage status - Michelle
 - Exterior Lighting - Michelle
 - Barrier arm exit lane - status
 - General issues
 - Permanent speed bumps in all entry lanes
 - Establish firm charges for barrier arm damage
- Discussion topics
 - Additional speed calming measure - all bus stops - Rex

REL 1/13/20

Minutes:

Attendees - Bob Glista, Gary Seyster, Rex Luzader, Michelle Wingo

Michelle reviewed complaints - significant decrease since we began working with SOS on gate attendant performance. LMA has requested delaying installation of speed bumps in entry lane on Baltusrol and changing of

the barrier arm timing until spring. LMA has approved exterior lighting and visitor lane security cameras for Baltusriol entrance.

SOS meeting summary sent to Joe Greenlee separately. Speed data: Karen is now assisting Bob in data retrieval and analysis. A report will be prepared for the next issue of the Connection.

Gary provided updated attendant audit sheets and asked for committee to contribute questions for future audits. Michelle and Karen will also perform audits. **It is highly recommended that Board members also perform at least one audit monthly. Forms may be obtained from Michelle.**

Committee Recommendations:

- Unanimously agreed that temporary speed bumps in entry lanes be removed and re installed if experience of barrier arm strikes indicates they are needed. Request the Board authorize immediate removal.
- Unanimously agreed that speed bumps are not needed in exit lanes based on low incidence of barrier arm strikes.
- Traffic Calming issues - recommend replacing all remaining speed bumps on Turtle Point Drive in Eastern Peninsula with speed humps. Recommend installing raised crosswalk on Alpine Bay Loop at Turtle Point to replace an existing speed bump (school bus stop).
- Recommend the Board adopt a minimum \$200 fee for a barrier arm strikes requiring repair with fees to be increased if additional costs are incurred.

Next meeting February 19 at 5:30 PM.

Respectfully submitted 1/24/20
Rex Luzader - Chairman CSVAC

Agenda CSVAC Meeting 2/19/20

- Gate Attendant Performance
 - Review of complaints - Michelle
- Speed Data Review - Bob
 - Summary for Connection
- Gates
 - Stonewall
 - Discuss Stop vs Slow sign at exit
 - Amsterdam
 - Baltusrol
 - Joe update discussion at LMA meeting
 - General issues
 - Cameras inside gatehouses - update by Michelle
 - Gate Attendant audits
- Discussion topics
 - Status update - SOS sale
 - Replacement schedule of remaining speed bumps - Joe

REL 2/13/20

Minutes of meeting

Attendees: Gary, Bob, Helena, Rex, Joe

Michelle provided a written update of complaints, etc. There were minimal complaints the past month. The committee is pleased with gate attendant performance overall. Michelle is able to watch the

attendant in the Stonewall Gate House via the new camera and respond quickly to complaints.

Speed Data review -

Bob will meet with Karen next week and provide a summary for use in the Spring Connection Committee report. Rex will prepare a report for the March Board meeting. Special thanks to Karen for her efforts in understanding the software and generating reports from the data.

Stonewall Gate

After discussion the Committee recommends replacing the Slow sign at the exit with a Yield sign. A Stop sign is not recommended. It would create an unsafe situation.

Baltusrol Gate

The Committee made a request to Joe to approach LMA about repairing Gate 4 at the exit.

The Committee also recommends a camera inside the Baltusrol gate house to allow Michelle to observe attendants. Joe agreed to approach Warren about the issue.

Gate Attendant Audits

Rex requested Gary add a question to all of the audit forms regarding the procedure to admit guests in GateKey addressing one of the highest complaints - not hitting Admit

on the iPad and generating the text alert. Joe asked that we follow up with SOS to assure that we can determine if the resident has selected text alerts in the Gate Key App. We will also request SOS to add the ability to make that choice while using a mobile phone. Gary proposed a method to have SOS retrain attendants who fail audits and will provide a tool to be used by CMC for that purpose; the Committee concurred.

Signage at Pedestrian Crosswalk

After considerable discussion, the Committee recommends that Stop signs be replaced at the TP swim/tennis center pedestrian crosswalk with flashing cautions signals that activate when pedestrian enters the crosswalk to alert drivers, they are present. Appropriate Yield to pedestrian signs is recommended in addition to the flashers.

SOS Sale to Allied

Joe requested Rex meet with the new owners / management to assure a smooth transition and adherence to the recently adopted protocols regarding gate attendants.

Speed Calming

Bob will resend Joe Committee's Plan to replace remaining speed bumps with speed humps or raised crosswalk (latter at Bonnie Briar Intersection with TP) in the community and the need to correct the speed hump on Turtle Point near the swim/tennis center.

REL 2/20/20

TAB 5

MODIFICATIONS AND CONSTRUCTION COMMITTEE
Minutes: Monday, December 9, 2019 AT 5:00 P.M.

In Attendance:

Members: Diane Boyle, Barbara Bassett, Sara Howard
Residents: Kim Davis
PDSI: Paul Jeannin and CMC: Michelle Wingo

Call to Order:

The meeting was Called to Order at 5 p.m.

Agenda:

A Motion to Approve the Agenda was made by Barbara Bassett and Second by Sara Howard. Approved by all.

Minutes:

A Motion to Approve the November 2019 Meeting Minutes was made by Sara Howard and Second by Barbara Bassett. Approved by all.

Open Forum:

During the Homeowner Open Forum, resident Kim Davis stated that Basheer & Edgemoore refused to move the "Overcup Oak" tree planted behind her home even though the salesperson prior to purchase said that there would be no large trees planted behind her townhome. Ms. Davis asked if the tree could be "swapped out" for something smaller or moved but the request was denied by Bill Bryant who suggested that the HOA might be able to honor her request once the property has been turned over.

Application Review & Inspection Decisions:

<u>HOMEOWNER</u>	<u>ADDRESS</u>	<u>APPLICATION</u>	<u>DECISION</u>
Gayton	15747 Spyglass	Side porch	A/S
Peduto	8101 Crooked Oaks	String lights (rear yard)	A

Key: A/S = Approved with Stipulations, A = Approved, D = Denied, I = Incomplete

KCS Landscape Review:

KCS met with Paul Jeannin and Don Minogue to look at the trees behind Kamehameha Place by the retaining wall. There is a large tree root that is to be cut this winter.

