

Lake Manassas Residential Owners' Association
Stonewall Golf Club Magnolia Room
2011 ANNUAL MEETING
September 29, 2011
7:00 pm

BOARD MEMBERS PRESENT

Erroll Unikel
Ted Brewer
Warren Watkins
Ed Long

OTHERS IN ATTENDANCE

Jan Ward, CMC Division Director
Mark Bailey, CMC Division Director
Rebecca Watkins, CMC Portfolio Manager
Lisa Tarlecky, CMC On-site Manager
Sarah Ross, Esq., Chadwick Washington et al
Kelli Knight, Recording Secretary
LMROA Community residents

CALL TO ORDER

Mr Unikel called the meeting to order at 7:04 p.m. He introduced the current Board Members, Management Team and the Association's Legal Counsel.

ESTABLISHMENT OF QUORUM

Ms. Tarlecky announced that a quorum of the common element interest was represented either in person or by proxy, allowing the business of the Annual Meeting to be conducted.

PROOF OF NOTICE

Ms. Watkins confirmed that notice of the 2011 Annual Meeting was mailed to each unit owner of record.

APPROVAL OF MINUTES

MOTION: Mr. Bowers **MOVED** and Mr. Minogue **SECONDED** the motion to approve the September 30, 2010 Annual Meeting Minutes as presented. The motion **PASSED** unanimously.

CALL FOR NOMINATIONS

Mr. Unikel noted that there are two open positions on the Board open for election and that he is running for re-election. Also on the ballot is Don Minogue of Sapphire Lakes Court and Jim Short of 8349 Roxborough Loop.

Mr. Unikel called for any nominations from the floor at 7:06 p.m. Hearing none, the floor nominations were closed at 7:07 p.m.

Each candidate was given an opportunity to introduce themselves and spoke briefly about their qualifications and motives for running for a position on the Board of Directors.

APPOINTMENT OF INSPECTORS OF ELECTION

Ms. Ross called for resident volunteers to count ballots and serve as inspectors of the election. Mr. Hagen of Windy Hollow Circle and Ms. Bell of Willingboro Court accepted this responsibility.

ELECTION OF DIRECTORS

Ms. Watkins called for all ballots to be cast. While these were being collected and counted, with the assistance of the two resident volunteers, the Community Reports were given and winners of the raffle drawing were named:

Community Reports

Management Report: Ms. Watkins reported on management's progress throughout the year and reviewed the following topics:

- Financial Standing including Cash & Investments, status of Delinquency and Collections and Repair & Replacement Reserves Fund.
- Violation enforcement policies
- Modifications Applications process
- Resale and New Sale procedures
- Associa Advantage benefits for homeowners
- Associa Board Access benefits for Board Members

President's Report: Mr. Unikel recapped the Board's achievements and progress throughout the year on the following topics of interest:

- Balanced FY 2012 operational budget.
- Updated Reserve Study in May 2011, fully funding the Capital Reserve contribution for FY 2012.
- Continued reducing delinquencies within the Community.
- Contract renewals with KCS for Landscaping, American Disposal Services for trash pick-up and Clear Blue for pool management.
- Community Agreements for Swim Team and Fitness Program reviewed and renewed. A Pool Rental Agreement for member rental was established.
- Approved multiple Board Resolutions to include the Community Handbook, Modifications and Communications Committee Charters, Investment Policy, Complaint Policy, Records Retention Policy, Modifications Resolution, Nominating Committee Charter, Newsletter Advertising Resolution and Committee Non-Member Disclosure Statement.
- Projects completed or underway to include asphalt repair/paving, tree planting in Bonnie Briar Circle, landscaping of Valderrama Circle and Turtle Point Drive, curbs and sidewalks restoration, irrigation enhancements at Swim & Tennis Center, gated entry installed at pool as well as repainting wear and tear items and replacing damaged

sidewalk area, conversion of tennis court to basketball court, dead tree removal, Gate and Guard Procedures revised and consideration of installing a security monitoring system.

- Modifications and Communications Committees created.
- Continued efforts to improve communication between management, residents and the Board.

In closing, Mr. Unikel urged residents to consider becoming more personally involved within the Community by serving on the Board, attending Board meetings and joining a committee.

Developer Report: Mr. Watkins provided an update of the builder's accomplishments and progressed work in 2011. He briefly recapped the builder's presentation in June which was primarily to obtain resident feedback to their ideas for the future development plans of LMROA. He reported that they are currently working on a revised development site plan and plans for forming a committee who will work closely with the Board of Directors to evaluate and consider every detail before making a decision.

