

**LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION (LMROA)  
BOARD OF DIRECTORS MEETING  
Thursday, March 26, 2015  
5:30 P.M. Executive Session/ 6:30 Open Session  
Stonewall Golf Club Boardroom  
15601 Turtle Point Drive**

**ATTENDEES**

Don Minogue, President  
Bob Hale, Vice President  
John Coyle, Treasurer  
Ed Orsini, Secretary  
Gary Border, Director

Lionel Carter, Evergreen Companies  
Rob Cappelini, Evergreen Companies

Homeowners at Large

Sara Ross, LMROA Counsel

Adrienne Harper, CMC Portfolio Manager  
Michelle Wingo, CMC Onsite Manager

**CALL TO ORDER**

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

**EXECUTIVE SESSION**

**MOTION:** Mr. Minogue **MOVED** to convene into Executive Session at 5:31 p.m. for the purposes of discussing member accounts in violation and/or delinquent. Mr. Border seconded the motion to which **PASSED** unanimously.

**MOTION:** Mr. Hale **MOVED** to exit Executive Session at 6:30 p.m. Mr. Orsini **SECONDED** the motion to which **PASSED** unanimously.

**CALL TO ORDER**

Mr. Minogue called the LMROA Board meeting to reconvene at 6:33 p.m.

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

None

**APPROVAL OF AGENDA:**

**MOTION:** Mr. Border **MOVED** to **APPROVE** the agenda. Mr. Orsini **SECONDED** the motion which **PASSED** unanimously.

**APPROVAL OF MINUTES**

**MOTION:** Mr. Hale **MOVED** to **APPROVE** the Board of Directors meeting minutes from the December 18, 2014 meeting as presented. Mr. Border **SECONDED** the motion **PASSED** unanimously.

**RESIDENT FORUM**

Lionel Carter (Willingboro Court) addressed the Board as a representative of the Evergreen Companies on a matter of a new construction plan that the Evergreen Companies is submitting to Prince William County for home construction/possible mixed use on the Route 29 corridor on fifty acres that lies between the entrances to the Lake Manassas Community. After a brief Q&A, Mr. Minogue told Mr. Carter that the LMA had requested he contact them regarding the project. Mr. Carter told the Board he would keep them apprised of the project.

Jack Boyle (Spyglass Hill Loop) addressed the topic of snow removal, cost and required procedures due to the cost of the service which ran over budget last year. Mr. Minogue stated that the Board was looking into different policies/procedures for clearing snow next year and would be meeting with Brothers Paving to address those issues.\*

**MATTERS FOR BOARD DECISION**

**Ratify Motions Approved by Email**

Robert Hale **MOVED** to **RATIFY** all Motions that were unanimously approved by email by the LMROA Board of Directors between December 18, 2014 and March 26, 2015. John Coyle **SECONDED** the motion which **PASSED** unanimously.

**LMA Easement Agreement**

Mr. Minogue explained the Easement Agreement and LMA surveys which identify LMROA and LMA property lines. Mr. Hale requested that our insurance provider be contacted to see if any additional coverage is necessary.\*

**Committee Charters**

New committee charters were created for LMROA committees. Among other things the Charters include language stating that committee members will be chosen by the Board, the Board will check account standings (must be current) and for any unresolved covenants violations; a Board member will meet candidates in advance of appointment to a committee. Committee Charters will be sent to Board members with a request to approve by email.\*

**Management Office Renovations**

Gary Border suggested that improvements be made to the management office to present a more professional appearance and create additional storage. Mr. Border feels the proposal received presented too high a cost. The Board agreed it was worth investigating and collecting additional bids and would defer the topic to next Fiscal Year.

## **MATTERS FOR BOARD REVIEW AND INFORMATION**

### **Committee Minutes**

Any/all committees meeting minutes were included in the Board package.

### **Committee Reports**

#### **Budget and Finance Committee**

Jack Boyle, Committee Chair reported that two members had resigned from the committee however the committee also added two new members: Ralph Malami and Doug Brady for a total of four committee members. Mr. Boyle stated the committee would work on/discuss the issues of underfunded reserves, the audit, prior year's equity. Mr. Boyle, Mr. Hale and Mr. Coyle are to meet in a "work session" to look into adjustments to the proposed budget for FY 2016 and make recommendations to the Board.

#### **Communications Committee**

Ed Davidson, Committee Chair, was not present however it was noted by Mr. Minogue that the committee has been working on general communications issues such as improving the current website and working with a webmaster on the possibility of creating a new community website; a new email address for homeowner concerns ([lmroaconcerns@gmail.com](mailto:lmroaconcerns@gmail.com)) had been established; committee members were becoming more involved in the preparation of the Lake Manassas Connection magazine and improvements were being made the community bulletin/notice boards.