KCS reviewed Basheer & Edgemoore supplemental landscape plan and made a copy. KCS will provide an estimate of and monthly cost to take over maintenance of the Turtle Point townhomes.

New Business:

- Confirm MCC member reconsideration of resignation.

Old Business:

- Schedule final project inspection in January (with homeowner present) at 7998 Bonnie Briar Loop.

The next meeting of the MCC will be held January 13, 2020 at 5 p.m.

Meeting Adjourned at 5:30 p.m.

MODIFICATIONS AND CONSTRUCTION COMMITTEE
Minutes / Monday, February 10, 2020 AT 5:00 P.M.

- I. Call to Order 5 p.m.
- II. Attendance: Diane Boyle, Barbara Bassett, Pam Sacket
 Others: Bill Bryan, Paul Jeannin, Michelle Wingo
- III. Approval of Agenda Motion B. Bassett/2nd P. Sacket – Approved
- IV. Approval of Minutes N/A - no quorum in January
- V. Homeowner Open Forum – N/A
- VI. Basheer & Edgemoore Presented by Bill Bryan Lots 26-29 and 51-42 (Approved)
 Basheer hopes to complete all units by the end of 2021 and will address landscape issues end of April/Early May; will meet with MCC/LMROA to address landscape and irrigation issues as well as HOA takeover sometime this spring. They will also address issue with construction entrance before building retaining wall at Turtle Creek.
 MCC to investigate sign package and address signs/posts on Turtle Creek
- VII. Application Reviews & Inspections

<u>HOMEOWNER</u>	<u>ADDRESS</u>	<u>APPLICATION</u>	<u>DECISION</u>
Lee	8263 Roxborough	Window Replacements	Approved
Rogers	8158 Snead Loop	Fence	Incomplete
Epanty/Chebe	15148 Windy Hollow	Paint Front Door	Hold
Taghavi	8000 Amsterdam	Remove Trees	Approved
Reynolds	15509 Tuxedo	Replace Garage Doors	Approved
Delassandro	7941 Amsterdam	Patio	Approved Deposit Return
- VIII. KCS/PDSI Landscape Inspection
 Dyed mulch if desired credit can be used
 Tree root issue to be resolved at Kamehamaha by retaining wall; Steve to provide plan
 Met with resident at Snead Loop to discuss bed refurbishment on the corner at Turtle Pt.
 KCS to provide Windy Hollow proposal for entrance plants
- IX. New Business
 Ed Long LMA to install gate/barricade at back of STC parking lot
- X. Old Business N/A
- XI. Next meeting 3/17/2020 5 p.m.
- XII. Adjournment at 6:15 p.m.

MODIFICATIONS AND CONSTRUCTION COMMITTEE
Monday, April 18, 2019, 5:00 p.m.
14900 TURTLE POINT DRIVE, GAINESVILLE VA 20155

In Attendance: Diane Boyle, Chair, Sara Howard, Pam Sacket, Kathy Cumber / Absent: Barbara Bassett
Paul Jeannin (PDSI), Michelle Wingo (CMC)
Homeowners: Ray, Knodt
Contractors: Ryan from VanGuard

Call to Order: 5:05 p.m.

Approval of Agenda: Motion for approval Sara Howard / 2nd Pam Sackett / Approved

Approval of Minutes: (March 11, 2019): Motion by Sara Howard / 2nd Pa Sackett / Approved

Homeowner Forum:

Ray's in attendance to present additional information

Knodt's in attendance to discuss enclosure on back of house; plans to be presented at future meeting.

Ferguson: Contractor will start first of May and will provide additional information to MCC – light detail needed, setbacks needed to rear and side property lines.

Application Reviews:

<u>Homeowner Name/Address</u>	<u>Application</u>	<u>Decision</u>
Ray, 8053 Crooked Oaks	Deck flooring/rails/Paint House	Approved
Colton, 15009 Ransom Oaks	Paint	Approved*
Ferguson, 14923 Alpine Bay	Backyard patio and walkway	Approved

*Decision was not unanimous for door color selection /approved by majority

Deposit Returns:

Rector, 15873 Spyglass Hill	Swimming Pool final inspection	Approved/Stip**
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** Final drawings and measurements required for the file

Other Inspections: Account number 342-8841 tree removal – small tree must be installed to replace tree removed; Account Number 367-4828 MCC Stipulation for Approval not met – continue with covenants violation.

Landscape Inspection: Common area Snead Loop/Turtle Point; 8006 Kamehameha: will be addressed in PDSI spring report.

Adjournment: 6:30 p.m.

MODIFICATIONS AND CONSTRUCTION COMMITTEE
MEETING MINUTES FOR Monday, May 11, 2020 AT 5:00 P.M.

In Attendance via Teleconference

Diane Boyle-Committee Chair

Members: Barbara Bassett, Pam Sackett

Paul Jeannin, PDSI

Michelle Wingo, CMC

Gary Frisard, Homeowner/Applicant

Meeting called to order at 5:00 p.m.

Approval of Agenda Motioned by Pam Sackett; Second by Barbara Bassett - Approved

Approval of Minutes (April 2020) Motioned by Pam Sackett; Second by Barbara Bassett - Approved

Application Reviews

<u>HOMEOWNER</u>	<u>ADDRESS</u>	<u>APPLICATION</u>	<u>DECISION</u>
Frisard	15726 Spyglass	Deck renovation	Approved
Hoback*	15161 Windy Hollow	Deck	A/S
Garay	8009 Turtle Creek	Patio Landscape	Approved
Neville**	15131 Windy Hollow	Windows	A/S
Colton***	15009 Ransom Oaks	Patio/Hot Tub/Firepit	Incomplete
Evans	8155 Snead	Concrete Driveway	Incomplete
Zhu	8167 Snead	Railings	Denied
Goerl	15667 Spyglass	Hot Tub	Denied

Notes

*Hoback: Request landscape plan; note predominant shrubs. Note that installation of new beds less than four (4) feet wide and at the existing grade around the perimeter of the house foundation (and deck, patio, or fence if present) provided that plants installed have a mature height of less than eight (8) feet."

