

**LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION (LMROA)
BOARD OF DIRECTORS MEETING
Thursday, March 20th, 2014, 5:30 P.M.
Stonewall Golf Club Boardroom
15601 Turtle Point Drive**

ATTENDEES

Don Minogue, President
Bob Hale, Vice President
Peter Metrinko, Secretary (exited at 6:55 p.m.)
Gary Frisard, Treasurer
Ed Orsini, Director

Adrienne Harper, CMC Portfolio Manager
Michelle Wingo, CMC Onsite Manager
Kerry Schmitz, Recording Secretary

Committee Members

Rowland Bowers, Ralph Malami, Jack Boyle, Alan Thomas, Diane Boyle

CALL TO ORDER

Mr. Minogue called the LMROA Board meeting to order 6:34 p.m.

EXECUTIVE SESSION

MOTION: Mr. Hale **MOVED** to convene into Executive Session at 5:30 p.m. for the purposes of discussing member accounts in violation and/or delinquent. Mr. Orsini **SECONDED** the motion to which **PASSED** unanimously.

MOTION: Mr. Hale **MOVED** to exit Executive Session at 6:32 p.m. Mr. Orsini **SECONDED** the motion to which **PASSED** unanimously.

CALL TO ORDER

Mr. Minogue called the LMROA Board meeting back to order 6:34 p.m.

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

MOTION: Mr. Minogue **MOVED** to **APPROVE** waiving the \$25.00 Exhibit B charge on account number 00342-9345 with the stipulation that the homeowner enrolls in direct debit. Mr. Orsini **SECONDED** the motion to which **PASSED** unanimously.

MOTION: Mr. Frisard **MOVED** to **DEFER** the request for a waiver of fees associated with covenants violations for a broken coach lamp, lawn and mulch in the amount of \$1,809.55 on account number 00357-6793. Mr. Hale **SECONDED** the motion to **DEFER** which **PASSED** unanimously.

MOTION: Mr. Frisard **MOVED** to **SUSPEND** further lawn violation charges on account 00343-0143 providing the homeowner continue to make an effort to remedy the lawn violation. Once the lawn violation is abated, the Board will discuss waiving \$650.00 in fees that have already been assessed onto the account. Mr. Orsini **SECONDED** the motion which **PASSED** unanimously.

MOTION: Mr. Hale **MOVED** to **DENY** waiving mailbox and lawn violation charges of \$900, late fees of \$35.64 and Exhibit B charges of \$50.00 for a total of \$985.64 on account 00342-5747. Mr. Orsini **SECONDED** the motion to **DENY** which **PASSED** unanimously.

MOTION: Mr. Frisard **MOVED** to **APPROVE** waiving late fees in the amount of \$219.08 on account 00342-7826 upon receipt of the remaining account balance of \$1,170.85 which must be paid in full within 15 days. If the remaining balance is not received within 15 days the late fees will remain on the account. Mr. Hale **SECONDED** the motion which **PASSED** unanimously.

MOTION: Mr. Metrisko **MOVED** to **APPROVE** waiving the window mullion violation charges on account 00342-5776 in the amount of \$460.00, providing the homeowner receive MCC approval for the removal of mullions at the April 2014 meeting or replace missing mullions by June 1, 2014. Mr. Orsini **SECONDED** the motion which **PASSED** unanimously.

APPROVAL OF AGENDA (TAB 1):

MOTION: Mr. Frisard **MOVED** to **REMOVE** TAB 9-Parking Resolution from the agenda and **APPROVE** the agenda. Mr. Minogue **SECONDED** the motion to which **PASSED** unanimously.

APPROVAL OF MINUTES (TAB 2):

MOTION: Mr. Metrisko **MOVED** to **APPROVE** the Board of Directors meeting minutes from December 20th, 2013 as presented. Mr. Orsini **SECONDED** the motion to which **PASSED** unanimously.

MATTERS FOR BOARD DECISION

Ratify Motions Approved by Email (TAB 3)

MOTION: Mr. Hale **MOVED** to **DENY** the waiver request for late fees and legal fees received from 00342-4926 and to approve the following counter-offer: Owner must pay the legal fee balance on the account in the amount of \$364.86 and upon the receipt of said payment, the late fee balance in the amount of \$225.00 on the account will be waived. Mr. Frisard **SECONDED** the motion which **PASSED** unanimously.

