

**LAKE MANASSAS ROA
BOARD OF DIRECTORS MEETING
August 15, 2011 5:30 pm
Board Room at Stonewall Golf Club
15601 Turtle Point Drive**

BOARD MEMBERS IN ATTENDANCE:

Errol Unikel, President
Henry Lopez, Treasurer
Ted Brewer, Secretary
Warren Watkins, Director
Ed Long, Director

OTHERS IN ATTENDANCE:

Jan Ward, Division Director, CMC
Rebecca Watkins, Portfolio Manager, CMC
Lisa Tarlecky, On-Site Manager, CMC
Kelli Knight, Recording Secretary, CMC
Community Members at Large

CALL TO ORDER:

Errol Unikel called the meeting to order at 5:35 pm.

EXECUTIVE SESSION:

Executive session was called to order by Errol Unikel at 5:36pm.

APPROVAL OF EXECUTIVE SESSION AGENDA:

MOTION: Mr. Lopez **MOVED** and Mr. Long **SECONDED** to approve the agenda for the Executive Session as presented. The motion **PASSED** unanimously.

Mr. Lopez **MOVED** and Mr. Brewer **SECONDED** to exit executive session at 6:24pm. The motion **PASSED** unanimously.

RECAP OF BOARD'S DECISION/ACTIONS TO BE TAKEN:

MOTION: Mr. Watkins **MOVED** and Mr. Lopez **SECONDED** to waive the violation charges on account #342-5200 in the amount of \$300.00 as recommended by legal counsel. The motion **PASSED** unanimously.

ACTION: The consensus of the Board is to NOT allow the parking request of account #342-7428.

APPROVAL OF AGENDA:

MOTION: Mr. Lopez **MOVED** and Mr. Brewer **SECONDED** to approve the agenda with the flag design modification. The motion **PASSED** unanimously.

APPROVAL OF MINUTES:

MOTION: Mr. Long **MOVED** and Mr. Brewer **SECONDED** to approve the minutes of the May 19, 2011 as written. The motion **PASSED** unanimously.

RESIDENT FORUM:

Mrs. Wavering of 8487 Link Hills Loop expressed her concerns regarding the weekly advertisements left by solicitors in driveways throughout the neighborhood. She would like to see a policy put in effect to prohibit the distribution of these advertisements or enforcement of these companies putting the ads in the newspaper cubby.

Mrs. Brooks of 8271 Roxborough Loop took a moment to extend her praise and gratitude for the informative website notes that were included in the recent newsletter. She and other residents of the community found them very helpful and feel it is a great addition to the newsletter.

Ms. Boyle of 15880 Spyglass Hill Loop expressed her concern about the unclean condition of the pool and surrounding areas which are especially dirty after weekend swim meets. She feels it is unfair to expect the lifeguards to clean up the mess made by swim team members, their family and friends. She suggested having the Swim Team Committee designate a person to clean the pool area after the meets on Sunday. She would also like to see the rules of the pool more effectively enforced by the lifeguards, such as keeping food and drink in the designated eating spots in hopes of maintaining pool cleanliness.

MATTERS FOR BOARD DECISION:

1. Approval of Seal Coating and Speed Bump Proposals

ACTION: The consensus of the Board is to NOT proceed at this time with the proposal to add speed bumps to the community.

2. Approval of Landscape Replacement/Enhancements

- Approval of Turtle Point Inkberry Enhancement
- Approval of Valderama Circle Enhancement

ACTION: The Board directed management to request proposals from smaller, local companies with direction from Environmental Committee members, Ed and Paul.

- Approval of Irrigation Proposal

MOTION: Mr. Long **MOVED** and Mr. Lopez **SECONDED** to approve Area Irrigation to install three (3) new rotor heads at the Swim and Tennis Club at a cost of \$660.00 with expenses being applied to budget line #7202 "Pool Repair and Maintenance". The motion **PASSED** unanimously.

3. Approval of Snow Removal Proposal

ACTION: The Board directed management to reach out to one additional large company and two small companies to obtain competitive proposals.

4. Approval of Waste Removal Proposal

MOTION: Mr. Lopez **MOVED** and Mr. Watkins **SECONDED** to approve the five (5) year proposal (Option II) for waste and recycling service provided by Patriot Disposal at a rate of \$12.75 per unit beginning January 1, 2012 with these expenses being applied to GL#6012. The motion **PASSED** unanimously.

5. Approval of Pool Entry System Proposals

- Approval of Gate Proposal

MOTION: Mr. Brewer **MOVED** and Mr. Long **SECONDED** to approve the proposal from West Fence for fence and gate installation at the pool entrance way in the amount of \$2,856.00 with these expenses being applied to GL#6905. The motion **PASSED** unanimously.

- Approval of Card Entry System

MOTION: Mr. Brewer **MOVED** and Mr. Lopez **SECONDED** to approve the proposal from Mid-Atlantic Entry Systems for an access control unit at the pool entrance in the amount of \$7,943.00 with these expenses being applied to GL#7204. The motion **PASSED** unanimously.