**Neville: Grids to remain in front windows.

Notes (continued)

***Colton: The MCC met and discussed your application last night and feels your application is approvable when the following stipulations are met: 1) Signatures from neighboring properties are required (8259 Roxborough Loop, 8263 Roxborough Loop and 15013 Ransom Oaks Court). While obtaining neighbors signatures/acknowledgement is ultimately the responsibility of the applicant, in this instance if you are uncomfortable approaching neighbors due to COVID 19 please send an email to me with your permission to allow the Association to share your completed application and we will attempt to obtain signatures of acknowledgement on your behalf. 2) Application fee of \$150 and (refundable) construction deposit of \$250; make checks payable to "LMROA". 3) Fence: Approval of this application does not include approval for a fence; if a fence is desired a separate application must be submitted

Follow-Up Inspections

<u>HOMEOWNER</u>	<u>ADDRESS</u>	<u>APPLICATION</u>	<u>DECISION</u>
Marlow*	7994 Turtle Creek	Compost Bin	A/S

*All active compost must be treated at all times to prevent odors from escaping due to proximity of townhouses. Failure to maintain a satisfactory compost bin and/or the point at which the compost becomes a public nuisance shall indicate an abandonment of the compost bin and violation of these guidelines.

Inspections/Basheer

- KCS to remove tree on Turtle Creek Circle near entrance
- No response to email to Bill Bryan regarding spring clean-up; Association moved forward with individual lot maintenance; dead/dying shrubs on individual lots will be inventoried and replaced during fall planting season. Michelle to follow up with request for response.

Next meeting scheduled for June 8, 2020 at 5 p.m.

Meeting Adjourned at 6:25 p.m.

TAB 6

LAKE MANASSAS ROA Action Item Report (through June 2020)

(updates in Red)

<u>Project/Committee</u>	<u>Duration/Project</u>	<u>Updates/Status</u>
Police Patrols	N/A	Ongoing; gate attendants monitoring stc and amsterdam video surveillance at night. Increased patrols through mid June.
Gates	ONGOING	Two recent gate strikes (May 22 and June 20) at Amsterdam
GateKey	ONGOING	Continued updates via webmaster and management staff.
Modifications Committee	MONTHLY	Process homeowner applications; attend meetings; record minutes; prepare agenda for following meeting. 2020 one home currently under construction; monthly landscape inspections with KCS.
Budget & Finance	MONTHLY-Adrienne Harper to provide Financial reports each month	Update reports and send Financials to Board Members and B&F Committee Chairman. Harry Horning appointed as commit chairman.
Communications	Newsletter	Summer issue to be delivered first week in July
	Website	657 regisitered users as of 6/19/2020
	Meetings	No meetings have been held this year; the committee is in need of additional volunteers.
Covenants	Violations/Reports/Meetings	Completion of Comprehensive Inspections expected by Mid-July.
Legal	MONTHLY Delinquency Reports	Forwarded to the Board from Attorney's office; collection summary included in board package for executive session

Ongoing	Basheer & Edgmoore	Association approved KCS taking over maintenance for up to 42 units; spring clean up complete; maintenance agreement with KCS for 20/21 approved.
	General	Stonewall golf trash removal from common areas; Some street markings and speed bumps to be repainted by Donovan Paving this summer.
ONGOING	LANDSCAPE MAINTENANCE	Monthly KCS / PDSI inspections.
	Invoices	process invoices/bill weekly for payment
ONGOING	Phone calls/emails	Respond to phone messages/emails daily
ONGOING	Legal Documents/Liens/Releases/Legal Action	Collections summary included in board package
ONGOING	Homeowner meetings/appointments	Office temporarily closed due to COVID 19 however staff are available daily M-F by email and phone.
ONGOING	Community Updates/Blast Emails	Regular informational emails to the community
ONGOING	Vehicle Decals	Issued as needed
COMPLETE		
ONGOING	Surveillance Cameras	CSVAC requested proposal to replace Mobotix cameras at STC; Face capture camera installed at Stonewall and Baltusrol Gatehouses
	Visitor Passes	Passes are issued upon request and delivered to gate houses for resident pick up due to COVID 19.
ONGOING		
ONGOING	Parking Passes	Issued and/or logged in as requested by homeowners; additional passes have been issued recently due to household size increases from COVID 19
	Resale Inspections	inspect homes upon request for resale

Routine Inspections	ONGOING	Random inspections after hours
Investments	ONGOING	Atlantic Union has taken over investment account and will work with with Board President and Treasurer on transactions.
	Spring 2017	New three year agreement with Va Pools for management services was signed in February; an Addendum allowing for credit back due to pool closure was signed in May due to restrictions and delayed opening because of COVID 19.
Swim and Tennis Center	Half Court Basketball Court	H/O request for new basketball hoop at the half court at the back side of the parking lot; a retaining wall is needed at the back of the court due to erosion on surrounding area.
FY 2021 Budget	Spring 2019	Budget approved and mailed to the membership in May 2020.
Snow Removal	June 2019-June 2022	Brothers Paving awarded three year contract 2020-2022; include portions of Basheer Townhome project
SOS	Ongoing	Allied Universal purchased/merged with SOS Security; a meeting with JJ Frazer for the month of June is being planned; Continued CSVAC meetings with SOS to gauge attendant performance of gatekey as well as overall performance.
Annual Meeting 2020		Next meeting will be September 2020 -- Date and location TBD 1-Jul-19 due to COVID 19; Call for candidates schedule to be mailed
GateKey	Ongoing	Over 90% of residents registered; new residents are instructed on GateKey when they pick up Welcome Packages and register vehicles.

Currently on-hold; KCS to address downspout drainage issues contributing to erosion behind townhomes leading to the wall (summer 2020)

Kamehameha Wall

Ongoing

All gates outfitted with Hysecurity lighted barrier arms; speed bump (temp) installation pending and adjustments to timing for anti-tailgating need to be complete.