#### **Community Safety and Visitor Access Committee**

Rowland Bowers, Committee Chair reported that changes had been made to the Post Orders for the LMROA and plans to meet with Securitas to review these changes; Once changes are incorporated the Post orders should be presented for approval to the LMA as well as the LMROA. The committee continues to discuss issues with the surveillance cameras, visitor access and the possibility of random visits to guard houses to conduct "audits" of records and the possibility of license scanners. Mr. Bowers also stated that the committee would discuss the possibility of requesting a VDOT a traffic study at the Lake Manassas Drive/Route 29 intersection due to safety issues when making a left turn onto Route 29, where the community may want to consider requesting the county install a traffic light.

Patriotic Displays: Mr. Bowers reported that one of his committee members had suggested that the community invest in patriotic displays at the gate houses and Swim and Tennis Center for holidays to include: Memorial Day, Independence Day, Labor Day and Veteran's Day and asked the Board to consider this request when preparing the FY2016 budget. A motion is to be sent via email to Board members to approve the purchase of patriotic décor once the budget has been completed.\*

#### **Modifications and Construction Committee**

Diane Boyle, Committee Chair reported that the committee continues to evaluate modification applications as well as new home construction applications and the Basheer & Edgemoore

townhome project. Ms. Boyle noted B&E had requested a change for a floor plan design to allow buyers more choice.

**Swim and Tennis Committee**

In the absence of Committee Chair, Grete Bravo, management presented a request from the Swim Team for the purchase of five new lane lines at cost of approximately \$2500. The Board asked that a motion be provided by email.\*

**Stonewall Entrance Committee**

Committee Chair, Joe Greenlee was excused from the Board meeting since the Committee was meeting at the onsite office on the same evening.

**Covenants Committee**

Since there were no meetings held, no minutes were presented. Ron Allen has been named the Committee Chair to replace Cara Campbell who recently resigned.

**Environmental Committee**

Allan Thomas, Committee Chair stated the committee had a meeting planned for April and would follow that meeting up with a tour of the community to be scheduled in May. The committee reviewed the plan for the summer annuals presented by KCS and is asking them to remove the azaleas at the entrance to Alpine Bay Loop at the stone walls. Don Minogue stated he had walked the Kamehameha townhome area with Steve Chapman from KCS and Steve would send a proposal to do some clean up of the townhome area.

**Homeowner Emails/Concerns**

The following information was presented to the Board:

- Parking violations: Management was notified by several homeowners that a survey regarding the parking rules and other covenants issues was distributed in mailboxes to homeowners.
- Snow Removal: Management received minimal complaints regarding snow removal (general complaints about where snow was pushed) but overall emails received indicate that owners were very pleased with service from Brothers Paving.
- Speed Bumps: Request to add additional speed bump at Turtle Point. No Action to be taken.
- Pond Dye Colors: Request to monitor ponds and not add too much dye to pond. Board to discuss color choice at next LMA meeting.

**Insurance Renewal**

Associa/CMC to provide updated insurance information/bids at next meeting.

**RTJ Tournament**

There will be a meeting held on April 22, 2015 in which the LMA and its members will meet with representatives from the Tiger Woods Foundation. Mr. Minogue, Mr. Border and Ms. Wingo will be in attendance and a meeting summary will be provided by Mr. Minogue to the LMROA Board of Directors.

**Covenants Report**

Between the period of January 1, 2014 and December 31, 2014 approximately 425 letters were sent to residents regarding covenants violations. This does not include "friendly reminders." Mailbox inspections will begin in May and will be followed up comprehensive inspections throughout the summer months.

**Management Report**

The Management Report is presented in the Board Package and contains updates/status of projects and tasks performed by onsite management.

**CMC Industry Information**

Associa/CMC newsletter presented in Board package.

**FINANCIAL REPORT**

The January 2015 financial report was previously emailed to the Board for review and the February 2015 report was presented at the Board meeting. The Board requested that Adrienne Harper, Portfolio Manager for CMC add expected projections for year end to the monthly Variance Report.\* The Financial report will be posted to the Lake Manassas website.\*

**NEW BUSINESS**

None

**\*SUMMARY OF BOARD ACTIONS/DECISIONS**

- Approved December 2014 Minutes;
- Ratified multiple email decisions;
- Schedule meeting for snow removal discussion with Brothers Paving;
- Contact insurance provider to see if any additional coverage is necessary due to LMA survey of LMROA property;
- Committee Charters to be sent to Board members with a request to approve by email.
- Send motion via email to Board members to approve the purchase of patriotic décor (after FY2016 budget is approved);
- The Board asked that a motion be provided by email for the purchase of lane lines requested by the Swim Team;
- February 2015 Financial report to be posted to website and expected year end projects to be added to the monthly Variance Report.

**ADJOURNMENT**

**MOTION:** Mr. Hale **MOVED** and Mr. Orsini **SECONDED** the motion to adjourn the Board of Directors meeting at 8:10 p.m. The motion **PASSED** unanimously.

*Respectfully Submitted by:*

*Michelle Wingo, General Manager*

*Date Approved: May 19, 2015*