6. Approval of Decal Design

MOTION: Mr. Lopez **MOVED** and Mr. Long **SECONDED** to approve the proposal from GAM Printing to print new LMROA car decals for 2012-2014 in BLUE at a cost not to exceed \$1,100.00 and a reflective element added at an additional cost not to exceed 25% (275.00) with these expenses being applied to GL#5015. The motion **PASSED** unanimously.

7. Approval of Swim and Tennis Center Lighting Repairs

PSE is resubmitting their proposal and Management will hand deliver and/or email the proposal and Resolution worksheet to the Board.

8. Approval of Basketball Court Installation

MOTION: Mr. Lopez **MOVED** and Mr. Brewer **SECONDED** to approve the proposal from Reliant Assembly, LLC to install two (2) basketball goals which will convert one of the tennis courts into a full size basketball court with these expenses being applied to GL# 6905. The motion **PASSED** unanimously.

9. Committee Appointment

MOTION: Mr. Lopez **MOVED** and Mr. Watkins **SECONDED** to appoint Ann Jeffrey to the Communications Committee. The motion **PASSED** unanimously.

10. Approve Professional Communications Services

MOTION: Mr. Lopez **MOVED** and Mr. Watkins **SECONDED** to approve the transfer of

Approved 12/8/2011

\$2,000.00 from GL#6012 "Trash Removal" to a new line item "Professional Communication Services".

11. Approval of Comcast Broadband Installation

MOTION: Mr. Watkins **MOVED** and Mr. Lopez **SECONDED** to approve the proposal from Comcast to install broadband service at 14900 Turtle Point Drive at a cost not of \$3,861.00. The motion **PASSED** unanimously.

12. Items to be Ratified

MOTION: Mr. Brewer **MOVED** and Mr. Lopez **SECONDED** to ratify the decisions made by unanimous email vote since the previous Board meeting which include: approve account write off, approve addendum to irrigation contract and approval for landscape enhancements. The motion **PASSED** unanimously.

MATTERS FOR BOARD INFORMATION/DISCUSSION:

OFFICER/COMMITTEE REPORTS

1. Treasurers Report – June 2011 Financial Statement

Rebecca Watkins, with CMC, presented the financial statement and variance report, as well as the delinquency rate which is down to 6.4% as of 6/30/2011.

2. Officer/Committee Reports

- Environmental Committee: Mr. Thomas spoke about the on going problem areas noted during a committee tour of the property on 6/4/11. There are many streets that require plant replacements, landscaping improvements and/or irrigation. He also addressed concerns regarding overhanging branches and cracks throughout the entire trail system particularly at Moonlight Pond. The committee feels that priority needs to be placed on repairing trail path asphalt as it is a safety issue. They also offered other suggestions such as proper warning signage around ponds and screening over open culverts to increase safety throughout the community. Areas in need of clean up were addressed as well.
- Swim & Tennis Committee: Mr. Minogue reviewed the recommendations of the committee's July 21, 2011 meeting. These recommendations included a proposal for a Tennis Pro/Coach, camera security system installation, repairing court lights. The committee strongly suggests that the Board install a security system in the pool area, as previously recommended and that no smoking signs should be posted inside the fence of the pool.

3. Managers Report/Action Item List

Lisa Tarlecky reviewed the most recent architectural violations report and when the follow ups are scheduled for. Weekly site inspections and monthly comprehensive inspections will be continuing. She reported that three (3) candidates have submitted their candidacy for the Board of Directors. All three were vetted through the Nominations Committee. Proxy forms have been mailed for the September Annual Meeting. She will take the committee requests

and recommendations to prepare for the next meeting.

4. CMC Newsletter

Ms. Tarlecky presented an article for informational purposes to the Board. This article suggests tips to help guard against unnecessary liability. It also includes suggested focal points for making your community special.

NEW B:

Ms. Tarlecky will follow-up with the Board regarding these issues:

1. Coordinate with legal counsel regarding color coding the accounts in collection to determine the urgency of attention to the account.
2. Moon and Cooper accounts in collection.
3. Obtain additional bids for the seal coating and will forward the information to the Board by email.
4. Obtain additional proposals for the landscaping remediation issue.
5. Obtain proposals from other snow removal companies and will forward the information to the Board by email.
6. Seek out a professional with web design experience to make improvements to the community website and newsletter.

Ms. Watkins will provide to the Board a breakdown of the impact that the management fee increase will have on their 2012 Budget.

ADJOURNMENT:

Mr. Long **MOVED** and Mr. Lopez **SECONDED** to adjourn at 8:39 p.m.

The motion **PASSED** unanimously.

Respectfully Submitted by:

Attested by:

_____ Date _____
Kelli Knight, Recording Secretary

_____ Date _____
Ted Brewer, Secretary