Gate Systems

Complete

CWS resubmitted a modified application to the County; up for possible review in the fall depending on COVID 19 restrictions. The community will be updated via email by the Association as we receive information from the Supervisor's office.

Cell Tower

Ongoing

Due to COVID 19 pool opening was delayed; PPE and items needed for the pool to open have all been ordered but not all have yet been received (hand sanitizer, masks, gloves, signage, plexi protective shield, distance markers, etc.); Phase Three Guidelines were released June 18; Phase Three may begin as early as July 1 for NOVA

Swimming Pool

Openig

The pool is being maintained; for cost saving purposes, routine maintenance prior to opening such as power washing the deck, cleaning chairs and bathrooms has been delayed until it can be determined if it will be necessary.

Maintenance

The March board meeting was not held; most committess have not met; a Zoom account was established so that meetings can resume; the first scheduled Zoom meeting is the Board meeting on June 24th. Access will be provided to all residents; site staff will act as administrators of the account.

Meetings

Postponed/Delayed/Virtual

TAB 7

MANAGEMENT MEMORANDUM

TO: LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION BOARD OF DIRECTORS
FROM: COMMUNITY MANAGEMENT CORPORATION
SUBJECT: APRIL 2020 FINANCIAL REPORT
DATE: 5/26/2020

CASH & INVESTMENTS

As of April 30, 2020, Lake Manassas Residential Owners Association had \$318,219.93 in operating funds. The Association currently has one money market account with CAB in the amount of \$152,154.36. The Association currently has 9 CD's, totaling \$1,412,000.00 (see attached report for maturity dates & interest rates, behind the regular financials) and a Money Market account with Middleburg bank of \$104,126.56. With accrued interest, the Association has a total of cash and investments of \$1,990,101.63.

BALANCE SHEET

As of April 30, 2020 (52) accounts were delinquent in the amount of \$70,278.13 and (308) accounts were prepaid in the amount of \$96,648.66. Lake Manassas Residential Owners Association has a delinquency rate of 4.9% of the total assessments (\$1,440,168.00). This rate will change monthly as payments are made and others fall delinquent. The industry standard for assessments receivable is now 3% so the association has a slightly higher than standard delinquency rate at this time.

	# of accounts	total amount	Rate of Delinquency
30-day	30	\$9,261.78	13.18%
31-60 day	1	\$4,195.00	5.97%
61-90 day	3	\$4,080.85	5.81%
91-120 day	1	\$4,605.44	6.56%
120+ day	17	\$48,135.06	68.49%
TOTAL	52	\$70,278.13	100.00%

The Repair & Replacement Reserves balance as of April 30, 2020 was \$1,469,957.83.

The Basheer settlement funds are Designated funds separate from reserve funds, and since the money was already received, should be considered 100% funded.

There is a positive balance of \$183,355.56 in Prior Year Equity. This is the cumulative year-end surpluses and deficits over the life of the Association. Auditors recommend between 10-20% of Budgeted Annual Assessment Income be in the Prior Year Equity Account at all times.

INCOME & EXPENSE STATEMENT

As of April 30, 2020, the Association closed the month on a positive at \$123,653.95 in income vs. expenses, YTD.

Year to Date Expense Variances

Administrative Expenses:

The Association is showing a POSITIVE VARIANCE of \$9,114.20. This is due to savings in the areas of GL 5020 – Board Expenses/Minutes, GL 5030 – Account Setup and GL 6325 – New Construction Committee.

Payroll & Benefits Expenses:

The Association is showing a POSITIVE VARIANCE of \$4,061.23. This is due to YTD savings in PT Covenants Inspector, the Security Contract and Off Duty Police Patrol hours.

Utilities:

The Association is showing a POSITIVE VARIANCE of \$1,962.44. This is primarily due to a slight savings in Electric and Water service for the month.

Landscaping:

The Association is showing a POSITIVE VARIANCE of \$7,474.10. This is primarily due to savings in the area of 6150-Seasonal Color/Planting and 6299-Irrigation System Contract for the month of April.

Contracted Services:

The Association is showing a POSITIVE VARIANCE of \$43,440.03. This is due to not needing abundant snow removal for the 2019-2020 season.

Repair and Maintenance:

The Association is showing a POSITIVE VARIANCE of \$24,526.67. This is due to the lack of expense in GL 9100 – Contingency Operating and GL 9814 – Special Projects.

Pool/Community Center Expenses:

The Association is showing a POSITIVE VARIANCE of \$6,973.47. This is due to the lack of need for pool supplies, year to date, and lower costs for electricity than expected.

Professional Services:

The Association is showing a NEGATIVE VARIANCE of \$4,755.57. This is due to a large overage/accrual in GL 7025 – Legal Services-Collections, for the month of April.

Taxes:

The Association is showing a NEGATIVE VARIANCE of \$4,644.77. This is due to GL 9000- Federal Income Tax - more Federal Income Taxes paid then budgeted for in 2020

Lake Manassas Residential Owners Assoc.

April 2020 Financial Report

Statement prepared by: Katherine Leach, CPA



Associa

Community Management Corporation

Balance Sheet Report Lake Manassas ROA

As of April 30, 2020

<u>Assets</u>	<u>Balance Apr 30, 2020</u>	<u>Balance Mar 31, 2020</u>	<u>Change</u>
Cash & Investments			
1013 - PPB Operating 1801	318,219.93	299,716.11	18,503.82
1101 - CAB Money Market	152,154.35	152,117.67	36.68
1317 - Middleburg Financial MM	104,126.56	2,044.07	102,082.49
1417 - Middleburg Financial CDs	1,412,000.00	1,512,000.00	(100,000.00)
1730 - Accrued Interest Receivable	3,600.79	3,459.32	141.47
Total Cash & Investments	1,990,101.63	1,969,337.17	20,764.46
Current Assets			
1500 - Residential Assessments Receivable	70,278.13	65,066.60	5,211.53
1510 - Pipestem Receivable	(0.20)	(0.20)	0.00
1530 - Allowance for Doubtful Accounts	(50,635.22)	(48,968.55)	(1,666.67)
1600 - Prepaid Insurance	1,777.81	2,925.06	(1,147.25)
1640 - Other Prepaid Expenses	7,758.48	5,206.72	2,551.76
1799 - Clearing Account	363.16	600.74	(237.58)
Total Current Assets	29,542.16	24,830.37	4,711.79
Total Assets	2,019,643.79	1,994,167.54	25,476.25
Liabilities			
Current Liabilities			
2025 - Transfer Fee Payable	0.00	(50.00)	50.00
2050 - Resident Refunds	1,738.47	455.69	1,282.78
2300 - Accrued Expenses	52,179.27	70,205.58	(18,026.31)
2400 - Accrued Payroll Payable	4,719.00	3,998.00	721.00
2500 - Construction Deposits	39,613.20	39,363.20	250.00

