

**LAKE MANASSAS ROA  
BOARD OF DIRECTORS MEETING  
December 8, 2011, 5:30 p.m.  
Board Room at Stonewall Golf Club  
15601 Turtle Point Drive  
APPROVED March 29,2012**

**ATTENDEES**

Erroll Unikel, President  
Don Minogue, Treasurer  
Ted Brewer, Secretary  
Warren Watkins, Director  
Ed Long, Director

Jan Ward, CMC Division Director  
Rebecca Watkins, CMC Portfolio Manager  
Kelli Knight, Recording Secretary

**EXECUTIVE SESSION**

**MOTION:** Mr. Minogue **MOVED** and Mr. Watkins **SECONDED** the motion to convene into Executive Session at 5:32 p.m. The motion **PASSED** unanimously.

**MOTION:** Mr. Minogue **MOVED** and Mr. Brewer **SECONDED** the motion to reconvene to Open Session at 6:40p.m. The motion **PASSED** unanimously.

**CALL TO ORDER**

Mr. Unikel called the meeting to order at 6:41 p.m.

**RECAP OF BOARD'S DECISIONS/ACTIONS TO BE TAKEN**

**MOTION:** Mr. Minogue **MOVED** and Mr. Brewer **SECONDED** the motion to approve the balance write-offs including all fees and interest for the following accounts: 344-1967, 344-1873, 344-1996 and 343-8035. The motion **PASSED** unanimously.

**MOTION:** Mr. Minogue **MOVED** and Mr. Watkins **SECONDED** the motion to approve a balance write off including all fees and interest for account #342-7389. The motion **PASSED** unanimously.

**MOTION:** Mr. Minogue **MOVED** and Mr. Brewer **SECONDED** the motion to approve one \$25.00 waiver for a Certified Letter charge on account number 359-1794. The motion **PASSED** unanimously.

**MOTION:** Mr. Unikel **MOVED** and Mr. Watkins **SECONDED** the motion to approve the waiver of \$140.00 in late fees and charges on account #342-6720. The motion **PASSED** unanimously.

**APPROVAL OF AGENDA:**

**MOTION:** Mr. Watkins **MOVED** and Mr. Long **SECONDED** the motion to approve the agenda as presented. The motion **PASSED** unanimously.

**APPROVAL OF MINUTES**

**MOTION:** Mr. Long **MOVED** and Mr. Brewer **SECONDED** the motion to approve the minutes of the August 15, 2011 Board of Directors Meeting as presented. The motion **PASSED** unanimously.

**RESIDENT FORUM:**

The Board opened the floor to the residents for comments and questions:

Mr. Jiang of 8167 Snead Loop informed the Board that his approved landscaping project was completed in June and he has not received a response to multiple requests for a final inspection of the modification. He requested that this be completed as soon as possible.

Mr. Orsini of 15718 Spy Glass Loop proposed a suggestion on saving money on a budget item by reducing the trash pick-up days eliminating Thursday's pick-up. He expressed his concerns regarding settlement in the road and inquired about getting this fixed.

Mr. Bowers of 8050 Amsterdam Court inquired about clarification of the wording in the trampoline policy.

Mr. Samarias of 8424 Link Hills Loop inquired if the Board had any updates about the new Townhouse development or new information on the prior shopping center sight.

**MATTERS FOR BOARD DECISION**

**MOTION:** Mr. Minogue **MOVED** and Mr. Long **SECONDED** the motion to approve the proposal from Freedom Tree Service for the installation of lightening protection to the large Oak on Tuxedo Lane at a cost not to exceed \$1,450.00 to be expensed from the Reserves GL#3330. The motion **PASSED** unanimously.

**MOTION:** Mr. Watkins **MOVED** and Mr. Minogue **SECONDED** the motion to approve the proposal from Freedom Trees for various tree removal throughout the community primarily along the walking trails at a cost not to exceed \$5,600.00 to be expensed from the Reserves GL #3330.

The motion **PASSED** unanimously.

**MOTION:** Mr. Minogue **MOVED** and Mr. Watkins **SECONDED** the motion to approve the Capital Expenditure Budget for FY12 as amended with the addition of \$7,000.00 in tree work. The motion **PASSED** unanimously.

**MOTION:** Mr. Minogue **MOVED** and Mr. Brewer **SECONDED** the motion to approve the Executive Committee Charter as presented.

The motion **PASSED** unanimously.

**MOTION:** Mr. Brewer **MOVED** and Mr. Watkins **SECONDED** the motion to approve the Budget and Finance Committee charter as presented.

The motion **PASSED** unanimously.

