

**LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION
(LMROA)
BOARD OF DIRECTORS MEETING
Thursday, December 6th, 2012, 5:30 P.M.
Magnolia Room at Stonewall Golf Club
15601 Turtle Point Drive**

ATTENDEES

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

Adrienne Harper, CMC Portfolio Manager
Michelle Wingo, CMC Onsite Manager
Jessica Boink, Recording Secretary

EXECUTIVE SESSION

MOTION: Mr. Unikel **MOVED** to convene into Executive Session at 5:30 p.m. for the purposes of discussing delinquent accounts and individual covenants violations or appeals. Mr. Minogue **SECONDED** the motion. The motion **PASSED** unanimously.

MOTION: Mr. Brewer **MOVED** to exit Executive Session at 6:25 p.m. Mr. Minogue **SECONDED** the motion. The motion **PASSED** unanimously.

CALL TO ORDER

Mr. Unikel called the LMROA Board meeting to order at 6:29 p.m.

BOARD'S DECISIONS/ACTIONS TO BE TAKEN FROM EXECUTIVE SESSION

MOTION: Mr. Brewer **MOVED** to approve the ratification of the Board's email vote of October 3rd, 2012 approving the counter offer on account number 00345-0738 in the amount of \$3,753.65 to be paid in full within five business days from the date offered. If the resident does not remain current on all assessments for one full year from the date of settlement, then all previously waived charges are then due plus interest. The waived charges are \$1,500.00 in late fees and \$540.96 in accrued interest. Mr. Minogue **SECONDED** the motion to which **PASSED** unanimously.

MOTION: Mr. Long **MOVED** to approve the appeal of the application for the screened in porch denied by the MCC for account number 00373-7299, granting the variance for the setback requirement. Mr. Minogue **SECONDED** the motion to which **PASSED** unanimously.

APPROVAL OF AGENDA:

MOTION: Mr. Minogue **MOVED** to approve the agenda with the addition of the general safety and security discussion under New Business. Mr. Brewer **SECONDED** the motion. The motion **PASSED** unanimously.

APPROVAL OF MINUTES

MOTION: Mr. Minogue **MOVED** to approve the regular Board meeting minutes from September 20th, 2012 as presented. Mr. Brewer **SECONDED** the motion. The motion **PASSED** unanimously.

RESIDENT FORUM:

1. Mr. Scott Davis from 15098 Windy Hollow Drive addressed the Board about tire tracks on the grass by Turtle Point Drive and hearing gun shots on the weekend from an adjoining property next to Lake Manassas. Mr. Unikel informed Mr. Davis the person leaving the tire tracks on the grassy area has been dealt with and Mr. Rowland Bowers will check the Prince William County ordinance for fire arm usage and distances.

Mr. Unikel closed the floor for resident forum at 6:40 p.m.

COMMITTEE REPORTS

Modifications and Construction Committee: No report

Budget and Finance Committee: No report

Community Safety Committee: Mr. Rowland Bowers informed the Board that the RFP for the Camera System and Amsterdam gate are almost ready to go out for bids. Mr. Brewer is waiting on more detail from the engineer before it is completed. The off duty police recommendation is in the Board package for the Board to review this evening.

NOTE: Mr. Rowland Bowers wanted to publicly “thank” Mr. Unikel for his hard work and leadership on the LMROA Board. Mr. Bowers also thanked Mr. Brewer, Mr. Watkins and Mr. Long for their advisement and direction in community issues.

Swim and Tennis Committee: Greta Bravo reported to the Board that the tennis court renovations will begin during the spring and the basketball courts are getting a lot of usage. Mr. Unikel reported that skateboarding was becoming a problem in the swim and tennis area.

Environmental Committee: Mr. Orsini informed the Board that the next meeting will be held on January 25th, 2012 and there is a report for them to review in the package. Also, Bonnie Briar irrigation excavation will begin the week of December 12th.

Communications Committee: Anne Jeffrey reported to the Board that 50 more email addresses have been obtained, pushing the total amount of collected email addresses for community members over 600. The newsletter will include language about skate boarding not being permitted on the courts at the Swim and Tennis Center.

MATTERS FOR BOARD DECISION

Approval of Middleburg Bank Investment

MOTION: Mr. Watkins **MOVED** to **APPROVE** reinvesting \$80,000.00 into a Middleburg Bank CD for a one year period at the rate of .5%. Mr. Brewer **SECONDED** the motion. The motion **PASSED** unanimously.

Ratification of Actions Taken Outside of a Meeting by Unanimous Consent

MOTION: Mr. Watkins **MOVED** to ratify the Board email approval from October 17th, 2012 approving the proposals from William H. Hazel in the amount of \$11,000.00 for excavation and Brothers Paving in the amount of \$2,200.00 for road repairs in order to complete the installation of the new irrigation system on Bonnie Briar Loop. Funds will be expended for irrigation from GL 3117. Mr. Brewer **SECONDED** the motion. The motion **PASSED** unanimously.

