

**LAKE MANASSAS ROA  
BOARD OF DIRECTORS MEETING  
Thursday March 29, 2012, 5:30 P.M.  
Magnolia Room at Stonewall Golf Club  
15601 Turtle Point Drive**

**ATTENDEES**

Erroll Unikel, President  
Don Minogue, Treasurer  
Ted Brewer, Secretary  
Warren Watkins, Director  
Ed Long, Director  
Jan Ward, CMC Division Director  
Adrienne Harper, CMC Portfolio Manager  
Michelle Wingo, CMC Onsite Manager  
Sarah Ross, Attorney with Chadwick Washington, et al  
Kelli Knight, Recording Secretary

**EXECUTIVE SESSION**

**MOTION:** Mr. Unikel **MOVED** and Mr. Minogue **SECONDED** the motion to convene into Executive Session at 5:30 p.m. The motion **PASSED** unanimously.

**MOTION:** Mr. Brewer **MOVED** and Mr. Watkins **SECONDED** the motion to reconvene to Open Session at 6:17 p.m. The motion **PASSED** unanimously.

**CALL TO ORDER**

Mr. Unikel called the meeting to order at 6:24 p.m.

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

**MOTION:** Mr. Minogue **MOVED** and Mr. Long **SECONDED** the motion to accept the payment plan as approved by the Board (stipulating the homeowner sign a promissory note, there is a confession of judgment and assessment acceleration through 2012) for account #00342-7305. The motion **PASSED** unanimously.

**APPROVAL OF AGENDA:**

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

**APPROVAL OF MINUTES**

**MOTION:** Mr. Minogue **MOVED** and Mr. Brewer **SECONDED** the motion to approve the minutes of the December 8, 2011 Board of Directors Meeting as amended. The motion **PASSED** unanimously.

**TRANSITION DISCUSSION**

Committee Chair Bob Hale discussed the developer/homeowner transition that is tentatively scheduled for this year at the 2012 Annual Meeting. The projected date for this turnover is on or

before September 31, 2012. It is approximately a six week process which involves Management to mail notices to all the LMROA residents. A Notice of Intent and invitation to run for a position on the Board of Directors would be sent out approximately in June to give homeowners ample time to send in their statements. An official "Notice of Election" which would include the Annual Meeting date and proxies with the candidate information goes out 30 days in advance of the meeting date. Should the Developer decide to not turnover control at this time, there will not be an election at the Annual Meeting as there are no terms expiring for any of the current Board members.

**RESIDENT FORUM:**

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

Mr. Davis of 15098 Windy Hollow Circle inquired about the status of the Turtle Point Townhome development.

Ms. Malami of 8159 Cancun Court expressed thanks for the new recycle bins that the Community received. She also requested the Board consider a new mailbox policy offering a less expensive option to replace mailboxes that compliments the current style. She also suggested they consider possibly just replacing the posts rather than the entire mailbox. She inquired if it was possible for homeowners to delegate a percentage of their dues go towards other recreational facilities such as adding an exercise facility to the Community. She recommended the Board consider sending out a community-wide survey for feedback on this idea.

Mr. Malami also of 8159 Cancun Court commented about the parking issue within Lake Manassas. He has noticed that most offenders are new residents whom are unfamiliar with the LMROA Bylaws. He suggested the Board reactivate a "Welcome to the Neighborhood" committee to meet with new residents and familiarize them with the Covenants.

Board President, Mr. Unikel read two letters from residents regarding the residential townhome development and proposed rezoning inside of Amsterdam Court for townhome. These letters expressed resident concerns who are opposed to this as well as residents and committee members who are not yet ready to form an opinion or make a recommendation until more research has been done.

Mr. Unikel reported that the ADHOC Committee had been formed to take an in-depth look at the following items of concern: Density, design, impact on the community (particularly at the Amsterdam Gate), landscaping, construction access and buffering from the community. He is calling for a meeting to be held at the pool management office to review all the information and make a recommendation. Once the date and time is established, it will be posted on the website for all residents who are interested to attend.

Mr. Watkins reminded the Board and residents that the 800 acres was originally zoned for residential and business construction such as a hotel. The developer worked hard to get this plan modified to build homes which will be luxury townhomes and will add value to the community. The other option would be to sell the property and then a new developer will have control of the

property and may not zone it for homes. He advised that all the facts regarding the benefits of this be considered.