Balance Sheet Report Lake Manassas ROA

As of April 30, 2020

	Balance Apr 30, 2020	Balance Mar 31, 2020	Change
<u>Liabilities</u>			
<u>Current Liabilities</u>			
2550 - Prepaid Assessments	96,648.66	100,829.16	(4,180.50)
Total Current Liabilities	194,898.60	214,801.63	(19,903.03)
Total Liabilities	194,898.60	214,801.63	(19,903.03)
<u>Owners' Equity</u>			
<u>Unappropriated Owners' Equity</u>			
3000 - Owners Equity - Prior Years	183,355.56	183,355.56	0.00
Total Unappropriated Owners' Equity	183,355.56	183,355.56	0.00
<u>Reserves</u>			
3102 - Repair & Replacement Reserve - Prior Yrs	1,476,127.43	1,476,127.43	0.00
3276 - Reserve Contributions	285,133.50	257,220.00	27,913.50
3280 - Reserve Expenditures	(291,303.10)	(288,903.10)	(2,400.00)
Total Reserves	1,469,957.83	1,444,444.33	25,513.50
<u>Settlement Funds</u>			
3124 - Basheer Settlement Fund Income	47,777.85	47,777.85	0.00
Total Settlement Funds	47,777.85	47,777.85	0.00
Total Owners' Equity	1,701,091.24	1,675,577.74	25,513.50
Net Income / (Loss)	123,653.95	103,788.17	19,865.78
Total Liabilities and Equity	2,019,643.79	1,994,167.54	25,476.25

Income Statement Summary

Lake Manassas ROA

April 01, 2020 thru April 30, 2020

	Current Period			Year to Date (10 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Assessment Income	123,160.00	120,014.00	3,146.00	1,226,992.01	1,200,140.00	26,852.01	1,440,168.00
Total Other Income	4,188.76	2,690.00	1,498.76	43,116.64	26,622.00	16,494.64	32,000.00
Total Income	127,348.76	122,704.00	4,644.76	1,270,108.65	1,226,762.00	43,346.65	1,472,168.00
Total Administrative	21,003.32	20,865.00	138.32	233,484.30	242,598.50	(9,114.20)	286,173.00
Total Payroll & Benefits	25,316.22	26,033.50	(717.28)	256,270.77	260,332.00	(4,061.23)	312,398.00
Total Insurance	1,147.25	1,166.50	(19.25)	11,472.50	11,666.50	(194.00)	14,000.00
Total Utilities	2,289.19	3,100.00	(810.81)	29,037.56	31,000.00	(1,962.44)	37,200.00
Total Landscaping	5,820.16	29,075.00	(23,254.84)	81,813.90	89,288.00	(7,474.10)	105,769.00
Total Contracted Services	7,724.75	6,901.50	823.25	80,573.47	124,013.50	(43,440.03)	137,816.00
Total Repair & Maintenance	2,521.73	6,260.50	(3,738.77)	38,078.33	62,605.00	(24,526.67)	75,126.00
Total Pool/Community Center Expenses	2,878.74	6,425.00	(3,546.26)	37,276.53	44,250.00	(6,973.47)	59,100.00
Total Professional Services	10,868.12	8,231.50	2,636.62	90,319.07	85,563.50	4,755.57	105,276.00
Total Taxes	0.00	0.00	0.00	8,994.77	4,350.00	4,644.77	4,350.00
Total Reserve Contributions	27,913.50	27,913.50	0.00	279,133.50	279,133.50	0.00	334,960.00
Total Expense	107,482.98	135,972.00	(28,489.02)	1,146,454.70	1,234,800.50	(88,345.80)	1,472,168.00
Net Income / (Loss)	19,865.78	(13,268.00)	33,133.78	123,653.95	(8,038.50)	131,692.45	0.00

