

**LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION (LMROA)
BOARD OF DIRECTORS MEETING
Wednesday, June 26th, 2013, 5:30 P.M.
Magnolia Room at Stonewall Golf Club
15601 Turtle Point Drive**

ATTENDEES

Don Minogue, President
Bob Hale, Vice President

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

Committee Members

Rowland Bowers, Anne Jeffery, Paul Jeannin, Diane Boyle, Alan Thomas

ABSENT

Grete Bravo, Director

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 individual covenants violations or appeals. Mr. Minogue **SECONDED** the motion to which **PASSED** unanimously.

MOTION: Mr. Hale **MOVED** to exit Executive Session at 6:00 p.m. Mr. Minogue **SECONDED** the motion to which **PASSED** unanimously.

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

MOTION: Mr. Hale **MOVED** to **APPROVE** the application for a black aluminum fence for account number 342-9345. Mr. Minogue **SECONDED** the motion to which **PASSED** unanimously.

TABLED: Mr. Hale **MOVED** to **TABLE** the application for account number 00342-6885 until the Modifications Construction Committee (MCC) makes a formal recommendation to the Board. The Board will then hold a special Board meeting to review the application and MCC recommendation. Mr. Minogue **SECONDED** the motion to which **PASSED** unanimously.

MOTION: Mr. Hale **MOVED** to **APPROVE** the late fee waiver request of \$400.00 from account number 342-5433. Mr. Minogue **SECONDED** the motion to which **PASSED** unanimously.

APPROVAL OF AGENDA:

MOTION: Mr. Hale **MOVED** to **APPROVE** the agenda as with the removal of the Peterson Presentation. Mr. Minogue **SECONDED** the motion to which **PASSED** unanimously.

APPROVAL OF MINUTES

MOTION: Mr. Hale **MOVED** to **APPROVE** the regular Board meeting minutes from March 11th, 2013 as presented. Mr. Minogue **SECONDED** the motion to which **PASSED** unanimously.

RESIDENT FORUM:

1. Mr. Ed Orsini from 15718 Spyglass Hill Loop requested the Board review the pool facilities for renovations and changes. The Board will send this request to the Swim and Tennis Committee for review. Additionally, Mr. Orsini expressed concerns about the condition of the grass at the Stonewall gate where many cars do U-turns.
2. Diane Boyle from the Modifications Committee asked the Board if the Committee can approve new builders for the community since many of the previously approved building companies are no longer in business. Ms. Boyle also stated that it appears the owners of a vacant lot on Spyglass Hill Loop are planning to build on the lot in the near future and may not be aware of the communities approved builder requirement and asked that the Association make them aware of building requirements.
3. Mr. Knodt of 8417 Link Hill Loop addressed the Board about concerns regarding his neighbors recent submittal of a design review application
4. Jack Boyle of Spyglass Loop asked the Board if the new plantings that had been recently installed were irrigated. Mr. Boyle also expressed concerns regarding a ten (10) foot wide section of grass near his property that belongs to the LMROA which has weeds and is not properly maintained.

Mr. Minogue closed the floor for resident forum at 6:20 P.M.

MATTERS FOR BOARD DECISION

Actions Taken In Lieu of Meeting

MOTION: Mr. Hale **MOVED** to **APPROVE** the Ratification of the following Motions below which were unanimously approved by the Board of Directors by email vote (all listed below). Mr. Minogue **SECONDED** the motion to which **PASSED** unanimously.

1. Approval of a one year contract with Imagery Advertising beginning on June 1, 2013 for the preparation of the Lake Manassas newsletter.
2. Approval of the swim team sponsored "Dive in Movie Night" on Friday June 7th, 2013 until 10:00 P.M. contingent upon staffing by the pool company.
3. Approval of the issuance of a pool pass to account number 00342-7305 to be used strictly for the participation on the Lake Manassas Swim Team for the 2013 summer.
4. Approval of AIAI insurance proposal.

