

LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION (LMROA)
BOARD OF DIRECTORS MEETING
Tuesday, September 24th, 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

Committee Members

Roland Bowers

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 5:31 p.m. for the purposes of discussing delinquent accounts. Ms. Bravo **SECONDED** the motion which **PASSED** unanimously.

MOTION: Mr. Hale **MOVED** to exit Executive Session at 5:34 p.m. Ms. Bravo **SECONDED** the motion which **PASSED** unanimously.

No Decision were made from Executive Session.

(Tab 1) APPROVAL OF AGENDA:

MOTION: Mr. Hale **MOVED** to **APPROVE** the agenda as with the addition of the gate recommendation and the CD expiration decision. Ms. Bravo **SECONDED** the motion which **PASSED** unanimously.

(Tab 2) APPROVAL OF MINUTES

MOTION: Mr. Hale **MOVED** to **APPROVE** the regular Board meeting minutes from June 26th, 2013 as presented. Ms. Bravo **SECONDED** the motion to which **PASSED** unanimously.

MOTION: Mr. Hale **MOVED** to **APPROVE** the Special Board meeting minutes from June 29th, 2013 as presented. Ms. Bravo **SECONDED** the motion to which **PASSED** unanimously.

RESIDENT FORUM:

1. Ms. Leigh Bravo requested the Board of Directors consider a community yard sale for the residents. Mr. Minogue informed Ms. Leigh Bravo that the governing documents do not allow for yard sales; however, suggested she attend the open house to gather resident interest. If the membership is interested in changing the governing documents to allow for yard sales, it would need 90% of membership approval.

MATTERS FOR BOARD DECISION

(Tab 3) Actions Taken Unanimously In Lieu of Meeting

MOTION: Mr. Hale **MOVED** to ratify the decisions made by unanimous email vote since the previous Board meeting which include: 1) Approval of Application 13-29A for a sunroom, 2) Approval of a 5% cap of the assessment installation on Late Fees, 3) Approval of \$7,125.00 additional cost for Armor Crack Seal on the Tennis Courts, 4) \$250.00 late fee waiver for account number 00342-5200, 5) Approval of \$4,000.00 to cover additional project costs associated with the installation of the security system, 6) the change to the parking resolution. Ms. Bravo **SECONDED** the motion which **PASSED** unanimously.

(Tab 4) Committee Member Recommendations

MOTION: Mr. Hale **MOVED** to **APPROVE** residents Helen Watt and Jane Houston as members of the Communications Committee. Ms. Bravo **SECONDED** the motion which **PASSED** unanimously.

(Tab 4) Snow Removal Contract

MOTION: Mr. Hale **MOVED** to **APPROVE** the snow removal proposal from Brothers Paving and Concrete for the 2013-2014 snow season. Funds will be expended from GL #6442. Ms. Bravo **SECONDED** the motion to which **PASSED** unanimously.

(Tab 4) Paving Contract

MOTION: Mr. Hale **MOVED** to **APPROVE** the contract with Brothers Paving for the repair, crack seal and seal coat on the eastern and western peninsulas and at the Swim and Tennis Center to be expended from GL #3280 (Reserves). Ms. Bravo **SECONDED** the motion to which **PASSED** unanimously.

MATTERS FOR BOARD REVIEW AND INFORMATION

(Tab 5) Homeowner Yard Sale Request

This item was addressed during resident forum with Ms. Leigh Bravo.

(Tab 5) Social Committee

It is believed this charter may exist currently. Manager will look for a Social Committee Charter created for the LMROA. No funding will exist for this community from the Association budget.

(Tab 6) Utility Box Painting

This is for Board information only. Management will contact Miss Utility to re-paint the utility boxes.

(Tab 7) Letter from Pacific Premier Bank (formerly FAB)

This letter is general information for the Board of Directors about the change in banking from First Associations Bank (FAB) to Pacific Premier Bank (PPB).

(Tab 8) Financial Report

Adrienne Harper reported the August 2013 financial report would be submitted to the Board on September 25th, 2013, per the CMC contract. Michelle Wingo will upload the financial variance report on the website for the community to review.

(Tab 9) Committee Reports and Minutes

The Board reviewed the individual committee reports and meeting minutes. No decision were made.

(Tab 10) Covenants Administrator Report

The Board reviewed the number of violations sent out for the month of July 2013.

(Tab 11) Manager's Report/Action List

The Board reviewed the action list and report with Management. Michelle Wingo has been trying to contact Verizon for a status update regarding Fios. She will continue to work on this issue and update the Board.

NEW BUSINESS

CD Expiration Decision

MOTION: Mr. Hale **MOVED** to **APPROVE** the \$80,002.00 CD expiring on September 26th, 2013 to roll over into a two year CD, for .85% with Middleburg Bank. Ms. Bravo **SECONDED** the motion which **PASSED** unanimously

Amsterdam Gate

MOTION: Mr. Hale **MOVED** to **APPROVE** the increase from \$120,000 to \$130,000 for the Amsterdam Gate project with the additional money coming from the Bashere account. Ms. Bravo **SECONDED** the motion which **PASSED** unanimously.

BOARD ACTION ITEM REVIEW FROM MEETING

1. Approval of the June 26 and June 29 Meeting Minutes
2. Ratification of unanimous decisions taken outside of a meeting
3. Approval of New Communication Committee Members
4. Approval of Snow Removal Contract
5. Approval of Paving Contract
6. General Manager to contact Verizon
7. General Manager to contact Miss Utility
8. Financial report to be sent to the Board by September 25th
9. Approval of CD roll over
10. Approval of additional funds for Amsterdam gate project

ADJOURNMENT

MOTION: Mr. Hale **MOVED** and Ms. Bravo **SECONDED** the motion to adjourn the Board of Directors meeting at 6:21 p.m. The motion **PASSED** unanimously.

Respectfully Submitted:

Jessica Boink, Recording Secretary

Date Approved: December 17, 2013