MORRIS FARM COMMUNITY ASSOCIATION INC.
BOARD OF DIRECTORS MEETING
August 20, 2015
Greenwich Presbyterian Church
15305 Vint Hill Rd,
Nokesville, VA 20181

In Attendance:
Jeff Benson – President
Victoria Swanson – Vice President
Jonathan Catania – Treasurer
Sabrina Ramsey - Secretary

Absent:
Dave Jones – Director at Large

Also Present:
Lynne Moore – Community Manager, Legum & Norman, Inc.
Charie Carter – Recording Secretary, Legum & Norman, Inc.
Two (2) homeowner were present

1. CALLTO ORDER:

President, Jeff Benson called the meeting to order at 7:05 p.m., noting a quorum of the Board was present.

2. MEETING MINUTES:

Mr. Jeff Benson motioned to approve the July 15, 2015 minutes, as submitted. Mr. Jonathan Catania seconded the motion, and the motion was approved.

3. OPEN FORUM:

Homeowner, Quasi Alam, asked if a community room has been discussed to be added to the MMF Association. He believes it would be beneficial for all residents. The Board informed Mr. Alam, an ad-hoc Clubhouse Committee was recently formed and the Charter will be reviewed by the Board tonight for approval.

4. COMMITTEE REPORTS:

<u>Activities:</u> The Committee has request to purchase a cotton candy machine, snow cone machine and a generator for current and future Association activities. The Committee is also asking for a $2,500 increase to their annual budget. Mr. Jeff Benson requested Management apply the increase of $2,500 to the Activities Committee line item for the draft budget and the Board will determine during the review if the increase can be applied permanently. The Committee will have a vendor fair and will be charging $10 for vendors to attend. The funds collected will be raffled off as a prize to those in attendance.

Mr. Jeff Benson motioned to approve the Activities Committee request to purchase a cotton candy machine, snow cone machine and generator at the cost

of $1,300. Ms. Victoria Swanson seconded the motion and the motion was approved.

Mr. Jeff Benson motioned to approve the Activities Committee vendor fair on September 12th, 2015. Mr. Jonathan Catania seconded the motion and the motion was approved.

Covenants: N/A

Communications: N/A

5. MANAGEMENT REPORT:
Ms. Lynne Moore noted all finical statements were current for June & July. August will be provided at September's meeting. Ms. Lynn Moore asked the Board if they would like to hold the annual meeting at the Hampton Inn this year, but noting the church offered their sanctuary for free. The Board unanimously agreed to have the annual meeting at the Hampton Inn and continue with monthly meetings at the church. There were no questions from the Board regarding the management report or the financials.

6. OLD BUSINESS:
Charles York, of Brothers Paving, was in attendance to answer any questions regarding the courtyard concrete deterioration and replacement. Ms. Swanson asked if the brick sidewalk would be removed and replaced. Mr. York noted, should the Board choose to remove and then replace the brick instead of just a normal concrete sidewalk, it would need more maintenance in the future. Mr. York has not reviewed all homes, but did a scope of five homes. Out of the five, Mr. York noted there are no structural issues with the sidewalk replacement, but the driveways do show signs of structural damage. Mr. York recommended the Board, Management and himself complete a walk of the noted homes and review the options. And, also, during this walk the Board and Management will review where the Association and homeowner responsibility begins and ends. The work would need to be scheduled in phases, the most urgent being first.

Pool
The pool usage was provided to the Board.

Mr. Jeff Benson noted a couple residents have requested to have a pool goes to the dogs, typically the last hour will go to the dogs for a swim.

Mr. Jeff Benson motioned to approve the dog swim from 7:15 p.m. – 7:45 p.m. on the last day of the pool, Labor Day. Mr. Jonathan Catania seconded the motion and the motion was approved.

Ms. Victoria Swanson motioned to approve the Ad-Hoc Clubhouse Committee Charter. Mr. Jonathan Catania seconded the motion and the motion was approved.

7. NEW BUSINESS:
CLS has provided a list of recommended landscape enhancement projects. Ms. Swanson noted some of the items listed are still under the bond with Brokefield, who would be responsible for replacing the dead trees before the bond was removed. Mr. Benson would like table any decision and have CLS provide pricing to extend the look of Rollins Ford.

Mr. Jeff Benson requested management to obtain a proposal for the extension of the Pocket Park and for additional outside park benches and shade structure for the area.

Investment transfer needs two signatures of the Board of Directors. Once signed, the transfer will be completed.

Mr. Jeff Benson motioned to approve the transfer of $415,000 from the Union Bank operating account to Morgan Stanley. Mr. Jonathan Catania seconded the motion and the motion was approved.

Mr. Stan Munson, 14260 Catbird Dr., is requesting the approval of a home-based business for piano lessons. The Board noted the business may take place so long as the resident follows Prince William County regulations and the business does not interfere with the Association or surrounding neighbors.

8. EXECUTIVE SESSION:
Mr. Jeff Benson motioned to move into executive session at 7:50 p.m. Mr. Jonathan Catania seconded the motion and the motion was approved.

Mr. Jeff Benson motioned to move out of executive session at 8:20 p.m. Mrs. Victoria Swanson seconded the motion and the motion was approved.

Account number 171-0988 is to pay $100 before September 1st. If the $100 is not paid before September 1st, 2015, the late fees will not be removed.

Mr. Jeff Benson motioned to proceed with a charge of $10 per day for account number 171-2559, until the maximum amount is reached or the homeowner responds to Management's notice of a hearing. Mr. Jonathan Catania seconded the motion and the motion was approved.

Mr. Jeff Benson motioned to waive the late fees for account number 171-1039, so long as the proposed payment plan of $100 additional every month is made until the full amount is paid off and should the homeowner miss a payment, the original late fees removed, will be returned to the account. Mrs. Sabrina Ramsey seconded the motion and the motion was approved.

Mr. Jeff Benson motioned to approve the payment plan proposed by the homeowner of account number 170-8327, of $187 per month, and late fees to be removed, but should the homeowner miss a payment, the original late fees will be returned to the account. Mr. Jonathan Catania seconded the motion and the

motion was approved.

Mr. Jeff Benson noted account number 171-0535 to contact Management with a status of her payment plan within 45 days as of today's date, after a review of the homeowner's refinance of their home.

Mr. Jeff Benson motioned to approve account number 171-1819, payment plan of $150 on August 14, 2015, and follow up payments of $200 per month. Should the resident miss a payment, the late fees originally removed will be returned to the account. Mrs. Victoria Swanson seconded the motion and the motion was approved.

Mr. Jeff Benson motioned to approve the proposed payment plan provided by account number 171-0425, for the normal monthly dues plus an additional $350 for two payments and followed by $175 each payment. Should the homeowner miss a payment, the late fees will be returned to the account. Mr. Jonathan Catania seconded the motion and the motion was approved.

Mr. Jeff Benson motioned to remove all late fees on account number 170-9834, but recommends his payments be sent in by the 1st of the month to avoid future late fees. Mrs. Victoria Swanson seconded the motion and the motion was approved.

Mr. Jeff Benson motioned to approve the payment plan proposed by account number 171-2494 of $500 for the month of August & September, 2015, and a follow up payment of $425 for the month of October, 2015, to be followed by the regularly month payments. Should the homeowner miss a payment, the removed late fees will be returned to the account. Mr. Jonathan Catania seconded the motion and the motion was approved.

ADJOURNMENT:
With no further business, the meeting was adjourned at 8:35 p.m.

The next meeting will be held on September 17, 2015.

Respectfully Submitted
Charie Carter, Recording Secretary (L&N)