

**LAKE MANASSAS ROA
BOARD OF DIRECTORS MEETING
May 19, 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
Kelli Knight, Recording Secretary
Community Members at Large

CALL TO ORDER

Errol Unikel called the meeting to order at 5:39 pm.

Executive session was called to order by Errol Unikel at 5:40pm

Mr. Watkins **MOTIONED** and Mr. Brewer **SECONDED** to exit executive session at 6:17pm. The motion **PASSED** unanimously.

RECAP OF BOARD'S DECISION/ACTIONS TO BE TAKEN

MOTION: Mr. Watkins **MOVED** and Mr. Long **SECONDED** to approve account balance write off including all fees and interest for the following accounts: 343-7968, 343-7900, 343-8022, 343-8006, 343-8035, 344-2021, 342-9659, 342-4997, 343-7861, 342-6393, 342-6102, 344-1912, 342-5310, 343-7874, 342-9277, 342-8540, 344-2005. The motion **PASSED** unanimously.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

MOTION: Mr. Long **MOVED** and Mr. Brewer **SECONDED** to approve the minutes of the March 23, 2011 and April 6, 2011 as presented. The motion **PASSED** unanimously.

RESIDENT FORUM

Jack Boyl, Spyglass Loop: inquired about the reasoning behind sending approval letters for covenants issues by both certified and first class mail. Ms. Watkins will research this inquiry with the Architectural Administrator.

MATTERS FOR BOARD DECISION

1. Nominating Committee Members

MOTION: Mr. Watkins **MOVED** and Mr. Long **SECONDED** to appoint Al Wavering, Robert Hale and Rowland Bowers to the Nominating Committee. The motion **PASSED** unanimously.

MOTION: Mr. Long **MOVED** and Mr. Brewer **SECONDED** to appoint Warren Watkins from the Board of Directors as the Chair Person of the Nominating Committee. The motion **PASSED** unanimously.

2. Nominating Committee Charter

MOTION: Mr. Watkins **MOVED** and Mr. Brewer **SECONDED** to approve the Nominating Committee Charter as presented. The motion **PASSED** unanimously.

3. Appoint S&TC Members

MOTION: Mr. Watkins **MOVED** and Mr. Long **SECONDED** to appoint Dave Whithead, Susan Malley and Todd Harmon to the Swim and Tennis Center Committee. The motion **PASSED** unanimously.

4. Approve Community Handbook Amendments

MOTION: Mr. Watkins **MOVED** and Mr. Long **SECONDED** to approve the amendments to the Community Handbook as amended. The motion **PASSED** unanimously.

5. Reinvestment of Maturing CD

MOTION: Mr. Watkins **MOVED** and Mr. Brewer **SECONDED** to approve the reinvestment of \$50,000.00 maturing 6/16/2011 at the highest rate available for a term of 12 months. The motion **PASSED** unanimously.

6. Approve FY12 Budget

MOTION: Mr. Watkins **MOVED** and Mr. Brewer **SECONDED** to approve the FY2012 Budget as presented. The motion **PASSED** unanimously.

7. Approve Budget Notice

The Board approved the Budget Notice through consent to be drafted and sent by Management and to send out coupon books prior to 5/31/2011.

8. Accept Updated Reserve Study

MOTION: Mr. Watkins **MOVED** and Mr. Brewer **SECONDED** to accept the Reserve Study updated 5/17/2011 as presented by Management. The motion **PASSED** unanimously.

9. Approve Insurance Renewal

MOTION: Mr. Long **MOVED** and Mr. Watkins **SECONDED** to approve renewal of the Associations insurance policies with AIAI at a cost not to exceed \$13,000.00. The motion **PASSED** unanimously.

10. Approve Swim & Tennis Center Painting Proposal

MOTION: Mr. Watkins **MOVED** and Mr. Long **SECONDED** to approve the proposal from CMC Maintenance for painting at the Swim & Tennis Center at a cost not to exceed \$6,900.00. The motion **PASSED** unanimously.

11. Approve Concrete and Pavement repairs Proposal

MOTION: Mr. Brewer **MOVED** and Mr. Long **SECONDED** to approve the proposal from Finley Asphalt and Sealing to include crack filling, pavement marking and asphalt repairs at a cost not to exceed \$10,500.00. The motion **PASSED** unanimously.

MOTION: Mr. Brewer **MOVED** and Mr. Long **SECONDED** to approve the proposal from New York

Concrete, Corp at a cost not to exceed \$26,360.00. The motion **PASSED** unanimously.

12. Approve Associa Waste Removal Program Proposal

After discussion, the Board decided not to take action on this proposal.

13. Approve Swim Team Schedule

MOTION: Mr. Long **MOVED** and Mr. Brewer **SECONDED** to approve the swim team practice schedule, meet schedule and early pool closures as requested. The motion **PASSED** unanimously.

14. Items to be Ratified

MOTION: Mr. Brewer **MOVED** and Mr. Long **SECONDED** to ratify the decisions made by unanimous email vote since the previous Board meeting which include: appoint committee members and chair persons, approve elevated access to website, not go out to bid for insurance, account write off, approve addendum to irrigation contract and approval for townhome replacement plantings. The motion **PASSED** unanimously.