MOTION: Mr. Hale **MOVED** to **APPROVE** the acceptance of the Deed of Easement, as provided by Verizon for TAX MAP/GPIN PARCEL I.D. NO: Lake Manassas PH1 SEC1 GPIN#7396-09-1034, for the installation of communication services along the easement at Kamehameha Drive. Mr. Frisard **SECONDED** the motion which **PASSED** unanimously.

MOTION: Mr. Hale **MOVED** to **APPROVE** the \$5.00 per hour increase to the PWC Police Contract. Mr. Frisard **SECONDED** the motion which **PASSED** unanimously.

MOTION: Mr. Hale **MOVED** to **APPROVE** the gazebo submitted in the November 2013 application, by the homeowner, regarding account #00342-5116. Mr. Frisard **SECONDED** the motion which **PASSED** unanimously.

Committee Requests (TAB 4)

All requests submitted by the Environmental Committee are **DEFERED** until an inspection is conducted.

Locker Room Renovations/Storage closet contracts (TAB 5)

Mr. Hale **MOVED** to **APPROVE** the renovation of the men and women locker rooms at the Swim and Tennis Center for an amount not to exceed \$4,250.00 with funds to be expended from GL 3280 (Reserves). Mr. Minogue **SECONDED** the motion which **PASSED** unanimously.

Mr. Hale **MOVED** to **APPROVE** enclosing a portion of the breezeway at the Swim and Tennis Center for the purpose of creating a storage closet, for an amount not to exceed \$1,250.00 with funds to be expended from Basheer and Edgemoore funds. Mr. Frisard **SECONDED** the motion which **PASSED** unanimously.

Homeowner Request/ Tree Planting (TAB 6)

Mr. Hale **MOVED** to **APPROVE** the homeowner request to plant a tree on the common area at the Swim and Tennis Center with the Environmental Committee oversight regarding type of tree and tree placement. Mr. Frisard **SECONDED** the motion which **PASSED** unanimously.

RESIDENT FORUM

Homeowner Jack Boyle asked the Board for more information regarding reserves being set up for the pipe stems as of July 1.

Homeowner Ralph Malami asked if the Board is moving forward with a new reserve study.

- The Board responded stating that a Reserve Study was conducted in April 2013.

Mr. Malami is concerned that all of the new capital improvements have not been accounted for in Reserve Study. He also expressed his concerns regarding an accurate foundation/basis for the Reserve Study.

-The Board stated that the study is conducted by a qualified engineer who uses current values and allows for an operating reserves which should help offset any fluctuating expenses.

The Board is going to schedule a formal presentation of the final Reserve Study.

Mr. Malami stated that he is happy with the transparency of the Board. When trying to review the financial statement online, it is not viewer friendly because it can only be viewed in landscape.

- The Board responded that they will have the financials scanned in a viewer friendly version.

The Board is also going to put one board book (without the confidential information) in the back of the meeting room for homeowners to who attend the board meetings.

Homeowner Rowland Bowers asked that the Board take into consideration that the replacement reserve fund did account for the pipe stems.

-The Board responded that there was never an accumulation of funds and they are starting at ground zero. The Board also stated that the landscaping special assessment will not happen in 2014. The Finance Committee needs to look at the special assessment regarding landscaping on Turtle Point Drive included in the Amsterdam assessment and some Basheer.

Mr. Rowland Bowers asked the Board what is the Declarants current role?

- The Board responded that the Declarant no longer has a vote in the meeting. They run the meeting but they do not have a vote.

MATTERS FOR BOARD REVIEW AND INFORMATION

Officer/Committee/Covenants Reports

Jack Boyle of the **Budget and Finance Committee** requested that the Board roll all fees including special assessments into the one fee/coupon book.

- The Board responded stating that the request will need to be considered for 2015. The 2015 budget will be sent to the committee in the next month. A meeting will be set up with John Coyle and 2 other committee members to review the financials, LMA charges, and snow removal expenses thus far this season.