5. Approval of the Gate Logic proposal for the repair of the card reader at the Amsterdam gate. Cost not to exceed \$7,908.80 to be expended from the Repair and Replacement reserves.
6. Approval of the FY 2014 budget.
7. Approval of the agreement between the LMROA and resident Cleil Albrite at 15517 Tuxedo Lane to connect the existing irrigation system.
8. Approval of the contract with Area Enterprises for the installation of irrigation at the open lot on Tuxedo Lane, not to exceed \$5,000.00 to be expended from Tuxedo Lane/Irrigation line item.
9. Approval of the contract for the installation of landscaping by Campbell and Ferrara at the open lot on Tuxedo Lane not to exceed \$3,450.00 to be expended from Tuxedo Lane/Irrigation line item.
10. Approval of the proposal from Area Enterprises to make irrigation repairs to the Amsterdam Court Entrance not to exceed \$1,000.00 to be expended from Tuxedo Lane/Irrigation line item.
11. Approval of opening a First Associations Bank Sweep Account to facilitate the transfer of funds in excess of \$250,000.00, the maximum insured by the FDIC, between the LMROA operating account and a linked fund that is fully guaranteed by the U.S. Government.
12. Approval of the write off of \$316.00 on account number 00343-8048 and \$300.00 on account number 00376-3182.
13. Approval of a \$300 write off from the petty cash account recommended by the Associations auditor.
14. Approval of the recommendation from Middleburg Bank to reinvest the maturing CD of \$100,000.00 into a three year CD, rendering a .75% interest rate.
15. Approval of Barbara Bassett to the MCC and approval of John Coyle as Chairman of the Budget and Finance Committee.
16. Approval of the deadline for submission of proposals on the proposed security system for the LMROA to COB on April 26th, 2013.
17. Approval of the black, aluminum fence, style number 200, as requested by the homeowner with account number 00342-7143 on Spyglass Hill Loop.
18. Approval of the Securitas contract for services at the Stonewall Guardhouse as presented in the contract effective January 18th, 2013.
19. Approval of the recommendation from Middleburg Bank to reinvest the maturing CD of \$80,002.00 into a two year CD, rendering a .55% interest rate.
20. Approval of the easement agreement between Dominion VA Power and the LMROA allowing for the installation of secondary power source for Valderrama Court on LMROA property.

HVAC Maintenance Contract

MOTION: Mr. Hale **MOVED** to **APPROVE** the maintenance contract for HVAC services with G.T. Air for the period of one year at a cost not to exceed \$400.00. Mr. Minogue **SECONDED** the motion to which **PASSED** unanimously.

Stonewall Guardhouse Improvements (Paint, Trim)

MOTION: Mr. Hale **MOVED** to **APPROVE** the expenditure of funds not to exceed \$10,100.00 to replace all trim and fascia board with PVC and paint the Stonewall Guard House with funds to be expended from GL 3280 (Reserves). Mr. Minogue **SECONDED** the motion to which **PASSED** unanimously.

Stonewall Guard House and STC Window Replacement

MOTION: Mr. Hale **MOVED** to **APPROVE** the expenditure of funds not to exceed \$7,033.20 to replace the windows at the Stonewall Guard House with funds to be expended from GL 3280 (Reserves). Mr. Minogue **SECONDED** the motion to which **PASSED** unanimously.

MOTION: Mr. Hale **MOVED** to **APPROVE** the expenditure of funds not to exceed \$2,550.00 to replace the windows at the on-site office located at the Swim and Tennis Center with funds to be expended from GL 3280 (Reserves). Mr. Minogue **SECONDED** the motion to which **PASSED** unanimously.

Security System/Cameras

MOTION: Mr. Hale **MOVED** to **APPROVE** an additional \$22,000.00 for the installation and extended service plan for security cameras at the Swim and Tennis Center, the Stonewall Gate and Amsterdam Gate to be determined/recommended by the CSVAC, for an amount not to exceed \$52,000.00 total. Mr. Minogue **SECONDED** the motion to which **PASSED** unanimously.

STC Restroom Facility Proposal

MOTION: Mr. Hale **MOVED** to **APPROVE** a contract with a vendor TBD for an amount not to exceed \$11,235.00 for the conversion of the storage closet on the right side of the Swim and Tennis Center (nearest to the Tennis Court #1), to an ADA compliant, unisex restroom facility with funds to be expended from GL 3262 (Basheer & Edgemoore funds). Mr. Minogue **SECONDED** the motion to which **PASSED** unanimously.

Deferred Assessment Resolution

MOTION: Mr. Hale **MOVED** to **APPROVE** to apply all or part of the excess assessment income to the following year's assessments and that such final amount shall be at the Board's discretion. Mr. Minogue **SECONDED** the motion to which **PASSED** unanimously.

MATTERS FOR BOARD REVIEW AND INFORMATION

Capital Expenditure Budget

The Capital Expenditure budget was included for the Board to review upcoming projects needed for the Association. One of the top items that need to be bid and scheduled are the black top

sealing of the western peninsula. Michelle Wingo is meeting with Brothers paving next week to review the area.

Officer/Committee/Covenants Reports

Alan Thomas of the **Grounds Committee** reported that 5 of the 6 projects approved by the Board have been completed. The bench pads are being poured on Monday with bench installation to be done on Wednesday. Trees on the Amsterdam gate are being overwatered and one needs to be replaced, which is under warranty.

Anne Jeffery of the **Communications Committee** reported that the Committee has worked with the Association attorney to draft language for an agreement to allow high school students who live within the community to participate in community volunteer work on different committees. They are trying to start this program in the fall. Additionally, the open house was a success and the committee would like to host another soon.

Rowland Bowers of the **Safety and Security Committee** reported that the Stonewall gate entrance needs a no soliciting sign. The car decal issue is still ongoing and needs to be resolved. The keypad code at the Amsterdam gate needs to be changed, as most people know the code now and use it.

