

**LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION (LMROA)
BOARD OF DIRECTORS MEETING
Thursday, June 26th, 2014, 5:30 P.M.
Stonewall Golf Club Boardroom
15601 Turtle Point Drive, Gainesville VA 20155**

ATTENDEES:

Board Members

Don Minogue, President
Bob Hale, Vice President-*Absent*
Peter Metrinko, Secretary
Gary Frisard, Treasurer
Ed Orsini, Director

CMC

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

Committee Members

Gary Seyster, Ralph Malami, Jack Boyle, Diane Boyle, Kathy Cumber, Joe Greenlee, Ed Davidson,
Allan Thomas, Kathy Rogers, John Coyle

CALL TO ORDER:

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

EXECUTIVE SESSION:

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

Peter Metrinko **MOVED** to exit Executive Session at 6:02 p.m. Ed Orsini **SECONDED** the motion which **PASSED** unanimously.

CALL TO ORDER:

Don Minogue called the LMROA Board meeting back to order 6:03 p.m.

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

Gary Frisard **MOVED** to **APPROVE** the waiver request of violation charges on account 00357-6793; Peter Metrinko **SECONDED** the motion which **PASSED** unanimously.

Gary Frisard **MOVED** to **APPROVE** the waiver request for violation charges on account 00343-0143; Peter Metrinko **SECONDED** the motion which **PASSED** unanimously.

Peter Metrinko **MOVED** to **DENY** the request to waive a parking violation fine on account 00343-0295; Gary Frisard **SECONDED** the motion which **PASSED** unanimously.

Peter Metrinko **MOVED** to **DENY** the Parking Pass request for account 00342-7318; Gary Frisard **SECONDED** the motion which **PASSED** Unanimously.

APPROVAL OF AGENDA:

Gary Frisard **MOVED** to **APPROVE** the agenda. Mr. Minogue **SECONDED** the motion which **PASSED** unanimously.

APPROVAL OF MINUTES:

Gary Frisard **MOVED** to **APPROVE** the Board of Directors meeting minutes from March 20th, 2014 as presented. Mr. Metrinko **SECONDED** the motion which **PASSED** unanimously.

RESIDENT FORUM:

Gary Seyster of Kamehameha Place, commented on Verizon soliciting in the neighborhood. He said that companies need to be told there is absolutely no soliciting in the neighborhood.

The Board requested Michelle Wingo send a letter to Verizon asking them to refrain from soliciting in the community and ask LMROA legal counsel to advise on actions that can be taken against solicitors.

MATTERS FOR BOARD DECISION:

Ratify Motions Approved by Email

Gary Frisard **MOVED** to **APPROVE** the **RATIFICATION** of the following items approved unanimously by email between March 21 and June 26, 2014. Mr. Metrinko **SECONDED** the motion which **PASSED** unanimously.

1. Motion to Approve the work authorization with Area Enterprises for repairs to the irrigation system on Turtle Point Drive at the Amsterdam Gate, in an amount not to exceed 4,000.00, with repairs to be charged to GL 3280(Reserves).
2. Motion to Approve the mobile patrol contract with Securitas at a rate of five hours per week with funds to be expended from GL5316, Police Patrols.
3. Motion to Approve the use of the LMROA swimming pool for the purpose of teen swim tests.
4. Motion to Approve the proposed payment plan on account number 00373-0982 of \$300 per month for nine months beginning in July 2015 with the final balance of \$315.50 due in April 2015.

5. Motion to Approve Change Order J13-1795-1 with Campbell and Ferrara in the amount of \$498.84 to be charged to GL Account number 3254, for the purpose of additional grading at the Amsterdam Gate.
6. Motion to Accept the Millennium/Nationwide \$1,000.00 deductible insurance offer for the next insurance year beginning June 1, 2014.
7. Motion to Approve the contract with A&B Painting for the painting of the Swim and Tennis Center at a cost not to exceed \$9,350.00 with funds expended from GL 3280 (Reserves).
8. Motion to Approve the Amsterdam Gate landscape contract with Campbell and Ferrara Nurseries in an amount not to exceed \$3,545.28 to be expended from GL3280 (Reserves).
9. Motion to Approve concrete repairs at the Swim and Tennis Center at a cost not to exceed \$5,000.00 to be funded from GL number 3280 (Reserves).
10. Motion to Approve the contract with PSE in an amount not to exceed \$2,150.69 for conduit repair on the pool deck.
11. Motion to Approve the contract with Clear Blue Pools for caulking in an amount not to exceed \$9,100 with funds to be expended from GL 3280 (Reserves).
12. Motion to Approve the 2014 Water Usage Agreement between the LMROA and property owners Cleil W. and Christie B. Albrite, of 15517 Tuxedo Lane, Beginning April 1, 2014 through October 31, 2014.
13. Motion to Approve the agreement with Area Enterprises, LLC for irrigation service from Spring 2014 through Winter 2015 at an amount not to exceed \$7,134.00.
14. Motion to Deny the release of the garnishment action in place on account number 00342-7305.
15. Motion to Deny Application #14-05 to install 6'X12'grass pavers.
16. Motion to Approve the proposed landscape replacement project at the Swim and Tennis Center entrance and drain area (Area 3), Alpine Bay Loop Circle #1 (Area 4) and Alpine Bay Loop Circle #2 (Area 5) at a cost not to exceed \$20,183 to be expended from GL 3280 (Reserves).
17. Motion to Approve that Chadwick Washington prepare an easement for homeowners on pipe stems/private drives in LMROA at a cost not to exceed \$7,000.00 for the purpose of the Association taking over the maintenance and snow plowing of individual pipe stems.
18. Motion to Approve the appointment of Ronald Allen as a member of the Covenants Committee.

