APPROVED MINUTES

MORRIS FARM COMMUNITY ASSOCIATION INC.
BOARD OF DIRECTORS MEETING
July 18, 2012
Greenwich Presbyterian Church
15305 Vint Hill Road
Nokesville, VA 20181

In Attendance:

Dave Jones - President
Avery Brunson - Vice President
Eric Lippold - Director

Absent With Notice:

Mark Jones - Secretary
Brian Penatzer - Treasurer

Also Present:

Jessica Azzarano – Community Manager, Sequoia Management
3 homeowners

CALL TO ORDER

President Jones called the meeting to order at 7:09 p.m., noting a quorum of the Board was present.

RESIDENT INPUT

- Brian Vargo asked about Ladderbacked Road and the Rollins Ford Road Project.
- Brian Vargo asked about the process for amending the guidelines to allow privacy fences for those along Rollins Ford Road.
- Homeowner asked about a variance for the location of his Basketball Hoop.

AGENDA APPROVAL

The agenda was presented for review and approval.

REVIEW AND APPROVAL OF MINUTES:

May 16, 2012 Meeting Minutes were presented for review and tabled until the next meeting.

COMMITTEE REPORTS

Covenants

Jeff Benson made recommendations for portable HOA signage, and a shed for storage of said signs. Mr. Benson is in the process of making a plan for the signage throughout the community. Mr. Benson also discussed forms he is in the process of composing to simplify homeowner communications with the board and committees.

(M) Upon motion duly seconded and carried, the Board of Directors approved the purchase, by Jeff Benson, of 3 portable signs. Director Eric Lippold made the motion, no further discussion, Vice President Brunson seconded. The motion passed unanimously.

(M) Upon motion duly seconded and carried, the Board of Directors approved the Ladderbacked Survey for distribution. Director Eric Lippold made the motion, no further discussion, Vice President Brunson seconded. The motion passed unanimously.

Ratification by unanimous consent for Victoria Swanson to be appointed the Co-Chair of the Covenant's Committee.

Grounds

Jeff Benson made recommendations for the planting of trees in various areas throughout the neighborhood based on recent walkthrough. Mr. Benson will contact Dewberry in order to obtain a clean site map. There was discussion on the Barn Owl Court hill & erosion issue.

(M) Upon motion duly seconded and carried, the Board of Directors approved to appoint Aldo Vega to the Grounds Committee. Director Eric Lippold made the motion, no further discussion, Vice President Brunson seconded. The motion passed unanimously.

(M) Upon motion duly seconded and carried, the Board of Directors approved $70,000.00 for priority 1 and priority 2 improvements as proposed by Community Landscaping Service, minus the Clubhouse Lawn component. Director Eric Lippold made the motion, no further discussion, Vice President Brunson seconded. The motion passed unanimously.

Pool

(M) Upon motion duly seconded and carried, the Board of Directors disbanded the Pool Committee. Director Eric Lippold made the motion, no further discussion, Vice President Brunson seconded. The motion passed unanimously.

Activities

No Report

Communications

Publishing guidelines for newsletters discussed.

Ratification by unanimous consent for Committee member Appointment – Dana Alexy.

FINANCIAL REPORT

The Financial Report was included in the Board packet for review.

MANAGEMENT REPORT – OLD BUSINESS

Management provided a written report for the Board to review.

a. Painting Proposals for Entrance features, Peacock Park, Trellis and Overlooks.

(M) Upon motion duly seconded and carried, the Board of Directors approved to accept the Straightline Proposal for painting. Director Eric Lippold made the motion, no further discussion, President Jones seconded. The motion passed unanimously.

b. 2010 North Tax Returns

(M) Upon motion duly seconded and carried, the Board of Directors approved the 2010 MMF North Tax return. Director Vice President Avery Brunson made the motion, no further discussion, Director Lippold seconded. The motion passed unanimously.

c. 2011 North Draft Audit

Ratified by unanimous consent the approval of the 2011 MMF North Draft Audit.

d. Certificate of Deposits

(M) Upon motion duly seconded and carried, the Board of Directors approved to reduce the Virginia Heritage Money Market Account by creating (2) $200,000.00 CD's, one for 6 months, the other for 12 months, leaving the remainder balance in the VA Heritage Money Market Account. Director Eric Lippold made the motion, no further discussion, Vice President Brunson seconded. The motion passed unanimously.

e. CLS Proposal for Tree Debris

Ratified by unanimous consent the approval of the CLS Proposal for tree debris and tree removal behind 14117 Redstart Court.

f. ADA Pool Lift Proposal

The Board decided not to pursue this further at this time.

g. 2012 CAVL Membership Renewal

The Board decided not to renew this membership at this time.

h. OSHA Approved Emergency Eyewash Station

The Board decided not to pursue this at this time as the current eyewash station is within OSHA guidelines.