Mr. Unikel reported an update on the Sycamore Tree (Winchester section) issue. There are several trees which are oversized for the lots and their roots are destructing homeowner properties. The trees are personal property and not a liability of the Association. Ms. Malami contacted tree removal services and Merrifield will be in the community on Friday, March 30<sup>th</sup> to conduct estimates for removal. Mr. Long reminded the residents that every lot is required to have a tree which is approved by Association so if a tree is removed, it must be replaced.

### **MATTERS FOR BOARD DECISION**

#### **2011 FY Draft Audit**

**MOTION:** Mr. Minogue **MOVED** and Mr. Watkins **SECONDED** the motion to approve the FY2011 Draft Audit as presented by Goldklang Group for Lake Manassas ROA. The motion **PASSED** unanimously.

#### **Management Contract**

**MOTION:** Mr. Minogue **MOVED** and Mr. Watkins **SECONDED** the motion to approve the CMC Management Contract as stated. The motion **PASSED** unanimously.

#### **Irrigation Contract**

**MOTION:** Mr. Minogue **MOVED** and Mr. Watkins **SECONDED** the motion to approve the 2012 Irrigation Contract as presented by Area Enterprises, LLC for an amount not to exceed \$5,334 with funds to be allocated from GL#6002. The motion **PASSED** unanimously.

#### **Supplemental Inspections Report**

**MOTION:** Mr. Minogue **MOVED** and Mr. Watkins **SECONDED** the motion to approve the hiring of two part-time employees at ten hours per week, for the purpose of performing covenants inspections between April 15 and October 15, 2012, at an hourly rate of approximately \$10-15 per hour, or not to exceed a total budget of \$6000. Said employees will be considered independent contractors and should maintain and provide proof of insurance. The motion **PASSED** unanimously.

#### **Middleburg Bank CD - Reinvestment**

The Board **TABLED** this decision upon management's findings of a higher interest rate for a one year CD. The decision will be made by email vote.

#### **Ratify Actions in Lieu of Meeting**

**MOTION:** Mr. Brewer **MOVED** and Mr. Minogue **SECONDED** the motion to ratify the decisions made by unanimous email vote since the previous Board meeting which include:

- Tree Removals at 8100 Crooked Oak Court and pool paths by Freedom Tree.
- Election of Sarah Howard to the Modifications Committee.
- Addition of a new heading to the Design Guidelines: "Radon Exhaust Remediation Systems: The installation of radon exhaust/remediation systems after final construction

does not require Modifications Committee approval. However, screening of exterior equipment is required.”

- Amendment to paragraph #5 of the Design Guidelines under Playground Equipment NOT on Golf Court Lots to read: "Screening: Placement of playground equipment further in from property lines than the minimum set back is recommended; screening from neighboring yards is encouraged, though not required, for the mutual privacy of contiguous lot owners."
- Amendment to paragraph #6 of the Design Guidelines under Playground Equipment to read: "Playground equipment on golf course lots, including but not limited to trampolines, swing sets and play sets of all types, must not be visible from the golf course. Complete screening is required, or the application will be denied. Acknowledgement by the GM of Stonewall Golf Club of receipt of copy of the application will be required by the Modifications Committee prior to approval."
- Renewal of Paul Jeanin's contract with LMROA.

The motion **PASSED** unanimously.

#### Trampoline Policy

**MOTION:** Mr. Minogue **MOVED** and Mr. Brewer **SECONDED** the motion to approve the Trampoline Policy as amended with the following requirements added to the Design Guidelines:

- 1) Existing trampolines must have an application submitted on or before May 14, 2012 or removal of the trampoline is required.
- 2) Trampolines must have the proper safety netting.
- 3) Removal of the trampoline upon sale of home.
- 4) Trampoline applications will not be accepted after the May 14, 2012 deadline.

The motion **PASSED** unanimously.

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

#### OFFICER/COMMITTEE REPORTS

President's Report: No report.

Treasurer's Report: No report.

Communication's Committee: Ms. Jeffery's reported on the success of the monthly newsletter. She informed the Board that the community's activities have been added to both the newsletter and website. She is implementing an email list campaign to remind residents that an email address is needed from EVERY resident.

Safety/Visitor Access Committee: Committee Chair, Mr. Bowers gave updates on the following topics:

- Security Cameras – The committee is set up to meet with two vendors next week.
- Amsterdam Gate – Gate replacement estimates have been requested and are anticipated.
- Security Company – RFP have been sent out for proposals

Covenants Committee: Ms. Campbell reported that that she continues to work closely with management to ensure that violations are pursued and streamlined with the Design Guidelines. She is also researching the parking issue.