April 01, 2020 thru April 30, 2020

printed by Katherine Leach on Tue May 19, 2020 02:23 pm

Income Statement Report Lake Manassas ROA Consolidated

April 01, 2020 thru April 30, 2020

Expense	Current Period		Year to Date ('10 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance	
Administrative							
5085 - Office Equipment Lease	510.64	416.50	94.14	5,823.28	4,166.50	1,656.78	5,000.00 (823.28)
5090 - Office Supplies	281.75	416.50	(134.75)	4,674.88	4,166.50	508.38	5,000.00 325.12
5095 - Transponders	0.00	0.00	0.00	0.00	625.00	(625.00)	625.00 625.00
5100 - Storage Rental	89.49	105.00	(15.51)	847.96	1,050.00	(202.04)	1,260.00 412.04
5115 - Web Site Maintenance	0.00	208.50	(208.50)	2,292.75	2,083.50	209.25	2,500.00 207.25
5195 - Miscellaneous Expenses	0.00	0.00	0.00	1,055.32	200.00	855.32	400.00 (655.32)
5210 - Printing & Copying	158.50	0.00	158.50	2,942.95	2,812.00	130.95	3,600.00 657.05
5215 - Postage	88.66	332.00	(243.34)	4,759.42	5,329.00	(569.58)	6,000.00 1,240.58
5225 - Newsletter Services	0.00	0.00	0.00	2,133.32	1,200.00	933.32	1,600.00 (533.32)
5300 - Permits & Licenses	139.00	91.50	47.50	174.00	916.50	(742.50)	1,100.00 926.00
6325 - New Construction Committee	1,503.00	1,000.00	503.00	7,573.10	10,000.00	(2,426.90)	12,000.00 4,426.90
8150 - LMA Expenses	16,272.61	17,680.00	(1,407.39)	177,137.40	176,802.50	334.90	212,163.00 35,025.50
Total Administrative	21,003.32	20,865.00	138.32	233,484.30	242,598.50	(9,114.20)	286,173.00 52,688.70
Payroll & Benefits							
5300 - Management Payroll Reimbursement	11,336.22	11,083.50	252.72	116,092.77	110,833.50	5,259.27	133,000.00 16,907.23
5308 - PT Covenants Inspector	0.00	333.50	(333.50)	450.00	3,333.50	(2,883.50)	4,000.00 3,550.00
5312 - Security Contract-Western Gatehouse	12,960.00	13,783.00	(823.00)	133,718.00	137,831.50	(4,113.50)	165,398.00 31,680.00
5316 - Off Duty Police Patrol	1,020.00	833.50	186.50	6,010.00	8,333.50	(2,323.50)	10,000.00 3,990.00
Total Payroll & Benefits	25,316.22	26,033.50	(717.28)	256,270.77	260,332.00	(4,061.23)	312,398.00 56,127.23
Insurance							
5445 - General Liability Insurance Premiums	1,147.25	1,166.50	(19.25)	11,472.50	11,666.50	(194.00)	14,000.00 2,527.50
Total Insurance	1,147.25	1,166.50	(19.25)	11,472.50	11,666.50	(194.00)	14,000.00 2,527.50
Utilities							
6000 - Electric Service	750.83	1,000.00	(249.17)	8,788.72	10,000.00	(1,211.28)	12,000.00 3,211.28
6025 - Water Service	388.04	917.00	(528.96)	8,157.69	9,167.00	(1,009.31)	11,000.00 2,842.31

Income Statement Report Lake Manassas ROA Consolidated

April 01, 2020 thru April 30, 2020

	Current Period		Year to Date (10 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
Expense						
Utilities						
6040 - Telephone/Internet	1,150.32	1,183.00	12,091.15	11,833.00	14,200.00	2,108.85
Total Utilities	2,289.19	3,100.00	29,037.56	31,000.00	37,200.00	8,162.44
Landscaping						
6100 - Grounds & Landscaping - Contract	5,090.12	5,500.00	51,667.86	55,000.00	66,000.00	14,332.14
6150 - Seasonal Color/Plantings	730.04	20,959.00	22,164.04	26,440.00	31,921.00	9,756.96
6299 - Irrigation System Contract	0.00	2,616.00	7,982.00	7,848.00	7,848.00	(134.00)
Total Landscaping	5,820.16	29,075.00	81,813.90	89,288.00	105,769.00	23,955.10
Contracted Services						
6035 - Trash and Recycling Service	7,663.30	6,789.00	70,982.52	67,888.50	81,466.00	10,483.48
6434 - Pest Control	61.45	112.50	1,010.95	1,125.00	1,350.00	339.05
6442 - Snow Removal Services	0.00	0.00	8,580.00	55,000.00	55,000.00	46,420.00
Total Contracted Services	7,724.75	6,901.50	80,573.47	124,013.50	137,816.00	57,242.53
Repair & Maintenance						
6530 - Common Areas Repair & Maintenance	2,521.73	3,500.00	37,919.99	35,000.00	42,000.00	4,080.01
9100 - Contingency Operating	0.00	2,169.00	0.00	21,688.50	26,026.00	26,026.00
9814 - Special Projects	0.00	591.50	158.34	5,916.50	7,100.00	6,941.66
Total Repair & Maintenance	2,521.73	6,260.50	38,078.33	62,605.00	75,126.00	37,047.67
Pool/Community Center Expenses						
6438 - Pool Management	2,303.75	5,500.00	29,803.75	33,000.00	44,000.00	14,196.25
6710 - Pool Supplies	0.00	0.00	220.99	2,000.00	4,000.00	3,779.01
9918 - Pool/Tennis Center Electricity	574.99	925.00	7,251.79	9,250.00	11,100.00	3,848.21
Total Pool/Community Center Expenses	2,878.74	6,425.00	37,276.53	44,250.00	59,100.00	21,823.47
Professional Services						
7000 - Audit & Tax Services	0.00	0.00	6,500.00	3,250.00	6,500.00	(100.00)

Income Statement Report Lake Manassas ROA Consolidated

April 01, 2020 thru April 30, 2020

	Current Period		Year to Date (10 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
Expense						
Professional Services						
7015 - Management Reimbursements	15.00	50.00	385.00	500.00	600.00	215.00
7025 - Legal Services - Collections	5,165.12	1,083.50	13,592.74	10,833.50	13,000.00	(592.74)
7030 - Legal Services - General Counsel	0.00	1,416.50	11,936.33	14,166.50	17,000.00	5,063.67
7035 - Other Collection Cost	340.00	333.50	4,325.00	3,333.50	4,000.00	(325.00)
7040 - Management Fees	5,348.00	5,348.00	53,480.00	53,480.00	64,176.00	10,696.00
Total Professional Services	10,868.12	8,231.50	90,319.07	85,563.50	105,276.00	14,956.93
Taxes						
9000 - Federal Income Tax	0.00	0.00	7,394.77	3,000.00	3,000.00	(4,394.77)
9005 - State Income Tax	0.00	0.00	1,600.00	1,200.00	1,200.00	(400.00)
9015 - Property/Real Estate Tax	0.00	0.00	0.00	150.00	150.00	150.00
Total Taxes	0.00	0.00	8,994.77	4,350.00	4,350.00	(4,644.77)
Reserve Contributions						
9800 - Repair & Replacement Expenses	27,913.50	27,913.50	279,133.50	279,133.50	334,960.00	55,826.50
Total Reserve Contributions	27,913.50	27,913.50	279,133.50	279,133.50	334,960.00	55,826.50
Total Expense	107,482.98	135,972.00	1,146,454.70	1,234,800.50	1,472,168.00	325,713.30
Net Income / (Loss)	19,855.78	(13,268.00)	123,653.95	(8,038.50)	0.00	(123,653.95)

