

**MINUTES**  
**LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION**  
**(LMROA)**  
**BOARD OF DIRECTORS MEETING**  
**Thursday, September 20<sup>th</sup>, 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

Sara Ross, Chadwick Washington

**EXECUTIVE SESSION**

**MOTION:** Mr. Unikel **MOVED** to convene into Executive Session at 5:30 p.m. for the purposes of discussing delinquent accounts and consulting with legal counsel. 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 6:27 p.m.

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

**MOTION:** Mr. Watkins **MOVED** to write off \$48,945.00 in bad debt in the accounts receivable at the recommendation of legal counsel. Mr. Minogue **SECONDED** the motion to which **PASSED** unanimously.

**MOTION:** Mr. Long **MOVED** to deny the requested pay off from account number 345-0738 and stated the original settlement offer for \$5,000.00 must be paid within 14 days or the entire balance owed will become due and the Association will proceed with legal action. Mr. Watkins **SECONDED** the motion to which **PASSED** unanimously.

**MOTION:** Mr. Minogue **MOVED** to make a settlement offer to account number 377-1080 in the amount of \$7,500.00 with full payment to the association within 30 days or alternatively the entire

balance of \$9,789.36 to be paid over the course of 3 years. Mr. Watkins **SECONDED** the motion which **PASSED** unanimously.

The Board of Directors reviewed the delinquency status report during executive session with legal counsel.

**APPROVAL OF AGENDA:**

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

**APPROVAL OF MINUTES**

**MOTION:** Mr. Minogue **MOVED** to approve the regular Board meeting minutes from June 26<sup>th</sup>, 2012 as presented. Mr. Brewer **SECONDED** the motion. The motion **PASSED** unanimously.

**RESIDENT FORUM:**

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

No residents requested to speak during resident forum. Mr. Unikel closed the floor.

**MATTERS FOR BOARD DECISION**

**Non-Disclosure Agreement**

The Board decided to table approving the non-disclosure agreement. The Association's attorney is revising language to the agreement which will be sent to the Board via email.

**Committee Reports:**

- **Swim and Tennis Committee:** Grete Bravo from the Swim and Tennis Committee presented several proposals to resurface the tennis courts. The proposal includes all six courts to be resurfaced and to have one court converted into a multi-use court. Grete also discussed the possibility of residents being able to use the restrooms at the pool facility year round and extending the pool deck to create more space during swim team events.
- **Environmental Committee:** Allan Thomas from the Environmental Committee recommended Ed Orsini be appointed to the Environmental Committee

**MOTION:** Mr. Unikel **MOVED** to approve Ed Orsini to the Environmental Committee. Mr. Minogue **SECONDED** the motion. The motion **PASSED** unanimously.

Mr. Thomas discussed the re-paving of the walking trails and the cost of Tuxedo Lane irrigation and landscaping project. Copy of Brother's proposal for trail repairs to be sent to the board via email for discussion. KCS has indicated they will be removing the purple plum trees on Turtle Point Drive, behind the guardhouse, sometime between September 25<sup>th</sup> and 27<sup>th</sup> and installing Crepe Myrtle trees in their place. Additionally, the dead Crepe Myrtle trees on Turtle Point Drive have been removed; management to advise Valley Crest to have the new trees installed before the weather becomes cold.

- **Safety and Security Committee:** Roland Bowers addressed the Board about the traffic cone at the Stonewall gate and made several suggestions on how to make the area more appealing. Mr. Bowers also spoke about installing a mirror for the guards to check the license plates. It was recommended an email blast be sent about the parking pass decal deadline stating the access to the gates will be shut off. A sign should also be posted at the guard house. Other items discussed by the Board and Mr. Bowers were police patrols in the community, lighting up the license plates entering the community during the evening, the temporary access road into the community the suggestion of having a speed hump in addition to a stop sign at the intersection of Turtle Point and Snead Loop.
- **Modification Construction Committee:** Peter Metrinko addressed the Board about the minor revisions in the Board package to the design guideline handbook. Additionally, Mr. Metrinko informed the Board about the many resolutions adopted that need to be included in the design guideline handbook and the complete long revisions to be done by Paul Jeannin over the next year.
- **Communications Committee:** Ann Jeffery informed the Board of the upcoming Meet and Greet for new residents in January 2013 and the fall newsletter publication date of October 15<sup>th</sup>, 2012. It was suggested that snow removal policies for the Association be included in the fall newsletter and photos of projects the Board has completed in upcoming newsletters.
- **Budget and Finance Committee:** John Coyle addressed the Board about actions from the July budget and finance meeting. The Committee reviewed the financial report and budget, the reserve study and the violation processes. The Committee has received the year-end financial report from Ms. Harper and the next meeting date is scheduled for October 25<sup>th</sup>, 2012.
- **Covenants Committee:** Roland Bowers addressed the Board on behalf of the Covenants Committee. Political signs were discussed as they are being placed all around the community. These signs fall under the LMROA Covenants restriction as violations.

