

LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION (LMROA)
BOARD OF DIRECTORS MEETING
Tuesday, December 17th, 2013, 5:30 P.M.
Stonewall Golf Club Boardroom
15601 Turtle Point Drive

ATTENDEES

Don Minogue, President
Bob Hale, Vice President
Peter Metrinko, Secretary
Gary Frisard, Treasurer
Ed Orsini, Director

Adrienne Harper, CMC Portfolio Manager
Michelle Wingo, CMC Onsite Manager
Jessica Boink, Recording Secretary
Sarah Ross, Chadwick Washington, Legal Counsel

Committee Members

Rowland Bowers, Ralph Malami, John Coyle, Alan Thomas, Greta Bravo, Cara Campbell,
Rosemary Orsini

CALL TO ORDER

Mr. Minogue called the LMROA Board meeting to order 5:30 p.m.

EXECUTIVE SESSION

MOTION: Mr. Hale **MOVED** to convene into Executive Session at 5:30 p.m. for the purposes of discussing delinquent accounts and to consult with legal counsel. Mr. Orsini **SECONDED** the motion to which **PASSED** unanimously.

MOTION: Mr. Hale **MOVED** to exit Executive Session at 6:38 p.m. Mr. Orsini **SECONDED** the motion to which **PASSED** unanimously.

CALL TO ORDER

Mr. Minogue called the LMROA Board meeting back to order 6:39 p.m.

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

MOTION: Mr. Hale **MOVED** to **APPROVE** placing account number 00342-7156 on hold for legal proceedings and late fees while making monthly payments of \$300.00 per month. Mr. Metrinko **SECONDED** the motion to which **PASSED** unanimously.

APPROVAL OF AGENDA (TAB 1):

MOTION: Mr. Hale **MOVED** to **APPROVE** the agenda with the addition of Election of Officers under *Matters for Board Decision* and CD Expiration Decision under *New Business*. Mr. Orsini **SECONDED** the motion to which **PASSED** unanimously.

APPROVAL OF MINUTES (TAB 2):

MOTION: Mr. Hale **MOVED** to **APPROVE** the Board of Directors meeting minutes from September 24th, 2013 as presented. Mr. Metrisko **SECONDED** the motion to which **PASSED** unanimously.

VISITORS PASS POLICY (Moved up on the agenda) (TAB 4)

The Community Safety and Visitor Access Committee proposed a new visitor pass policy **Resolution #20-121713**.

MOTION: Mr. Hale **MOVED** to **APPROVE** the Visitors Pass Policy **20-121713**. Mr. Frisard **SECONDED** the motion to which **PASSED** unanimously.

PARKING PASS POLICY (Moved up on the agenda) (TAB 4)

Cara Campbell from the Modifications and Construction Committee addressed the Board about proposed changes to the Parking Pass Policy to include assuming all driveway spaces are being used for a pass to be issued. The Board would like to keep the same language for the garage doors and have the committee make revisions to the document regarding fire hydrants, curb painting and make sure the policy is in line with the Prince William County ordinances.

TABLED until revisions are made.

RESIDENT FORUM:

1. Mr. Malami from 8159 Cancun Court requested that residents be able to review policies before the Board adopts them. He also addressed the Board about a lack of communication to the community and would like for the Board to give the committee benchmarks to work towards. Mr. Malami believes the reserve study is lower than what it should be and thinks a new reserve study should be conducted.

Mr. Minogue addressed these concerns during the meeting and informed the audience that the Board is currently seeking a Communications Committee chairperson and the reserve study was recently updated. The Board and Finance Committee reviewed the reserve study in depth with the Engineer who conducted the study.

MATTERS FOR BOARD DECISION

Election of Officers

MOTION: Mr. Hale **MOVED** to **APPOINT** Don Minogue as President, Bob Hale (himself) as Vice President, Peter Metrisko as Secretary and Gary Frisard as Treasurer. Mr. Metrisko **SECONDED** the motion to which **PASSED** unanimously.

Email Decision Ratifications (TAB 3)

MOTION: Mr. Hale **MOVED** to **APPROVE** the following motions that were approved via unanimous Board member email since the September 24th, 2013 Board meeting: Joe Greenlee as Ad Hoc Committee Chairperson; Expenditure of funds up to \$500 for Winter Decorations; Jack Boyle as a member of the Budget and Finance Committee; Payment Plan on account number 00342-7305; Counter offer/payment plan on account number 00342-4926; Verizon proposed easement agreement on Kamehameha Place; Moore and Foley contract up to \$2,150.00 for conduit repair at the Swim and Tennis Center; Brian Bodner as member of the Environmental Committee; Greta Bravo as the Chairperson of the Swim and Tennis Committee. Mr. Metrisko **SECONDED** the motion to which **PASSED** unanimously.

Video Surveillance Policy/Post Orders/Signage (TAB 4)

MOTION: Mr. Hale **MOVED** to **APPROVE** the Video Surveillance Policy **121713C** as presented, to approve the installation of surveillance signs indicating locations where residents are under 24 hour recorded video surveillance and to approve the changes to the Post Orders pertaining to Video Surveillance. Mr. Orsini **SECONDED** the motion.