MANAGEMENT REPORT – NEW BUSINESS

As indicated above, the Financial Report was included on the Board packet for review.

a. Parties at Playgrounds

Discussed Parks and Playground Rules and the parameters of allowing parties at the playgrounds.

b. Additional Pool Furniture

Discussed proposals for and need of additional pool furniture. Jessica from the management company will look into cloth for the Pergola to create additional shade space.

(M) Upon motion duly seconded and carried, the Board of Directors approved an amount not to exceed $10,000.00 for pool furniture and related expenses. Vice President Brunson made the motion, no further discussion, Director Lippold seconded. The motion passed unanimously.

c. Utility Easement

Discussed need for bush-hogging the utility easement more often. During the discussion it was suggested to increase the schedule to twice a month during the spring growing season, then reduce to once a month in June-October. Jessica from the management company to schedule an additional bush-hogging.

d. Proposal for Irrigation Backflow Device

Ratification by unanimous consent for irrigation control purchase.

e. Fiscal Year 2011 Audit

(M) Upon motion duly seconded and carried, the Board of Directors approved the Goldkang Group CPAs Fiscal Year 2011 Audit for the MMFHOA. Director Lippold made the motion, no further discussion, President Jones seconded. The motion passed unanimously.

f. Damaged and Leaning Tree on Sharpshinned

(M) Upon motion duly seconded and carried, the Board of Directors approved the removal of a damaged tree located on the common area behind 14408 Sharpshinned Drive. Vice President Brunson made the motion, no further discussion, Director Lippold seconded. The motion passed unanimously.

g. Complaint procedure

(M) Upon motion duly seconded and carried, the Board of Directors approved the CICB Mandatory Complaint Procedure Resolution. Vice President Brunson made the motion, no further discussion, Director Lippold seconded. The motion passed unanimously.

h. Notification by Homeowners of pool concerns.

It was suggested to get signs for around the pool area notifying homeowners to contact Sequoia Management with any concerns or comments regarding the pool and it's operation. It was also suggested to obtain a bulletin board to notify homeowners of upcoming events in the community. Jessica from the management company will purchase the bulletin board and provide the signs for the pool area. Jeff Benson will purchase and leave at the pool swim diapers to be available for homeowners.

i. Emergency Spending

(M) Upon motion duly seconded and carried, the Board of Directors approved to allot the President a $5,000.00 discretionary fund in case of emergency. Vice President Brunson made the motion, no further discussion, Director Lippold seconded. The motion passed unanimously.

EXECUTIVE SESSION

(M) Upon motion duly seconded and carried, the Board of Directors agreed to Adjourn to Executive Session at 8:52 pm to discuss delinquencies, collection status, and vacant lot assessments. Vice President Brunson made the motion, no further discussion, President Jones seconded. The motion passed unanimously.

(M) Upon motion duly seconded and carried, the Board of Directors agreed to Move into Open Session at 9:12 p.m. Vice President Brunson made the motion, no further discussion, Director Lippold seconded. The motion passed unanimously.

POST EXECUTIVE SESSION

(M) Upon motion duly seconded and carried, the Board of Directors approved the write-off of $328.75 (CA) and $93.50 (South HOA) for account number 1114261 due to the low amount and cost of collections. Vice President Brunson made the motion, no further discussion, President Jones seconded. The motion passed unanimously.

ADJOURNMENT

With there being no further business,

(M) Upon motion duly seconded and carried, the Board of Directors agreed to adjourn the meeting at 9:15 pm. President Jones made the motion, no further discussion, Vice President Brunson seconded. The motion passed unanimously.

Respectfully Submitted

Tricia Filbert, Sequoia Management Co.