**ACTION:** Letters are to be sent by Management to the owners who have political signage. It was suggested a sign be placed at the guard gate to remind residents about this rule.

**NOTE:** It was brought up during the Committee reports there may be rabid foxes in the community. Mr. Unikel requested CMC bring a suggestion on how to deal with this issue.

#### **Security Camera Proposals**

**MOTION:** Mr. Minogue **MOVED** to **APPROVE** the installation of security cameras for the Swim and Tennis Center, the Stonewall Gate and Amsterdam Gate to be determined/recommended by CSVAC, for an amount not to exceed \$30,000.00 to be expensed from GL 3330 (repair and replacement reserves). Mr. Watkins **SECONDED** the motion. The motion **PASSED** unanimously.

#### **Contract to Resurface Tennis Courts**

**MOTION:** Mr. Minogue **MOVED** to **APPROVE** the proposal from Mid Atlantic Tennis Courts which includes the repairs and resurfacing of courts, painting of lines to include "quick start lines," the hitting wall/backboard and conversion of tennis court #5 into a multi-purpose court in an amount not to exceed \$52,195.00 to be expensed from GL 3330 (repair and replacement

reserves) as recommended by the Swim and Tennis Committee. Mr. Brewer **SECONDED** the motion. The motion **PASSED** unanimously.

**KCS Fall Landscape Proposal**

**MOTION:** Mr. Watkins **MOVED** to **APPROVE** proposal from KCS for the installation of the fall annuals in an amount not to exceed \$5,073.47 as previously submitted with the cost to be expensed from GL 6101 (floral rotations). Mr. Brewer **SECONDED** the motion. The motion **PASSED** unanimously.

**Recommendations from the BOD and MCC Chairperson**

**MOTION:** Mr. Minogue **MOVED** to **APPROVE** the budget suggestions presented by the LMROA Treasurer and the MCC Chairperson for the following items:

1. Payment to PDSI in the amount not to exceed \$1,500.00 for the re-writing/updating of the Design Guidelines to be expensed from GL 5125 (consulting/engineering)
2. The expenditure of \$1,000.00 for the reprinting of the updated design guideline booklet for those who want a paper copy to be expensed from GL 5015 (printing/copying). This is also to be posted on the LMROA website.
3. The purchase of ten (10) padded stackable chairs for the onsite office not to exceed \$1,200.00 to be expensed from GL 3330 (repair and replacement reserves).

Mr. Brewer **SECONDED** the motion. The motion **PASSED** unanimously.

**Approval of Books and Records Resolution**

**MOTION:** Mr. Watkins **MOVED** to **APPROVE** Policy Resolution #9 – Books & Records, as mandated by state law. Mr. Minogue **SECONDED** the motion. The motion **PASSED** unanimously.

**Approval of Complaint Procedure Resolution**

**MOTION:** Mr. Minogue **MOVED** to **APPROVE** Policy Resolution #7 – Complaint Resolution, as mandated by state law. Mr. Brewer **SECONDED** the motion. The motion **PASSED** unanimously.

**Approval of Part Time Employee/start date**

This item was tabled by the Board.

**Approval of Middleburg Bank Investment**

**MOTION:** Mr. Watkins **MOVED** to **APPROVE** the recommendation from Middleburg Bank to roll the CD expiring on DATE into a 24 month CD for a 0.75% interest rate. Mr. Minogue **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 decisions made by unanimous email vote since the previous Board meeting which include:

- Approved contract for pest control with Triple 'S' Pest management Services for the Swim and Tennis Center at a cost not to exceed \$395.00 for the initial treatment and an

additional \$58.00 per month for a period of one year beginning in August of 2012 to be expensed from GL 6017 (pest control).

- Approved contract negotiations with Brothers Paving & Concrete Corporation in response to the RFP for a not to exceed amount of \$86,061.00 for asphalt repairs, milling and paving, crack seal, seal coat, concrete curb and gutter replacements and concrete apron replacements, for the Eastern Peninsula. The funding will be from GL 3330 (repair and replacement reserves). And to obtain and finalize unit pricing for road repairs on Kamehameha Place, LMROA trail repairs and road repairs on the Western Peninsula.
- Approval of change order to the Brothers Paving contract to include crack fill and seal coating on Kimehameha Court and crack fill and concrete repairs on the Western Peninsula in an amount not to exceed \$9,817.00, bringing the total contract price to \$95,787.00. All to be expensed from GL 3330 (repair and replacement reserves).
- Approval of the expenditure of funds for the completion of the irrigation system at Bonnie Briar Loop Circle in an amount not to exceed \$11,400.00 from GL 3330 (repair and replacement reserves) to include the tap fee to the water line main, street repairs and the PWCSA tap fee.

