

**LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION (LMROA)
BOARD OF DIRECTORS MEETING
Monday, March 11th, 2013, 5:30 P.M.
Magnolia Room at Stonewall Golf Club
15601 Turtle Point Drive**

ATTENDEES

Don Minogue, President
Bob Hale, Vice President
Greta Bravo, Secretary/Treasurer

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

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. Ms. Bravo **SECONDED** the motion. The motion **PASSED** unanimously.

MOTION: Mr. Hale **MOVED** to exit Executive Session at 6:42 p.m. Mr. Minogue **SECONDED** the motion. The motion **PASSED** unanimously.

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

MOTION: Mr. Hale **MOVED** to **APPROVE** the appeal to remove the required stipulation for under deck screening and landscaping for the deck application submitted to the Covenants Committee for account number 00342-6911. Ms. Bravo **SECONDED** the motion to which **PASSED** unanimously.

MOTION: Mr. Hale **MOVED** to **APPROVE** the installation of a new mailbox for account number 00342-5093 after the owner is provided with thirty (30) days notice and to be paid from violation charges already collected from this account. Ms. Bravo **SECONDED** the motion to which **PASSED** unanimously.

MOTION: Mr. Hale **MOVED** to **APPROVE** the following items for the complaint related to account number 000342-7664: verify the property line according to the plat, verify the trees planted are within the stipulated buffer zone in the LMROA covenants, inspect the property for general maintenance to be done on the trees according to the approval stipulation and, if needed, have legal counsel send a letter to the neighbors stating this issue would be between the

neighbors and not the LMROA. Ms. Bravo **SECONDED** the motion to which **PASSED** unanimously.

MOTION: Mr. Hale **MOVED** to **APPROVE** the write off of account number 00343-7777 to the allowance for doubtful accounts for a total of \$6,779.62 at the recommendation of legal counsel. Ms. Bravo **SECONDED** the motion to which **PASSED** unanimously.

MOTION: Mr. Hale **MOVED** to **APPROVE** the initial funding for selected Environmental Committee projects for \$28,000.00 to come from the Basheer/KCS allotment and the remaining amount from the repair and replacement reserves. Ms. Bravo **SECONDED** the motion to which **PASSED** unanimously.

APPROVAL OF AGENDA:

MOTION: Mr. Hale **MOVED** to **APPROVE** the agenda as presented. Ms. Bravo **SECONDED** the motion. The motion **PASSED** unanimously.

APPROVAL OF MINUTES

MOTION: Mr. Hale **MOVED** to **APPROVE** the regular Board meeting minutes from December 6th, 2012 and the Transition meeting minutes from January 10th, 2013 as presented. Ms. Bravo **SECONDED** the motion. The motion **PASSED** unanimously.

RESIDENT FORUM:

1. Mr. Allan Thomas suggested CMC research a system called Volo Service to better communication within the community. Mr. Thomas also informed the Board of the trespassing on his driveway and property by the golf course maintenance staff. The Board will contact the golf course Management to inform them of the issue.

Mr. Minogue closed the floor for resident forum at 6:55 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. Ms. Bravo **SECONDED** the motion. The motion **PASSED** unanimously.

1. Motion to Approve the Contract with Area Irrigation for an amount not to exceed \$6,534.00 per year for the period of Spring 2013 through Winter 2014, to be expensed from General Ledger Number 6299 (Irrigation Maintenance Contract).
2. Motion to Approve the nomination of Shashi Mehta as a member of the Communications Committee.
3. Motion to Approve Soudhamini Mehta as a member of the Covenants Committee.

4. Motion to Approve the payment plan for account #00342-9426 with \$300.00 being paid each month from March 2013 through June 2013 and \$800.00 per month from July 2013 through March 2014 and \$866.42 in April 2014 to satisfy the \$9,266.42 settlement amount. In addition, the homeowner must also pay the current assessments as they become due each month. If the payments are not made in accordance with this agreement on a monthly basis, the settlement agreement will be revoked and the unpaid balance of the actual amount owed through February 2013 (\$12,712.10) will become immediately due and payable and legal action may be taken without further notice.
5. Motion to Approve a Waiver of Late Fees in the amount of \$475.00 and Waiver of Administrative Fees in the amount of \$125.00 on account number 00342-8375 with the stipulation the \$367.36 balance on the account is paid in full no later than February 15, 2013.
6. Motion to Approve Budget and Finance Committee Charter 2013-01, allowing committee participation of a homeowner's spouse and adult children (age 18 or older).
7. Motion to Approve the Nomination of Errol Unikel as a member of the Communications Committee.
8. Motion to APPROVE the Nomination of Jeff Epstein as Chairman of the Swim and Tennis Committee.
9. Motion to Approve the removal of late fees on account #342-8126 in the amount of \$400 provided a payment of \$790.75 is made within ten days. The \$400 waiver of late fees is contingent upon the homeowner's account being kept current for the next 12 months. If the account becomes delinquent prior to December 2013, the \$400 in late fees will become due and payable to the Association within 30 days.
10. Motion to Approve the hiring of a CMC employee as a part time Covenants Administrator/Office Assistant for 20 hours per week with funds to be expended from GL #5300 (Management Payroll Reimbursement).