MATTERS FOR BOARD INFORMATION/DISCUSSION

OFFICER/COMMITTEE REPORTS

1. Treasurers Report – March 2011 Financial Statement

Dianne Skinner, with CMC, presented the financial statement and variance report, as well as the delinquency rate which is down to 7.2%.

2. Communications Committee

Ms. Watkins reported on behalf of Maureen Brady (Communications Committee Chair). The committee would like to incorporate an addition in the quarterly newsletter such as a “Did You Know” column which would inform residents of any recent crime occurrences in the Community. An independent writer is needed and Ms. Watkins suggested that the Board make a motion to approve the use of one. She encouraged the Board to consider increasing the charge for the newsletter and suggested installing locked Bulletin Boards in the clubhouse area which would be decorative and only contain important information about/to the Community. The bulletin board in the pool area will remain open for community members who wish to place advertisements.

MOTION: Mr. Unikel **MOVED** and Mr. Watkins **SECONDED** to approve the use of an independent writer for LMROA Communications, final approval by Committee Liason, \$6 per hour not to exceed ten (10) hours per month. The motion **PASSED** unanimously.

MOTION: Mr. Watkins **MOVED** and Mr. Brewer **SECONDED** to approve an expenditure for decorations in the Community bulletin boards, not to exceed \$200 THROUGH 12/31/2011. The motion **PASSED** unanimously.

MOTION: Mr. Watkins **MOVED** and Mr. Brewer **SECONDED** to approve an increase to the newsletter advertising rates per issue as follows 1/8 page \$45, 1/4 page \$80, 1/2 page \$150 and full page \$310. The motion **PASSED** unanimously.

3. Swim & Tennis Committee

Ms. Watkins reported on the new guest pass system. Each resident receives 10 free guest passes and will have to pay for any additional ones needed. She will speak with the pool company to ensure that all resident passes and guest passes are being checked by the lifeguards' upon entry of the pool area. The Board suggested making a motion to update the pool rules to include no hardballs allowed in the pool area. Ms. Watkins spoke about new signage and basketball hoop installation in the tennis court area which is a high demand from community residents. The Board

requested more information and an accurate proposal before consideration and approval.

MOTION: Mr. Long **MOVED** and Mr. Brewer **SECONDED** to approve the pool rules and guest fees as amended. The motion **PASSED** unanimously.

4. Environmental Committee

Allan Thomas reported that the committee toured the property to reassess the areas that need work and to prioritize them. A main concern is of the bushes located on the island at the entrance of Lake Manassas which the committee believes is a potential traffic danger because of their height. He requested that the higher bushes be trimmed low enough to reduce blind spots for small vehicles and ensure the safety of golf cart users. Mr. Long confirmed that KCS will be pruning the bushes three times a year.

Mr. Rolland spoke about modifications to the original proposal for the installation of surveillance cameras at the management office and pool area. He requested management provide the committee with two separate cost estimates. The Board has incorporated it into the FY2013 Budget and is considering when to install the cameras as leaving these areas unmonitored for another year is a concern of the committee members. Mr. Unikel reminded residents of the meeting scheduled for 6/2/2011 regarding rezoning of the 11 acre parcel lot across from Amsterdam Court. The Board would like as much resident input as possible. Mr. Watkins spoke about the status of RTJ building new townhomes. The area has been zoned but the work is presently on hold and a start date is unknown.

MANAGER'S REPORT/ACTION ITEMS

Ms. Watkins reported on recent drive-thru's with the Covenants Administrator, Kara Campbell. They reviewed the east side and plan to tackle the west side in the upcoming week. She expressed gratitude for Ms. Campbell taking the time to accompany her. Multiple lawn violations were found in regard to mowing. The Board would like to focus on mulch beds, mowing, power washing and painting on dormer/trims violations. Ms. Watkins will provide the Board with an updated Covenants report for May showing abatements and second letters. She reported that the townhomes received replacement plantings which KCS put in at NO COST to the Association and a verbal thank you went out to them on an outstanding job! Management was directed to follow up with the collections attorney's office, Chadwick Washington for two certain accounts in question which were not included on the most recent delinquency report and may be possible foreclosures. She will also follow up on the Board's request for a status update on the payoff counter offer they recently accepted to settle account # _____. She noted that as of May 6th, 280 residents have signed up for 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 the onsite office and the guard houses. The pool white coating has been completed and the caulking of the pool area will be completed before opening day.

ASSOCIERGE INFORMATION

Ms. Watkins requested the Board's consent to allow Associa links on the LMROA website. The Board would like to have the Communications Committee review them before approving.

NEW BUSINESS

Mr. Unikel requested to schedule an additional meeting to review the LMA Budget for more clarification. He and Mr. Watkins planned to set that up in the near future.

ADJOURNMENT

Approved August 15, 2011

Mr. Brewer **MOVED** and Mr. Long **SECONDED** to adjourn at 8:02pm.
The motion **PASSED** unanimously.

Respectfully Submitted:

Attested By:

Kelli Knight, Recording Secretary

Errol Unikel, President

Date Approved