**MOTION:** Mr. Minogue **MOVED** and Mr. Brewer **SECONDED** the motion to approve Resolution No. 2011-01 pertaining to lease addendum requirements as amended.

The motion **PASSED** unanimously.

**MOTION:** Mr. Minogue **MOVED** and Mr. Brewer **SECONDED** the motion to approve the 2012 LMROA Fee Sheet as amended.

The motion **PASSED** unanimously.

#### **ACTIONS IN LIEU OF MEETING**

**MOTION:** Mr. Watkins **MOVED** and Mr. Brewer **SECONDED** the motion to ratify the decisions made by unanimous email vote since the previous Board meeting which include: appoint committee members and chair persons, approve revised committee non-disclosure statement, approve the 2011-2012 season snow removal contract, terminate the Patriot Disposal contract and approve a revised American Disposal contract, approve CD reinvestment, approve landscape enhancements for Turtle Point and Valderrama, account write off/payment agreements and approve newsletter production/publishing agreement.

The motion **PASSED** unanimously.

#### **MATTERS FOR BOARD REVIEW AND INFORMATION**

##### **EMERGENCY PROTOCOL**

The Board had a brief discussion on defining what will be considered an “emergency situation” for management to determine when responding to after hour calls.

##### **IRRIGATION PROPOSALS**

Management provided Board members with three proposals in the Board package for installing irrigation systems at Overlook Circle and the small circle on Spyglass Hill Loop and Bonnie Briar Loop for their review. Mr. Long briefly discussed his recommendation for proceeding with the proposed work.

##### **OFFICER/COMMITTEE REPORTS**

**President’s Report:** Mr. Erroll waived the President’s report.

**Treasurer’s Report:** Mr. Minogue waived the Treasurer’s report.

**Communication’s Committee:** Ms. Jeffery’s is working on publishing the community newsletter. The projected release date is January 15, 2012.

Safety/Visitor Access Committee: Committee Chair, Mr. Bowers updated the Board regarding the security camera installation, the main focus being on the pool area and management office. He noted that his RFP on the security company is ready to be sent out. He reported that the new decals are ready to be sent out as well, and the committee is working on a "Turn Away Policy" for enforcement of the rules. He expressed concerns that have been raised by some residents of the need for additional speed bumps throughout the community due to speeding by some residents/visitors. He was pleased to announce that three new members of the committee have been approved. He informed the Board that meetings will be held on the third Wednesday of every other month starting in January 2012.

Environmental Committee: Committee Chair, Mr. Thomas reported that the Valderrama Circle and Turtle Point landscaping projects were completed in November and pictures will be included in the upcoming newsletter. The committee is working on drafting a five year priority plan for needed landscaping throughout the community. He noted that the committee needs support in order to get the proposals for additional landscaping completed. He addressed the Cancun Court tree issue and noted that it is on the agenda for the next committee meeting which is tentatively scheduled for Jan 14 2012.

Modifications Committee: Committee Chair, Mr. Metrinko briefly discussed issues that have been raised about the wording in the trampoline and playground equipment policy and radon fencing. He was pleased to announce new member, Craig Ackerman who brings expertise in building design, site analysis, and safety to the committee.

#### **OCTOBER 2011 FINANCIAL STATEMENT**

Ms. Ward reviewed the October 2011 Financial Statement included in the Board package. She reported that the total cash and investments are \$967,878, YTD net income is \$20,407 and the Association has \$340,627 in operating funds. She noted that the Repair and Replacement Reserves fund is not fully funded and the delinquency rate is at 6.7% which is higher than standard rate by auditor qualifications.

#### **NEW BUSINESS**

- Playground/trampoline policy wording
- Tentative dates for 2012 Board meetings (next date was tentatively set for 3/27/12)

#### **BOARD ACTION ITEM REVIEW**

- Obtain additional bids for irrigation proposals on Bonnie Briar Loop and Overlook Circle.
- Management will edit the trampoline policy and send to the Board of Directors for review and email vote.
- Management will send out RFP to security company for cameras.
- Obtain Capital Expenditure Budget inspection proposals from South Star, PMT and Associa.
- Add the approved 2012 Fee Sheet and Leasing Requirements policy to the community website.

- Mrs. Ward will provide a matrix for Board review to determine Board's needs and expectations of an Onsite Coordinator as opposed to an experienced Community Manager.

**ADJOURNMENT**

**MOTION:** Mr. Minogue **MOVED** and Mr. Brewer **SECONDED** the motion to adjourn the Board of Directors meeting at 8:27 p.m. The motion **PASSED** unanimously.

*Respectfully Submitted:*

*Kelli Knight, Recording Secretary*

*Date Approved: MARCH 29, 2012*