Motion for Approval of Board Consultant

Peter Metrinko **MOVED** to **APPROVE** the engagement of PDSI and Paul Jeannin as a consultant to the LMROA Board of Directors for an amount not to exceed \$2,400.00 per year. Ed Orsini **SECONDED** the motion which **PASSED** by unanimously.

Motion for Approval of Landscape Projects

Gary Frisard **MOVED** to **APPROVE** the contract with Campbell and Ferrara for landscaping at the Amsterdam gate for an amount not to exceed \$6,000.00 to be charged to Amsterdam Gate Project with funds expended from GL 3254 Basheer & Edgemoore. The plan must be reviewed and approved by PDSI, Paul Jeannin prior to implementation. Ed Orsini **SECONDED** the motion which **PASSED** Unanimously

MATTERS FOR BOARD REVIEW AND INFORMATION

Committee Reports/Requests/Minutes

Jack Boyle of the Budget and Finance Committee reported that they met once since the last meeting.

Gary Seyster, member of the CSVAC, reported that the install of the camera and gates at the Amsterdam gate is complete and stated that Michelle Wingo has been involved in monitoring the surveillance. The committee had no meeting this quarter.

Joe Greenlee, Chairman of the Ad Hoc Committee reported that they will invite the Board to a meeting for a date to be determined in July.

Kathy Cumber, member of the Covenants Committee was in attendance to discuss board consideration of the proposed parking resolution as well as waiver requests for parking violations.

Michelle Wingo stated that an email requesting a motion to approve the parking policy was sent to Board members, but the motion did not receive unanimous consent.

Motion for Approval of Parking Resolution

Gary Frisard **MOVED** to **APPROVE** Policy Resolution No. 2014-032014 Relating to Parking and Towing. Peter Metrinko **SECONDED** the motion which **PASSED** unanimously.

Michelle Wingo will send out a blast email and post the policy to the LMROA website.

Allan Thomas, Chairman of the Environmental Committee stated that the next meeting is July 26. The contracts in discussion need adjusting for a total of \$32,000.00. He also stated that the townhomes need a separate meeting regarding their contract. There seems to be missing pages from the current landscape contract and they want to add pruning to the scope of work.

Ed Davidson, of the Communications Committee stated that there will be an open house meeting the second or third week in August.

Don Minogue, Board President spoke regarding committee meetings. Some committees/boards are allowed, per the statutes, to hold meetings in executive session for specific reasons. Meetings need to be posted in advance and if re-scheduled they must give a minimum of 4 days notice. All meetings should be held at the Country club or at the Swim and Tennis Center.

Covenants Report

Michelle Wingo reported on the number of covenant violation letters sent, resale inspections requested and Annual Comprehensive inspections performed since the March 2014 meeting.

BOARD DISCUSSION:

Capital Expenditures

The Board is looking at potential expenses, cost savings and items that are not accounted for in the reserve study. Asphalt trail repairs need to be reviewed in detail as this may require a project manager. The Board is discussing a 5 year master plan.

Speed Humps

The Board discussed speed humps vs. speed bumps. There are no plans at this time to convert speed bumps in community.

FIOS Update

Some easements with Verizon cannot be located. 50-60 residents need to allow access/easement. Legal counsel is assisting in resolving this issue.

Google Maps

The Board is looking into the possibility of having Google remove the gate entrance as a community entrance off Google Maps. This brought up discussion about Stonewall Gate security issues and guards allowing people through the gates without following post orders or recording visitors and non-decaled vehicles.

Lake Manassas Professional Building

The Board reported that there is a new professional building for which construction is being planned on Lake Manassas Drive.

FINANCIAL REPORT:

May 2014:

Adrienne Harper reported on the financial status of the LMROA. 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.

NEW BUSINESS:

Electronic Voting

The Board discussed electronic proxies to resolve annual meeting quorum issues. Michelle Wingo will look into how other communities handle electronic voting.

Pipe Stem Update

Michelle and Shelly have become notaries for the pipe stem easement issue. Letters will be sent to owners on pipe stems updating them on the schedule for paving and requesting they sign their easement and have it notarized or schedule an appointment with a member of management and have their easement notarized on site.

SUMMARY OF BOARD ACTIONS/DECISIONS:

- Approved March 2014 Minutes
- Approved additional consulting services with PDSI
- Approved landscape projects
- Approved Parking Policy
- Send Blast email regarding new parking policy
- Ratified multiple email decisions
- Reviewed the May 2014 Financial Report
- Reviewed and discussed Committee Reports

ADJOURNMENT

MOTION: Mr. Frisard **MOVED** and Mr. Metrinko **SECONDED** the motion to adjourn the Board of Directors meeting at 8:04 p.m. The motion **PASSED** unanimously.

Respectfully Submitted:

Kerry Schmitz, Recording Secretary

Date Approved: September 25, 2014