LAKE MANASSAS ROA
BOARD OF DIRECTORS MEETING
March 23, 2011 5:30 pm
Board Room at Stonewall Golf Club
15601 Turtle Point Drive

BOARD MEMBERS IN ATTENDANCE:
Errol Unikel, President
Ted Brewer, Secretary
Warren Watkins, Director
Ed Long, Director

ABSENT:
Henry Lopez, Treasurer

OTHERS IN ATTENDANCE:
Dianne Skinner, Portfolio Manager, CMC
Rebecca Watkins, On-Site Manager, CMC
Elynn Cangro, Recording Secretary
Community Members at Large

CALL TO ORDER
Errol Unikel called the meeting to order at 5:37 pm.

Executive session was called to order by Errol Unikel at 5:38pm

Mr. Brewer ***MOTIONED*** and Mr. Long ***SECONDED*** to exit executive session at 6:30pm. The motion **passed** unanimously.

Recap of Board's Decisions/Actions to be Taken
Mr. Long ***MOTIONED*** and Mr. Brewer ***SECONDED*** the motion to write off the balance to include all fees and interest for account #00344-1860. The motion **passed** unanimously.

Mr. Long ***MOTIONED*** and Mr. Brewer ***SECONDED*** the motion to write off the balance to include all fees and interest for account #00342-9918. The motion **passed** unanimously.

Mr. Long ***MOTIONED*** and Mr. Watkins ***SECONDED*** the motion to write off the balance of the post-petition/pre-foreclosure debt to include all fees and interest for account #00342-6128. The motion **passed** unanimously.

Mr. Long ***MOTIONED*** and Mr. Brewer ***SECONDED*** the motion to write off the balance to include all fees and interest for former owner of 8503 Link Hills Loop, Lee. The motion **passed** unanimously.

Mr. Long ***MOTIONED*** and Mr. Brewer ***SECONDED*** the motion to approve waiving $250 in violation fees for account #00342-5048. The motion **passed** unanimously.

Mr. Unikel ***MOTIONED*** and Mr. Long ***SECONDED*** the motion to approve waiving $260 in violation fees for account #00342-7619. The motion **passed** unanimously.

Mr. Unikel ***MOTIONED*** and Mr. Watkins ***SECONDED*** the motion to approve the requested $180.00 waiver for account #00355-2128. The motion **passed** unanimously.

Mr. Long ***MOTIONED*** and Mr. Watkins ***SECONDED*** the motion to waive $450.00 in late fees for account #003342-9617. The motion **passed** unanimously.

Mr. Brewer ***MOTIONED*** and Mr. Long ***SECONDED*** the motion to approve waiving the balance for account 00343-7780. The motion **passed** unanimously.

Mr. Watkins ***MOTIONED*** and Mr. Long ***SECONDED*** the motion to make an offer to accept 80% of the balance of account 00350-3122 to be paid before the court date of April 5, 2011. The motion **passed** unanimously.

APPROVAL OF AGENDA

Mr. Long ***MOTIONED*** and Mr. Brewer ***SECONDED*** to approve the agenda with the addition of the caulking proposal under Matters for Board Decision. The motion **passed** unanimously.

APPROVAL OF MINUTES

Mr. Long ***MOTIONED*** and Mr. Brewer ***SECONDED*** to approve the minutes from the December 2, 2010 Board Meeting with the correction to the Environmental Committee report. The motion **passed** unanimously.

RESIDENT FORUM

*Kevin Hagan, Windy Hollow Ct., asked what could be done to have a standard approval of the modification of those driveway curb cuts on Windy Hollow Circle, part of first phase, that are only 1 ½ car widths wide to 2 car driveway. Mr. Brewer will work with the Modifications Committee on this matter.

*Tim Shalvey, Bonnie Briar Loop, inquired about the maintenance of the grass along Turtle Point Dr. LMA management will look into this.

*Cathy Rogers, Amsterdam Ct., inquired about the status of the back gate. Management reported that the gate was down and a service call was placed.

Matters for Board Decision

*Caulking Proposal

- Mr. Watkins ***MOTIONED*** and Mr. Brewer ***SECONDED*** the motion to approve the proposal from Clear Blue Swimming Pool Services, Inc. to caulk approximately 690 ft around the perimeter of the main and wading pools and expansion joints at a cost of $4,692.00.
The motion **passed** unanimously.

*Committee Non-Disclosure Agreement

- Mr. Long ***MOTIONED*** and Mr. Watkins ***SECONDED*** the motion to approve the Committee Non-Disclosure Agreement as presented and require all committee members to sign said agreement.
The motion **passed** unanimously.

*Appoint Committee Member

-Mr. Unikel ***MOTIONED*** and Mr. Watkins ***SECONDED*** the motion to appoint Grete Bravo to the S&TC Committee.
The motion **passed** unanimously.