Committee Reports:

Swim & Tennis –

Committee Chair, Don Minogue thanked the members for their services on the committee and congratulated the swim team committee on their accomplishments. He provided an update of the committee's planned accomplishments over the next year which includes a new pool access gate system, full lit basketball court, and enforcement of pool rules as well as keeping the pools clean.

Community Safety/Visitor Access –

Committee Chair, Roland Bowers introduced the members of the committee and noted that there are currently two open spaces available if anyone was interested in joining. He provided an update of the committee's accomplishments in 2011 and their plans for 2012 which include revising the guard post orders and the visitor access policy, installing surveillance cameras at the entry gates, pool area and on-site office, and improvements to the Amsterdam gate.

Covenants –

Committee Chair, Cara Campbell provided an overview of the purpose of the Covenants Committee and how they communicate closely with the Board and Management to ensure the violation procedure runs smoothly. She outlined the committee's accomplishments in 2011 which included conducting weekly on-site reviews of neighborhood compliance, covenants hearings, providing findings and recommendations to the Board, and provided new language to the Design Guidelines which was approved and released in the latest Community Handbook. She noted the committee's focus for 2012 is to provide new language on irrigation systems, continue to improve communications with Management and growing the Committee.

Communications –

Committee Chair, Maureen Brady introduced the other committee members and noted that they are responsible for maintaining the community newsletter and website. Their goal is to continually improve communications between the Board and community residents. Ideas being considered for the upcoming year are business advertisement and implementing a Community

Yard Sale day. She reminded residents that their involvement is very important and encouraged them to attend Board meetings, read their newsletters and submit their thoughts and suggestions.
Modifications –

Committee Chair, Peter Metrinko explained that the committee is responsible for handling and reviewing applications for exterior modifications to a home or property. They strive to allow residents to express their artistic ideas while keeping the community presentable and in compliance. He stated that over the past year the committee reviewed and reconstructed the guidelines by simplifying minor landscaping modifications and new guidelines for displaying statues. He noted that the committee is seeking additional members and encourages residents to submit their suggestions and feedback.

Environmental –

Committee Chair, Allen Thomas introduced the committee members and noted that they are actively seeking new members and encouraged residents to join. He reviewed the responsibilities of the committee which are maintaining the East & West Side landscaping, graveyard area, streets and sidewalks, pool and tennis area and the community trails. He reported on the accomplishments over the past year which included surveying the community for items requiring attention, obtaining funding approval to begin the Spyglass Hill Loop irrigation project, obtaining proposals for landscaping and established an ongoing line item in the Reserves to fund landscaping projects. He noted that the committee's goals for 2012 is to continue to monitor the community for items in need of improvement or repair, generate a five year plan for maintaining and improving the communities' environmental areas and work with the Board to obtain and evaluate work proposals.

Budget & Finance –

A charter is being constructed and volunteers are being sought to run this committee.

Activities –

The Board is considering implementing an Activities Committee to plan and oversee community events and is seeking volunteers to accept this responsibility.

Raffle Drawing Results

- The Sowden family of Bonnie Briar Loop were the recipients of the Washington Nationals baseball tickets donated by Chadwick Washington, Et al.
- The Garden family of Alpine Bay Loop were the recipients of a \$50 gift card donated by CMC.
- The Pittman family of Willingboro Court were the recipients of a \$50 gift card donated by CMC.
- The Young family of Amsterdam Court were the recipients of a gift certificate good for 4 Rounds of golf donated by Stonewall Golf Club.

Ms. Watkins announced the election results; Errol Unikel and Don Minogue were elected to serve on the Board of Directors.

HOMEOWNER FORUM

Mr. Unikel announced to convene the meeting into Open Forum for questions and comments. He reminded residents to respect the three minute time limit to allow the Board to hear from every resident who wished to speak. Topics of interest discussed during this time were:

- The builder's future plans to develop a shopping center in the community.
- Increasing visitor security screening.
- Installing an additional lane to improve delays at the entrance gate.
- Police enforcement of neighborhood speed limit to discourage monitor speeding vehicles in the community.
- Improvement in the delinquency rate.
- Alterations to the landscaping at the entrance which creates a blind spot to cars turning into on-coming traffic.
- Tennis court maintenance.

ADJOURNMENT

MOTION: Mr. Roland Bowers **MOVED** and Mr. Peter Metrinko **SECONDED** the motion to adjourn the Board of Directors meeting at 9:19 p.m. The motion **PASSED** unanimously.

Respectfully Submitted: Kelli Knight, Recording Secretary

Date Approved: September 27, 2012