Don Minogue stated that police patrols should be evaluated and if activity seems to slow down, patrols can be cut back at the Managers discretion.

John Coyle of the **Finance Committee** requested the Committee review a copy of the reserve study to view when large expenditures are upcoming. The Committee is receiving reports much earlier than previously. The Committee will begin to review the delinquency process to save the Association money and review all of the Association contracts for expiration dates and the bid process timeline.

Jeff Epstein of the **Swim and Tennis Committee** reported the pool closed early one evening at 7:45 P.M. instead of 8:00 P.M. Mr. Epstein said he had a list of items that need to be completed that he would send to Michelle Wingo in an email. Additionally, the tennis courts are not completed. Michelle Wingo reported the contractor has informed her that LMROA is next on the list of clients to be completed.

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.

Request for Signage around Lake on Western Peninsula

MOTION: Mr. Hale **MOVED** to **APPROVE** providing signs printed by Graphic Services, the preferred provider to LMA and LMROA, to the Stonewall Golf Course, to be installed along Lake Manassas on golf course property, with language approved by the Golf Course Management stating "no fishing/trespassing." The purpose of the signs is to alert Lake Manassas residents and their guests that there is no access to the lake from LMROA property. The expenditure of funds

is not to exceed \$5,443.20 and will be expended from a GL to be determined by the Board of Directors. The signs provided by Graphic Services will be in keeping with the general aesthetics of the community. Mr. Minogue **SECONDED** the motion to which **PASSED** unanimously.

Letter from Dewberry re: Assisted Living Facility

This letter is for Board information.

Manager's Report/Action List

The Board reviewed the action list and report with Management.

May 2013 Financial Report

Adrienne Harper reported on the financial status to the Board of Directors and was pleased to announce the reserves are fully supported by cash and investments and the delinquency rate is down to 3.9%. The net income YTD is \$88,000.00 and all line items have positive variances on the income statement.

NEW BUSINESS

Amsterdam Gate

MOTION: Mr. Hale **MOVED** to **APPROVE** the disabling of codes and homeowner control by phone, of the Amsterdam Gate Keypad and authorize the issuance of new four digit codes to Stonewall Golf Course, Members of the LMA and maintenance staff, PWC police/fire/rescue, LMROA trash and landscape contractors and any other contractors the Board deems necessary. Mr. Minogue **SECONDED** the motion to which **PASSED** unanimously.

Social Committee Charter

TABLE: Mr. Hale **MOVED** to **TABLE** the decision regarding the Social Committee Charter. Mr. Minogue **SECONDED** the motion to which **PASSED** unanimously.

Social Committee Chairperson

TABLE: Mr. Hale **MOVED** to **TABLE** the decision regarding the Social Committee Chairperson. Mr. Minogue **SECONDED** the motion to which **PASSED** unanimously.

Stonewall Beautification Ad Hoc Committee

MOTION: Mr. Hale **MOVED** to **APPROVE** the creation of a committee for the limited purpose of advising the Board of Directors and making recommendations for improvements to the Stonewall Guard House, and related issues. Mr. Minogue **SECONDED** the motion to which **PASSED** unanimously.

Don Minogue will send out a letter to the community soliciting members to come up with the best solution for the Stonewall Guard house. Some of the options are do nothing at this point,

add a third lane or enhance the guard house. Other areas of projects, spending and saving should also be reviewed during this process.

Board Information: Securitas Webinar

This information is for the Board to review.

BOARD ACTION ITEM REVIEW FROM MEETING

1. Approval of the March 2013 Meeting Minutes
2. Ratification of unanimous decisions taken outside of a meeting
3. Approval of the HVAC Maintenance Contract
4. Approval of the Stonewall Guard house maintenance – Paint, Trim
5. Approval of the Stonewall Guard house and STC window replacement
6. Additional approval of security camera features
7. Approval of restroom conversion at the STC/Site Office
8. Approval of the deferred assessment resolution
9. Approval of lake signage
10. Approval of code change at Amsterdam gate
11. Approval of the Stonewall Beautification Committee
12. Tabled – Appeal Application, Social Committee Charter and Chairperson

EXECUTIVE SESSION

MOTION: Mr. Hale **MOVED** to convene into Executive Session at 7:26 p.m. for the purposes of discussing the application for account number 00342-6885 with the owner. Mr. Minogue **SECONDED** the motion to which **PASSED** unanimously.

MOTION: Mr. Hale **MOVED** to exit Executive Session at 7:41 p.m. Mr. Minogue **SECONDED** the motion to which **PASSED** unanimously.

No decisions were made.

ADJOURNMENT

MOTION: Mr. Hale **MOVED** and Mr. Minogue **SECONDED** the motion to adjourn the Board of Directors meeting at 7:42 p.m. The motion **PASSED** unanimously.

Respectfully Submitted:

Jessica Boink, Recording Secretary

Date Approved: September 24, 2013