Environmental Committee: Committee Chair, Mr. Thomas provided updates on the Program Authorization Requests for plantings and irrigation, Spyglass and Bonnie Brach Circles which currently do not have irrigation, tree removal on Overlook Circle has been priced out, and requested the Board consider replacement of a missing tree inside Turtle Point Circle. He reported that the next committee meeting is scheduled for April 7<sup>th</sup> at the on-site office.

Modifications Committee: Committee Chair, Mr. Metrisko provided an update on the Sycamore issues and a recommendation for the amendment to the trampoline policy.

Swim & Tennis Committee: Mr. Unikel read a report from Committee Chair, Ms. Bravo that there will be a major change this year as a new automated entry process has been implemented at the pool gate. This new system will be accessed with the use of a “smart card” and will provide multiple benefits to the community which include saving money from processing paper pool passes each year and will help to ensure the lifeguards’ focusing on the swimmers. He noted that email addresses are required to obtain a pool pass as well as a parking decal. He also reported that a kids’ tennis program is planned for this year and the overall community response for a basketball court has been positive.

#### February 2012 Financial Statement

Ms. Harper reviewed the February 2012 Financial Statement included in the Board package which was provided to each Board member. She reported that delinquent accounts are being closely monitored and the number of accounts has shrunk significantly since September. She was pleased to report that the snow and trash removal contracts were budgeted items and has resulted in a surplus for the year as of now. The Variance Report is posted on LMROA’s website or residents can contact Ms. Harper or Ms. Wingo for a copy.

#### 2012 Pool Operating Hours

Mr. Minogue stated that flexibility and variability are two factors taken into consideration when determining the pool hours this year.

#### Stump Removal

Ms. Wingo has received multiple requests from homeowners to remove the stump from a fallen tree parallel to Amsterdam Court. Mr. Long advised that it is not a hazard, however it is unsightly. The Board will wait for a recommendation from the Environmental Committee before proceeding.

#### Language for Design Guidelines

Management will work with committee chairs, Ms. Campbell and Mr. Metrisko to review and establish proposed motions of amendments to the current guidelines. The proposed motions will be sent to the Board by email for approval.

#### Manager’s Report/Action Items

Ms. Harper reviewed the topics of Management’s focus:

- Revamping the management report and examining different ways to look at year end totals.

- Will provide new management reports on a monthly basis to the Board.
- Meeting with CMC's Senior Accountant to review what adjustments may need to be made to the Repair & Replacement Reserve balance sheet.
- The first phase of the Verizon FIOS installation has been completed. There are two more phases to complete which sets the completion time projected for the end of the year.

Mr. Unikel made the following two statements for resident information:

- 1) The Stonewall Clubhouse is NOT being shutdown.
- 2) The Golf Course is under contract to be sold which is a common process when there is a developer/homeowner transition. The Golf Course amenities will continue under new management.

### NEW BUSINESS

The following topics were discussed as new business:

- Efficiency ideas to improve the covenants process
- Common area weed treatment on Windy Hollow
- Stump removal & irrigation installation
- A homeowner request for an inspection of "sinking ground" on Valderrama Court
- Amendment to Trampoline Policy
- Mr. Minogue inquired of Sara Ross, from Chadwick Washington, how the new ADA pool requirements would affect LMROA. Sara reported that because LMROA is a private pool the new requirements do not apply. Ms. Ross will provide a memo to the Board to that effect.

### BOARD ACTION ITEM REVIEW

- Management will obtain proposals for resurfacing the tennis courts to present to the Board.
- Management will obtain irrigation proposals to be approved by email vote for Spyglass, Overlook and Bonnie Briar.
- Completion of the new pool entry system.
- Continue working with Verizon on the FIOS installation process
- Management will provide information of how LMROA's delinquency rates compare to surrounding HOA's.
- Management will check with Auditor about removing judgments from the delinquency report.
- Management will design and provide to the Board a new monthly delinquency report showing income verses expenses.
- Conduct interviews for an inspector to conduct weekly inspections of the community.

### ADJOURNMENT

**MOTION:** Mr. Brewer **MOVED** and Mr. Minogue **SECONDED** the motion to adjourn the Board of Directors meeting at 8:35 p.m. The motion **PASSED** unanimously.

*Respectfully Submitted by:*

*Kelli Knight, Recording Secretary*

**Date Approved: June 26, 2012**