Rowland Bowers of the **Safety and Security Committee** reported that the video surveillance at the Amsterdam gate will be completed by the end of April. Fiberglass gates w/ sleeves and a break away will be installed.

Joe Greenlee, Chairman of the Ad Hoc Committee reported that the committee has plans for a resident lane the stonewall gate and beautification for that surrounding area. The committee has one design approved. They are obtaining bids and working with an architect. They should have some firm numbers in 4-5 weeks.

- The Board acknowledged the hard work of the Ad Hoc Committee and stated the funds for this project are not budgeted, the estimated allowance was based on what may be available. The Board intends to hold a separate meeting, "open house", to inform residents of the project and receive resident feedback.

Diane Boyle, Committee Chair of the Modifications and New Construction Committee reviewed their meeting minutes and talked about the townhome construction including the landscape and mailboxes for that area. The committee will be working with the Ad Hoc Committee on the Stonewall gate design.

Contract Renewal Update

Budget and Finance Committee had no recommended changes to the Swim Team contract. After attorney review and recommendation, this contract will be presented to the Board for approval.

Swim Team Request- Mr. Hale **MOVED** to **APPROVE** requests for use of the STC parking lot for a mulch sale, registration area on April 27th and use of the pool for time trials on May 31 from 9 to

11 a.m. and the end of year banquet on July 26 from 5 to 8 p.m. Mr. Frisard **SECONDED** the motion which **PASSED** unanimously.

Mr. Hale **MOVED** to **APPROVE** the swim team request to purchase a lane line reel for an amount not to exceed \$1,200.00 to be expensed from GL 3280. Mr. Frisard **SECONDED** the motion which **PASSED** unanimously.

Irrigation-Water Use Agreement

The Budget and Finance Committee had no changes to this agreement. Since the contract was previously reviewed by the Attorney in 2013, the contract will be submitted for Board consideration via email.

Insurance Renewal Letter

Michelle Wingo, CMC General Manager stated that CMC is working on obtaining 3 bids for insurance. Mr. Minogue asked if anyone had a suggestion of an insurance company to call on for a bid.

Turtle Point Townhome Street Lights

Mr. Minogue stated that LMA will be invoiced directly for the street lighting and then LMA will in turn invoice Basheer and Edgemoore for the difference, there will be no dividing of the increased cost among the LMA members.

January 2014 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 4.3%. The financial statement will be posted on the LMROA website after the meeting for residents to view.

Covenants Administrator Report

Shelly Friend, Covenants Administrator reported 28 violations which were mostly parking issues.

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.

Manager's Report/Action Item List/Annual Calendar

These items were included in the Board package for informational purposes.

NEW BUSINESS

- Changing Design Guidelines Modifications- guidelines will be presented to the board for an email decision.
- Mr. Hale **MOVED** to **APPROVE** the ad hoc committee request for \$5,000.00 for architectural design for the purpose of enhancing the appearance and improving gate access. Mr. Metrinko **SECONDED** the motion which **PASSED** unanimously

SUMMARY OF BOARD ACTIONS/DECISIONS

- Approved December 2013 Minutes
- Deferred Environmental Committee Requests until inspection is conducted
- Ratified multiple email decisions
- Approved locker room renovations
- Approved homeowner request for tree planting
- The Board will hold a presentation of the Reserve Study sometime in the near future
- Management will put a Board binder in the meeting room for homeowner review
- The financials will be uploaded to the website in viewer friendly format; landscape view
- The Board will schedule a meeting with the Budget and Finance Chair and 2 members to review 2015 budget
- A meeting will be conducted for the membership to review the Ad Hoc Committee's project at the gate.
- Swim Team Request were approved
- Reviewed the January 2014 Financial Report
- Reviewed and discussed Committee Reports

ADJOURNMENT

MOTION: Mr. Orsini **MOVED** and Mr. Hale **SECONDED** the motion to adjourn the Board of Directors meeting at 7:50 p.m. The motion **PASSED** unanimously.

Respectfully Submitted:

Kerry Schmitz, Recording Secretary

Date Approved: June 26, 2014