Income and Expense Projection Report

Lake Manassas ROA

As of April 30, 2020

Account Description	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Budget	Jun Budget	Full Year Projected	Total Budget
Assessment Income														
4000 - Residential Assessments	0	0	0	(3)	3	0	0	0	0	0	0	0	0	0
4001 - Residential Assessments	115,996	116,010	116,000	116,000	116,178	116,200	116,612	116,828	116,800	116,800	115,200	115,200	1,393,824	1,382,400
4014 - Townhome Assessments	4,386	4,472	4,558	4,558	4,558	4,644	4,730	4,902	4,902	4,902	3,956	3,956	54,524	47,472
4080 - Pipe Stem Assessment	858	858	858	858	858	858	858	858	858	858	858	858	10,296	10,296
4120 - Initial Contribution	788	394	0	0	394	(394)	794	400	0	0	0	0	2,376	0
4125 - Developer Assessments	600	600	600	600	600	600	600	600	600	600	0	0	6,000	0
Total Assessment Income	122,628	122,334	122,016	122,013	122,591	121,908	123,594	123,588	123,160	123,160	120,014	120,014	1,467,020	1,440,168
Other Income														
4205 - Application Fees	0	540	0	325	0	0	175	0	140	185	272	273	1,910	3,000
4220 - Gate & Access Fees	0	425	0	565	0	0	585	0	265	60	0	0	1,900	0
4245 - Newsletter Advertising	150	75	0	0	75	0	150	75	0	0	0	0	525	0
4710 - Late Fees & Interest	312	302	382	360	313	344	436	368	310	379	333	334	4,173	4,000
4720 - Legal Reimbursements	1,105	491	(417)	188	1,424	96	615	0	432	669	333	334	5,269	4,000
4805 - Violation Charges	420	930	1,250	2,220	2,200	3,320	1,420	1,280	(640)	590	83	84	13,157	1,000
4835 - Miscellaneous Income	0	0	0	0	0	0	0	0	0	30	0	0	30	0
4900 - Interest Earned - Operating Account	92	150	89	92	19	(632)	2	4	0	589	0	0	403	0
4910 - Interest Earned - Reserve Accounts	3,053	3,332	1,832	1,688	1,504	(352)	1,120	1,668	2,262	1,686	1,667	1,667	21,127	20,000
Total Other Income	5,131	6,244	3,136	5,437	5,536	2,776	4,503	3,395	2,770	4,189	2,688	2,690	48,495	32,000
Total Income	127,759	128,578	125,152	127,450	128,127	124,684	128,097	126,983	125,930	127,349	122,702	122,704	1,515,515	1,472,168
Administrative														
5010 - Bad Debt	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	0	0	16,667	20,000
5015 - Bank Charges	(10)	0	0	0	0	(55)	0	0	0	0	17	17	(32)	200
5020 - Board Expenses/Minutes	0	0	0	547	0	159	161	0	0	0	0	414	1,282	2,900
5030 - Account Setup/Maintenance	745	299	115	472	146	210	433	274	442	43	257	257	3,693	7,725
5035 - Architectural	0	0	0	20	0	10	0	271	0	0	83	84	468	1,000
5040 - Computer Other-C3	250	250	250	250	250	250	250	250	250	250	250	250	3,000	3,000
5065 - Committee Expenses	0	159	159	350	0	(48)	0	0	0	0	50	0	670	100
5085 - Office Equipment Lease	987	1	1,069	1,189	343	193	511	511	511	511	417	417	6,657	5,000

Income and Expense Projection Report

Lake Manassas ROA

As of April 30, 2020

Account Description	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Budget	Jun Budget	Full Year Projected	Total Budget
Administrative														
5090 - Office Supplies	1,133	(491)	961	63	68	2,295	289	(155)	231	282	417	417	5,508	5,000
5095 - Transponders	0	0	0	0	0	0	0	0	0	0	0	0	0	825
5100 - Storage Rental	77	77	77	81	84	84	93	93	93	89	105	105	1,058	1,260
5115 - Web Site Maintenance	0	1,189	0	553	721	(170)	0	0	0	0	208	209	2,709	2,500
5195 - Miscellaneous Expenses	0	207	0	0	0	86	0	0	762	0	0	200	1,255	400
5210 - Printing & Copying	1,008	207	649	41	405	(127)	135	272	196	159	0	788	3,731	3,600
5215 - Postage	1,351	348	748	762	627	(233)	182	95	791	89	332	339	5,430	6,000
5225 - Newsletter Services	639	0	0	508	0	488	0	0	499	0	0	400	2,533	1,600
6300 - Permits & Licenses	0	0	0	10	0	25	0	0	0	139	92	92	358	1,100
6325 - New Construction Committee	2,084	0	0	3,871	0	(1,560)	1,676	0	0	1,503	1,000	1,000	9,573	12,000
8150 - LMA Expenses	0	46,694	17,103	21,750	18,157	(6,952)	27,619	0	36,494	16,273	17,681	17,680	212,498	212,163
Total Administrative	9,929	50,606	22,797	32,133	22,468	(3,679)	33,015	3,277	41,935	21,003	20,909	22,666	277,059	286,173
Payroll & Benefits														
5300 - Management Payroll Reimbursement	12,314	11,736	11,446	12,025	11,300	11,291	11,857	10,985	11,802	11,336	11,083	11,084	138,259	133,000
5308 - PT Covenantants Inspector	50	0	0	0	50	100	50	200	0	0	333	334	1,117	4,000
5312 - Security Contract- Western Gatehol	12,960	13,608	26,244	13,730	13,482	648	13,824	12,888	13,374	12,960	13,784	13,783	161,285	165,398
5316 - Off Duty Police Patrol	1,125	915	575	465	630	(575)	720	450	685	1,020	833	834	7,677	10,000
Total Payroll & Benefits	26,449	26,259	38,265	26,220	25,462	11,464	26,451	24,523	25,861	25,316	26,033	26,034	308,337	312,398
Insurance														
5445 - General Liability Insurance Premium	1,147	1,147	1,147	1,147	1,147	1,147	1,147	1,147	1,147	1,147	1,167	1,167	13,806	14,000
Total Insurance	1,147	1,147	1,147	1,147	1,147	1,147	1,147	1,147	1,147	1,147	1,167	1,167	13,806	14,000
Utilities														
6000 - Electric Service	751	830	562	1,252	1,103	641	984	953	962	751	1,000	1,000	10,789	12,000
6025 - Water Service	1,096	1,455	1,145	809	719	540	628	652	727	388	916	917	9,991	11,000
6040 - Telephone/Internet	1,211	1,379	1,264	1,165	1,052	527	1,192	1,880	1,271	1,150	1,184	1,183	14,458	14,200
Total Utilities	3,058	3,664	2,972	3,225	2,874	1,708	2,804	3,485	2,960	2,289	3,100	3,100	35,238	37,200