Approval of Extended Police Patrol

MOTION: Mr. Hale **MOVED** to **APPROVE** the continuation of random police patrols by off duty Prince William County Officers throughout the Lake Manassas Community, four hours per day, three times per week, between March 15th, 2013 through May 31st, 2013, at a cost of \$40.00 per hour, to be expensed from GL 5316. Ms. Bravo **SECONDED** the motion. The motion **PASSED** unanimously.

MOTION: Mr. Hale **MOVED** to **APPROVE** random police patrols by off duty Prince William County Policy Officers throughout the Lake Manassas Community, four hours per day, five times per week from June 1, 2013 through September 1st, 2013 (13 weeks) and four hours per day, three times per week for the remainder of the year (39 weeks) at a cost of \$40.00 per hour to be expensed from GL 5316. Ms. Bravo **SECONDED** the motion. The motion **PASSED** unanimously.

Mr. Hale stated that the Police Officers can enforce and calm traffic patterns with trained experience with firearms as opposed to hiring an outside company for security.

Proposal for Pool Deck Extension

MOTION: Mr. Hale **MOVED** to **APPROVE** the contract with Brothers Paving and Asphalt in the amount of \$12,120.00 for the patio/deck expansion at the Swim and Tennis Center. Funds are to be expensed from the developer contribution from the Turtle Point Town Home Project (GL 3262). Ms. Bravo **SECONDED** the motion. The motion **PASSED** unanimously.

Pool Light Replacements

MOTION: Mr. Hale **MOVED** to **APPROVE** the contract with Power Systems Electric in the amount of \$3,755.99 for the relocation of junction boxes and pool light replacements with funds to be expensed from the developer contribution from the Turtle Point Town Home Project (GL 3262). Ms. Bravo **SECONDED** the motion. The motion **PASSED** unanimously.

2013/2014 Audit Engagement Letter

MOTION: Mr. Hale **MOVED** to **APPROVE** the engagement letter from Goldklang Group from the preparation of the June 30th, 2013 and 2014 audits and tax returns in the amount of \$5,500.00 for 2013 and \$5,700.00 for 2014. Ms. Bravo **SECONDED** the motion. The motion **PASSED** unanimously.

2012 Draft Audit Approval

MOTION: Mr. Hale **MOVED** to **APPROVE** the 2012 unqualified draft audit prepared by the Goldklang Group. Ms. Bravo **SECONDED** the motion. The motion **PASSED** unanimously.

Reserve Study Proposal

MOTION: Mr. Hale **MOVED** to **APPROVE** the proposal by PM+ to perform a reserve study update for LMROA at a cost for \$4,800.00. Ms. Bravo **SECONDED** the motion. The motion **PASSED** unanimously.

MATTERS FOR BOARD REVIEW AND INFORMATION

Committee Reports and Budget Requests

Anne Jeffery submitted the budget for FY 2014 from the Communications Committee. Anne is going to try and recruit high school students needing volunteer hours to do service in the community such as design the bulletin boards and other projects. Additionally, she and possibly another committee member will meet with CMC to see what can be done to change the appearance and functionality of the existing Associa website.

The Covenants Committee report was submitted in writing. All of the budgetary requests submitted by the committee are already factored into the draft budget for FY2014.

Insurance Renewal

The Board requested CMC go out to bid on insurance for 2013-14.

Tree Removal/Natural Area Clean Up

The Board received a request to clean up fallen trees in the natural areas of the community. Traditionally, these areas have been left in a natural state unless there was a danger for property damage. It was the general consensus of the Board to leave the area a natural and have trees lie where they fall as long as there is no danger. However, legal counsel may draw up a licensing agreement for residents to haul away fallen trees to use for firewood, etc.

Year Round Restroom Access at the Swim and Tennis Center

Management is in the process of obtaining another bid to build a restroom outside of the swim and tennis center for year round access.

January 2013 Financial Report

Adrienne Harper reported the financial status to the Board and fielded questions about the financial statement for January 2013. The paving reserve line item on the balance sheet needs to be separated out and the FDIC limit need to be checked by Middleburg Bank due to the many CD's at that institution totaling over \$250,000.00.

Letter From Infinex Financial Group

Middleburg Bank sent the Board a letter informing them of the change in investment provider to Infinex Financial Group. Mr. Hale requested Management inquire about the money market rates provided on the last page of the letter.

NEW BUSINESS

1. Michelle Wingo to send Bob Hale and Greta Bravo the Securitas contract for review.
2. Don Minogue informed the Board members he gathered some information regarding driver's license scanners at the gates for possible future implementation.

BOARD ACTION ITEM REVIEW FROM MEETING

1. Approval of \$28,000.00 for the Environmental Committee Projects
2. Approval of decisions taken unanimously outside of a meeting
3. Approval of the extended police patrol
4. Approval of the extended pool deck and lighting relocation
5. Approval of the 2013 and 2014 audit engagement by Goldklang Group
6. Approval of the 2012 Audit
7. Approval of a new reserve study (level II) to be conducted by PM+

8. Bid out the 2013 insurance expiring in June

ADJOURNMENT

MOTION: Mr. Hale **MOVED** and Ms. Bravo **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: June 26, 2013