MOTION: Mr. Watkins **MOVED** to ratify the Board email approval from October 9th, 2012 confirming the addition of Rose Mary Orsini as a member of the Environmental Committee. Mr. Brewer **SECONDED** the motion. The motion **PASSED** unanimously.

MOTION: Mr. Watkins **MOVED** to ratify the Board email approval from October 7th, 2012 approving the appointment of Diane Boyle as Chairman of the Modifications and New Construction Committee. Mr. Brewer **SECONDED** the motion. The motion **PASSED** unanimously.

MOTION: Mr. Watkins **MOVED** to ratify the Board email approval from November 15th, 2012 approving the "As Built Survey" of the Amsterdam gate to be used in support of an RFP for a Design/Build project to replace the current gate; the contract amount of \$1,900.00 with funds to be expended from GL 3118, Gate Improvements. Mr. Brewer **SECONDED** the motion. The motion **PASSED** unanimously.

MOTION: Mr. Watkins **MOVED** to ratify the Board email approval from October 8th, 2012 approving the contract with Brothers Paving in the amount of \$56,000.00 for trail repairs with funds to be expended as follows: \$8,500.00 from GL 3116 and \$48,000.00 from GL 3330. Mr. Brewer **SECONDED** the motion. The motion **PASSED** unanimously.

MATTERS FOR BOARD REVIEW AND INFORMATION

October 2012 Financials

The Board reviewed the year-end financial statement with Management. There were no questions at this time.

RFP Surveillance Cameras

A privacy policy regarding the camera system will need to be presented and reviewed by the Board for consideration. The Board will reach out to legal counsel for input on such policy. Signage may need to be posted stating cameras are recording. An easement will need to be done to show where the cameras will be located for the LMROA.

RFP for Replacement of Amsterdam Gate

Rowland Bowers reported this RFP is almost ready to be sent out.

Prince William County Police Patrol in Committee

MOTION: Mr. Minogue **MOVED** to approve the police patrols in the community for a period of 90 days, 12 hours per week at a cost of \$40 per hour to be expensed from a new line item for tracking purposes, not to exceed \$6,000.00. Mr. Watkins **SECONDED** the motion. The motion **PASSED** unanimously.

Stonewall Gatehouse Improvements

Mr. Unikel has formed a Beautification Committee to review items around the community. The item most in need of beautification at the moment is the Stonewall gatehouse. Management will begin with the maintenance program for the gatehouse immediately and will form RFP's to paint, remove mold, replace siding with hardy plank, replace windows, etc. Management will obtain at least three bids. The old security cameras will be removed before work begins. Also, a design of the area needs to be obtained by a professional design group.

Rowland Bowers stated the stop sign needs to be moved back, the cone needs to be upgraded to something more aesthetic, the old key pad needs to be removed and the sign board needs to be lowered.

Additionally, a cleaning service needs to be hired to clean the gatehouse on a regular basis.

MOTION: Mr. Minogue **MOVED** to approve \$2,500.00 to obtain an architectural rendering by a professional design company for the Stonewall gate to come from line item 3160. Mr. Brewer **SECONDED** the motion. The motion **PASSED** unanimously.

American Disposal Rate Increase

The rate increase letter sent by American Disposal Services is in line with the contract.

Dewberry and Davis Site Plan Submitted for Townhomes

This was reviewed by the Board and Management.

NEW BUSINESS

The following topics were discussed as new business:

Mr. Unikel requested Anne Jeffrey work with him to place a general blast email and article in the Newsletter about safety and security.

The top two reasons for the recommendation of the police officer patrols in the community by the CSVAC are 1) that the community is aware of a police presence to deter crimes and 2) to address speeding and traffic issues.

BOARD ACTION ITEM REVIEW FROM MEETING

1. Follow up on Executive meeting actions/decisions
2. Find PWC ordinance on shooting guns near residential communities
3. Mr. Brewer to receive additional detail from engineer on Amsterdam gate RFP
4. Re-invest \$80,000.00 into Middleburg Bank CD
5. Research privacy policy statement for community on new camera system
6. Research if an easement will be needed for cameras on LMA gates
7. Contact PWC police and schedule approved patrols
8. Create RFP for work to be completed on Stonewall gate
9. Find professional design firm to create architectural rendering of Stonewall gate modifications
10. Have Stonewall gate house cleaned
11. Mr. Unikel and Ms. Jeffrey to work on general blast email and newsletter article on community safety

ADJOURNMENT

MOTION: Mr. Brewer **MOVED** and Mr. Minogue **SECONDED** the motion to adjourn the Board of Directors meeting at 7:56 p.m. The motion **PASSED** unanimously.

Respectfully Submitted:

Jessica Boink, Recording Secretary

Date Approved: March 11, 2013