Income and Expense Projection Report

Lake Manassas ROA

As of April 30, 2020

Account Description	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Budget	Jun Budget	Full Year Projected	Total Budget
Landscaping														
6100 - Grounds & Landscaping - Contract	10,460	5,266	5,090	0	5,194	5,194	5,090	5,090	5,194	5,090	5,500	5,500	62,668	66,000
6150 - Seasonal Color/Plantings	0	0	0	6,075	0	0	0	0	15,359	730	5,481	0	27,645	31,921
6299 - Irrigation System Contract	0	0	2,616	0	2,616	0	0	0	2,750	0	0	0	7,982	7,848
Total Landscaping	10,460	5,266	7,706	6,075	7,810	5,194	5,090	5,090	23,303	5,820	10,981	5,500	98,295	105,769
Contracted Services														
6035 - Trash and Recycling Service	6,695	6,730	6,730	6,730	6,730	6,741	7,637	7,663	7,663	7,663	6,789	6,789	84,560	81,466
6430 - Janitorial Services	175	(175)	0	0	0	0	0	0	0	0	0	0	0	0
6434 - Pest Control	61	123	396	0	0	123	123	61	61	61	113	113	1,236	1,350
6442 - Snow Removal Services	0	0	0	0	0	0	7,079	1,501	0	0	0	0	8,580	55,000
Total Contracted Services	6,932	6,678	7,126	6,730	6,730	6,864	14,839	9,226	7,725	7,725	6,901	6,902	94,376	137,816
Repair & Maintenance														
6530 - Common Areas Repair & Maintenance	3,809	4,545	6,742	1,534	2,955	3,003	6,478	3,323	3,008	2,522	3,500	3,500	44,920	42,000
9100 - Contingency Operating	0	0	0	0	0	0	0	0	0	0	2,169	2,169	4,338	26,026
9814 - Special Projects	0	158	0	0	0	0	0	0	0	0	592	592	1,342	7,100
Total Repair & Maintenance	3,809	4,704	6,742	1,534	2,955	3,003	6,478	3,323	3,008	2,522	6,261	6,261	50,599	75,126
Pool/Community Center Expenses														
6438 - Pool Management	5,500	5,500	5,500	5,500	5,500	0	0	0	0	2,304	5,500	5,500	40,804	44,000
6710 - Pool Supplies	0	97	124	0	0	0	0	0	0	0	1,000	1,000	2,221	4,000
9918 - Pool/Tennis Center Electricity	585	1,060	723	594	541	961	789	973	451	575	925	925	9,102	11,100
Total Pool/Community Center Expenses	6,085	6,656	6,347	6,094	6,041	961	789	973	451	2,879	7,425	7,425	52,127	59,100
Professional Services														
7000 - Audit & Tax Services	0	0	6,200	400	0	0	0	0	0	0	3,250	0	9,850	6,500
7015 - Management Reimbursements	15	40	15	15	15	15	15	225	15	15	50	50	485	600
7025 - Legal Services - Collections	0	234	3,948	535	942	(895)	1,185	0	2,478	5,165	1,083	1,084	15,759	13,000
7030 - Legal Services - General Counsel	4,045	4,064	(493)	1,051	579	(1,830)	1,013	3,408	99	0	1,417	1,417	14,770	17,000
7035 - Other Collection Cost	310	550	430	480	390	520	430	450	425	340	333	334	4,992	4,000

Income and Expense Projection Report

Lake Manassas ROA

As of April 30, 2020

Account Description	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Budget	Jun Budget	Full Year Projected	Total Budget
Professional Services														
7040 - Management Fees	5,348	5,348	5,348	5,348	5,348	5,348	5,348	5,348	5,348	5,348	5,348	5,348	64,176	64,176
Total Professional Services	9,718	10,237	15,448	7,829	7,274	3,158	7,991	9,431	8,365	10,868	11,481	8,232	110,032	105,276
Taxes														
9000 - Federal Income Tax	0	0	0	3,650	95	0	0	0	3,650	0	0	0	7,395	3,000
9005 - State Income Tax	0	0	0	1,600	0	0	0	0	0	0	0	0	1,600	1,200
9015 - Property/Real Estate Tax	0	0	0	0	0	0	0	0	0	0	0	0	0	150
Total Taxes	0	0	0	5,250	95	0	0	0	3,650	0	0	0	8,995	4,350
Reserve Contributions														
9800 - Repair & Replacement Expenses	27,914	27,913	27,914	27,914	27,913	27,914	27,914	27,913	27,914	27,914	27,913	27,914	334,960	334,960
Total Reserve Contributions	27,914	27,913	27,914	27,914	27,913	27,914	27,914	27,913	27,914	27,914	27,913	27,914	334,960	334,960
Total Expense	105,500	143,129	136,464	124,150	110,768	57,734	126,519	88,389	146,319	107,483	122,170	115,198	1,383,822	1,472,168
Association Summary	22,259	(14,551)	(11,312)	3,301	17,359	66,950	1,579	38,593	(20,390)	19,866	533	7,506	131,692	0