The Board discussed the Policy proposed and Mr. Hale **Amended the Motion** with the following changes: Change the Viewing Parameters for Video Monitor to 24 hours, Seven days per week at all locations. The Motion **PASSED** unanimously.

Clear Blue Pools Contract (TAB 4)

MOTION: Mr. Hale **MOVED** to **APPROVE** the contract with Clear Blue Pools for the 2014-2016 pool seasons. Mr. Metrisko **SECONDED** the motion. The Board discussed the proposed contract and decided to have legal counsel review the contract before approving.

This item was tabled.

KCS Winter Clean Up (TAB 4)

MOTION: Mr. Hale **MOVED** to **APPROVE** the contract with KCS for the cleanup of the common area at the path, in front of, and adjacent to, the townhomes beyond 8044 Kamehameha Court. Mr. Orsini **SECONDED** the motion to which **PASSED** unanimously.

The funds will come from the \$8,000 credit provided by KCS. Mr. Frisard suggested that a contract be created for as needed work, such as the above proposal.

VOLO Contract (TAB 4)

MOTION: Mr. Hale **MOVED** to **CANCEL** the VOLO contract. Mr. Metrisko **SECONDED** the motion to which **PASSED** unanimously.

MATTERS FOR BOARD REVIEW AND INFORMATION

Homeowner Requests:

- The Board received a follow up request for a yard sale. The Board will not hold a yard sale as it is in violation of the governing documents for LMROA.
- The Board reviewed the request for the Social Committee. The Board discussed the Committee's purpose and relevance to the Association. The Board may consider a vote at a later time.
- The Board reviewed an email about dog waste within the community.

October 2013 Financial Report

Adrienne Harper reported on the financial status to the Board of Directors. There are many positive variances on the income statement and the delinquency rate is down to 3.6%. The financial statement will be posted on the LMROA website after the meeting for residents to view.

Officer/Committee/Covenants Reports

Greta Bravo of the **Swim and Tennis Committee** reported that the four tennis courts and two basketball court re-surfacing project has been completed. Also, the pool deck expansion was completed. The Committee will be working on getting proposals for having the lockers removed from the bathhouses and replaced with benches and wall hangers. The goal is to have this done by April 2014 with the Board's approval.

John Coyle of the **Budget and Finance Committee** requested a more clarified role for the Committee. The Committee will be recommending a budget for FY2015 once the first draft is received from Management. The Committee had two meetings regarding the reserve study that was completed and two informal meetings to review the financials. The Committee is requesting to review large, long term contracts that are bid out before being approved by the Board. Members are needed on the Committee.

Mr. Minogue stated the insurance is being bid for June 2014 expiration. The Board will review all bids with the Budget and Finance Committee and is recommending the deductible be raised.

Mr. Frisard requested a formal process be in place for the bidding of large, long term contracts. Mr. Minogue stated the current process is Committee review (if appropriate), attorney review and then receive a recommendation from Management.

Rowland Bowers of the **Safety and Security Committee** reported that the Amsterdam gate still needs to be completed. Also, the Board discussed the approved Parking and Visitor Pass Policies with Mr. Bowers.

Alan Thomas of the **Environmental Committee** reported on the proposals provided to the Board in the package. All landscaping proposed is compatible with the design scheme within the community. Mr. Thomas feels the reserve study is missing some items in the community and will meet with the Budget and Finance Committee at the January 2014 meeting to review the line items. The Board will review the Committee's request for funds regarding the landscaping proposals.

Joe Greenlee, Chairman of the Ad Hoc Committee discussed the Boards expectations and timeline of the Committee during the meeting. The March meeting should be the goal for the committee to report to the Board as that is the budget meeting.

Michelle Wingo, the CMC General Manager, reported for the **Covenants Committee** about the number of violations, the violation process and friendly reminder letters that have been sent out recently.

NEW BUSINESS

MOTION: Mr. Hale **MOVED** to **APPROVE** the CD recommendation to keep the investments laddered and to roll the CD expiring on 12/18/13 for \$80,002 for a two year period at a rate of 1%. Mr. Frisard **SECONDED** the motion to which **PASSED** unanimously.

Mr. Metrisko discussed the ongoing Verizon FIOS issue and volunteered to speak with Verizon directly to try and get answers pertaining to easements on the Western Peninsula.

SUMMARY OF BOARD ACTIONS/DECISIONS

- Approved September 2013 Minutes
- Tabled the Parking Pass Policy until revisions are made
- Approved the Visitors Pass Policy
- Appointed the Officers of the Board
- Approved the Video Surveillance Policy with revisions
- Tabled the Pool Contract for legal review
- Approved the KCS Winter Clean Up Contract
- Cancelled the VOLO Contract
- Reviewed and Discussed Homeowner requests
- Reviewed the October 2013 Financial Report
- Reviewed and discussed Committee Report
- Approved CD to be rolled over for a two year period
- Discussed Verizon Easement Issue

ADJOURNMENT

MOTION: Mr. Hale **MOVED** and Mr. Frisard **SECONDED** the motion to adjourn the Board of Directors meeting at 8:37 p.m. The motion **PASSED** unanimously.

Respectfully Submitted: Jessica Boink, Recording Secretary
Date Approved: March 20, 2014