Mr. Brewer **SECONDED** the motion. The motion **PASSED** unanimously.

**NOTE:** Mr. Minogue “thanked” Mr. Brewer for negotiating a large cost savings for the Association in the asphalt paving project.

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

##### **July Financials**

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

##### **RFP Security Guard**

Several items were discussed about bidding out the security guard services contract. Management and supervision seems to be the main issue with the security guard company. The contract has never been bid out before. It was suggested that Roland Bowers and Mr. Unikel attend the next LMA meeting to discuss the bid process.

##### **RFP for Replacement of Amsterdam Gate**

**MOTION:** Mr. Minogue **MOVED** to **APPROVE** the replacement of the gate located on Turtle Point Drive at Amsterdam Court by a contractor to be determined/recommended by the CSVAC, in an amount not to exceed \$120,000.00 to be expensed from funds received from GL 3330 (repair and replacement reserves). Mr. Brewer **SECONDED** the motion. The motion **PASSED** unanimously.

##### **Review of Design Guideline Revisions**

The Board discussed removing paragraph #3 under the section *Basketball Hoops*, from the Design Guideline Handbook. Mr. Unikel would like to hear from a few other Committee members before the decision is made. This decision will be taken unanimously outside of a meeting.

**Miscellaneous Items Discussed:**

- The Board tabled the concrete pool extension until two more bids can be obtained.
- Ms. Wingo will review the updated pricing from the snow removal company and send to the Board for decision.
- An email was received from Heather Graham, President of CMC, informing the Board of the credit the Association will receive in the amount of \$10,040.00 and that the comprehensive covenants inspections will begin in April 2013. Mr. Unikel thanked Heather Graham for bringing this issue to a resolution with the Board.
- Verizon Fios will not be digging in the community during the rest of 2012.

**NEW BUSINESS**

The following topics were discussed as new business:

Mr. Unikel requested a meeting be set up to discuss the hiring of the Police patrols in the community with the Safety and Security Committee to determine the number of hours, days, and such and to review the budget line for this item.

**EXECUTIVE SESSION**

**MOTION:** Mr. Brewer **MOVED** to convene into Executive Session at 8:43 p.m. for the purposes of discussing a covenants appeal. Mr. Watkins **SECONDED** the motion. The motion **PASSED** unanimously.

**MOTION:** Mr. Brewer **MOVED** to exit Executive Session at 8:50 p.m. Mr. Minogue **SECONDED** the motion. The motion **PASSED** unanimously.

**MOTION:** Mr. Watkins **MOVED** to DENY the appeal of the covenants committee decision for account number 363-9481 to install a portable basketball hoop in the rear of the home. Mr. Minogue **SECONDED** the motion. The motion **PASSED** unanimously.

**BOARD ACTION ITEM REVIEW**

1. Sara Ross to revise the NDA agreement and email to the Board
2. CMC to remind ValleyCrest to have the previously approved tree planted on Turtle Point
3. Place sign at guardhouse for parking decal deadline reminder to residents
4. Add snow removal information for community to the fall newsletter
5. CMC to send friendly reminder letters about political signage to residents who have them placed on the lots
6. CMC to find suggestions on how to deal with rabid or wildlife nuisances
7. Contract approved for security cameras at Swim and Tennis Club, Amsterdam gate and Stonewall gate – begin contract process
8. Notify Mid-Atlantic of tennis court resurfacing and other work that was approved – begin contract process
9. Notify KCS of fall annual approval and to begin installation
10. Notify Paul Jeannin of PDSI of the approval for design guideline revision approval
11. Purchase ten new stackable chairs for the LMROA office

12. Add the newly approved Policy Resolutions (Tabs # 8 and #9) to the LMROA website and have copies in the office for residents to take if requested
13. Notify Middleburg Bank of investment decision
14. Roland Bowers and Mr. Unikel to attend the LMA meeting to discuss the security RFP bid process
15. Gate replacement at Amsterdam gate was approved – begin contract process
16. Board to vote via email on the Basketball hoop revision to the design guideline handbook
17. Send updated snow removal pricing to the Board via email
18. Board and Safety and Security Committee to meet and go over hiring police patrol specifications

**ADJOURNMENT**

**MOTION:** Mr. Unikel **MOVED** and Mr. Long **SECONDED** the motion to adjourn the Board of Directors meeting at 8:51 p.m. The motion **PASSED** unanimously.

*Respectfully Submitted:*

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*Jessica Boink, Recording Secretary*

*Date Approved: December 6, 2012*