*Maturing CD Reinvestments

-Mr. Brewer ***MOTIONED*** and Mr. Long ***SECONDED*** the motion to approve the reinvestment of $230,000.00 maturing between 4/14/2011 and 5/12/2011 as recommended by the Investment Services Representative in an effort to ladder the maturity of the LMROA's investments.
The motion **passed** unanimously.

*Newsletter Advertising Pricing FY 2011

Mr. Watkins ***MOTIONED*** and Mr. Brewer ***SECONDED*** the motion to approve the LMROA newsletter advertising prices for FY2012 as presented.
The motion **passed** unanimously.

*Reserve Study

-Mr. Brewer ***MOTIONED*** and Mr. Long ***SECONDED*** the motion to approve the PM Plus proposal to perform a Reserve Study update not to exceed $2,500.00.
The motion **passed** unanimously.

*Landscape Proposal

-Mr. Long ***MOTIONED*** and Mr. Watkins ***SECONDED*** the motion to approve the KCS landscape maintenance proposal as provided, not to exceed a five (5) year term.
The motion **passed** unanimously.

*Irrigation Proposal

-Mr. Long ***MOTIONED*** and Mr. Brewer ***SECONDED*** the motion to approve the Area Enterprises proposal for the 2011 irrigation season.
The motion **passed** unanimously.

*FY 2010 Audit

-Mr. Brewer ***MOTIONED*** and Mr. Long ***SECONDED*** the motion to approve the FY2010 draft audit as presented.
The motion **passed** unanimously.

*Audit Engagement Letter/Proposals

-Mr. Watkins ***MOTIONED*** and Mr. Brewer ***SECONDED*** the motion to approve Goldklang Group to perform the FY2011 and FY2010 audit and tax returns for Lake Manassas ROA.
The motion **passed** unanimously.

*Items to be Ratified

-Mr. Long ***MOTIONED*** and Mr. Watkins ***SECONDED*** the motion to ratify the decisions made by unanimous email vote since the previous Board meeting which include: approve 2011 Swim team agreement, two fee waivers, appoint committee members and accept committee resignation.
The motion **passed** unanimously.

Matters for Board Information/Discussion

OFFICER/COMMITTEE REPORTS

*Treasurers Report – February 2010 Financial Statement

-Dianne Adams, CMC, presented the financial statement and variance report, as well as the delinquency rate which is down to 8%.

*Communications Committee

-Maureen Brady stated the committee is still working on getting out the survey. They have sent them out three times so far as well as distributed and collected surveys at the meeting. They are working on re-designing the website. Once everyone is logged on, it will be possible to send out email blasts and announcements and stated the minutes of this meeting will be summarized on the website. The committee is working on restructuring the website to make it more user friendly to the community. They are also working on ideas and looking into costs regarding signage at the gates. A meet and greet will be held for new residents on 4/6/11. Invitations were sent out by management.

*Environmental Committee

-Allan Thomas reported that the last meeting was held on 2/16/11. The committee reviewed the landscaping proposal. They are asking for a line item to be added to the reserve study for replacement of plants and shrubberies, initially around $10,000. They are looking at recommendations for future projects and timelines for accomplishing these. They would ask that for large projects a different approach is taken, and they are phased in over a few years and commit to a plan.

*Managers Report & Action Item List

-Rebecca Watkins, CMC, welcomed back Errol Unikel from Florida. The 2011 administrative calendar is complete and the 2011 Board meeting post cards have been mailed. The 2011-2012 budget meeting is April 6, 2011 at 6:30pm and all are encouraged to attend. There has been a lot of tree and debris removal and more to come. There will be an inspection by a certified Arborist of the common areas. The pool whitecoating will be done prior to the pool opening. Damage to the pool house from a burst pipe has been repaired. Caulking of the pool area has been approved tonight and we will be working on several startup items. Power washing will start soon of the office, pool house and Stonewall gate house. Still working very hard on collections and making progress. Weekly inspections continue in shorter and more frequent trips. A suggestion box has been installed in front of the Management office door. Please be sure to keep your trash bags tied and lids down to keep trashing from being blown by the high winds. We've had many residents volunteer and help in keeping the community clean but picking up trash in the ponds, woods and general community. Pool information and pass applications will be mailed out in the next couple of weeks. Stickers will be used for renewal which costs less. As of March 10th, 241 owners have been signed up to receive email notifications from the website. Please log on to lakemanassasRoa.com to register if you have not already done so. Standing visitor lists and complaint forms are also on the website as well as at my office and the guard houses. Survey two only received 32 responses where as 1st survey we received 140 responses so please be sure to fill them out.

Mr. Brewer ***MOTIONED*** and Mr. Long ***SECONDED*** to adjourn at 7:58pm.
The motion **passed** unanimously.