APPROVED MINUTES 11.28.12

MORRIS FARM COMMUNITY ASSOCIATION INC.
BOARD OF DIRECTORS MEETING
September 27, 2012
Gainesville Middle School
8001 Limestone Drive
Gainesville, VA 20155

In Attendance:
Dave Jones - President
Avery Brunson – Vice President
Mark Jones – Secretary
Brian Penatzer – Treasurer

Absent With Notice:
Eric Lippold – Director

Also Present:
Jessica Azzarano – Community Manager, Sequoia Management
Tricia Filbert –Sequoia Management
7 homeowners

CALL TO ORDER

President Jones called the meeting to order at 7:03 p.m., noting a quorum of the Board was present.

RESIDENT INPUT

- Mr. Trevor Sullins brought up the issue of yards not being maintained on Broadwinged. He stated that the yards were neither mowed regularly nor the landscaping maintained properly. Sequoia stated that letters had been sent to the particular homeowners and that the lawns were mowed. They would follow up with letters concerning the overall property maintenance.
- Ms. Celia Melenbacker wanted to discuss the row of evergreen trees between Indigo Bunting and Rollins Ford. Two of the trees are dead and another had died and been previously cut down without replacement. She wondered if the trees were going to be replaced and if so, when that might happen. President Jones responded that there was a plan to replace many of the trees after the builder replaced trees to be released from bond. Once the builder replaced trees were completed, the HOA would then know which remaining trees to replace. Some tree replacement will take place this fall with another group being replaced in the spring.
- Ms. Jennifer Algorri updated the Board on the status of setting up the Neighborhood Watch. This is being organized by street and Ms. Algorri indicated that 12 streets had representatives who indicated interest, with 11 of them participating in the Prince William County Police training conducted in Manassas. When each street has a minimum of two people involved they can contact the Police and schedule the Neighborhood Watch sign to be placed on their street. The Neighborhood Watch program is separate from the HOA and the Board of Directors.

AGENDA APPROVAL

The agenda was presented for review and approval.

REVIEW AND APPROVAL OF MINUTES:

The Board ratified the Unanimous Consent for Approval of the May 16, 2012 Minutes.

July 18, 2012 Meeting Minutes were presented for review and approval, but were tabled as only two Board members were present who had also attended the May Board of Directors meeting.

COMMITTEE REPORTS

Covenants

Jeff Benson recommended that the Covenants Committee be reduced to its original staffing of 5 members by natural attrition. He stated that he would like the Committee to work with the homeowners to get their input and guidance for any changes to the guidelines. The Committee has created a Tracking Sheet for all issues and actions to ensure that no requirements get overlooked. The Committee is anticipating some required re-writes to the Design Guidelines.

Grounds

The Committee has created a Tracking Sheet for issues and actions (the same as the Covenants Committee sheet). The Committee also provided a form for Board approval for homeowner concerns and suggestions for Common Areas. This same form could be used by other Committees and the Community at large. The forms may then feed the Grounds Tracking Sheet for any required actions to be assigned. The sheet is tracking such issues as a sink hole in the asphalt near the pool; mulch required for Peacock Park; a Ladderbacked survey letter with results; and how to handle mailbox upkeep for the Cluster homes.

Activities

The Activities Committee reported that the Movie Night, though rescheduled, was a success. Attendance was not high, but the rescheduling placed it on a school night. Jennifer indicated that she greatly appreciated the assistance provided for the event. She also indicated that the Committee (only 2 people now) was planning a Community Garage Sale for October (as previously presented in their overall plan). There would be minimal advertising to save money and they already had the signs from the previous yard sale event.

(M) Upon motion duly seconded and carried, the Board of Directors approved the Community Garage Sale scheduled for October 6th. Secretary Jones made the motion, no further discussion, Treasurer Penatzer seconded. The motion passed unanimously.

Communications

The Committee will be sending out an email blast with the Annual Meeting details to everyone signed up on the website. We will also be adding the Annual Meeting information to our website. The Committee presented the schedule for the Community Newsletters and requested that the Board or Committees provide input for content.

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.

MANAGEMENT REPORT – NEW BUSINESS
Management provided a written report for the Board to review.

Tax Returns
The Board ratified the Unanimous Consent Approval of the 2010 South and 2010 CA Tax Returns.

Deferred Assessment Resolution
(M) Upon motion duly seconded and carried, the Board of Directors approved the resolution that the Association elects to apply all or part of the excess assessment income to the following year's assessments and that such final amount shall be at the Board's discretion. Secretary Jones made the motion, no further discussion, President Jones seconded. The motion passed unanimously.

Draft Audit
(M) Upon motion duly seconded and carried, the Board of Directors approved the Draft Audit for Meadows at Morris Farm Community Association for the years ended October 31, 2011 and 2010. Secretary Jones made the motion, no further discussion, Treasurer Penatzer seconded. The motion passed unanimously.

Peacock Park Mulch
(M) Upon motion duly seconded and carried, the Board of Directors approved CLS Proposal E12-8305 for 50 yards of tot lot mulch for Peacock Park to not exceed $3,000.00 and to be added to the already approved priority 1 and priority 2 improvements. Secretary Jones made the motion, no further discussion, Treasurer Penatzer seconded. The motion passed unanimously.

Irrigation Enhancements
(M) Upon motion duly seconded and carried, the Board of Directors approved CLS Proposal E12-8166 for the installation of 2 backflow covers and 1 blow out valve cover on Rollinsford Road not to exceed $1,070.00 and to be added to the already approved priority 1 and priority 2 improvements. Secretary Jones made the motion, no further discussion, Treasurer Penatzer seconded. The motion passed 3-1, with Vice President Brunson voting against.

EXECUTIVE SESSION

(M) Upon motion duly seconded and carried, the Board of Directors agreed to

Adjourn to Executive Session at 8:55 pm to discuss contracts, collection status, and ratification of unanimous consent items. Secretary Jones 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 agreed to Move into Open Session at 9:34 p.m. President Jones made the motion, no further discussion, Secretary Jones seconded. The motion passed unanimously.

POST EXECUTIVE SESSION

(M) Upon motion duly seconded and carried, the Board of Directors voted to terminate the Community Management contract with Sequoia Management. Official notification of termination will take place September 28, 2012. Secretary Jones 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 voted to approve the proposal of Legum & Norman for Full Service Management of the Meadows at Morris Farm Community Association. The Board has empowered President Jones to negotiate the final contract details, Terms and Conditions prior to signing the contract. Secretary Jones made the motion, no further discussion, Vice President Brunson seconded. The motion passed unanimously.

The Board ratified the Unanimous Consent for approval of requests for Accounts 198901, 238809, 1814263, 514143, and 514181. The Board also ratified the Unanimous Consent for disapproval of requests for Accounts 158910 and P1814360.

ADJOURNMENT

With there being no further business,

(M) Upon motion duly seconded and carried, the Board of Directors agreed to adjourn the meeting at 9:38 pm. Vice President Brunson made the motion, no further discussion, Secretary Jones seconded. The motion passed unanimously.

Respectfully Submitted

Mark W. Jones, Secretary

Sept. 27, 2012 - Homeowner Sign-in

Jennifer Algorri	8856 Yellow Hammer
Celia Melenbacker	14073 Indigo Bunting Ct.
TREVOR Sullins	14446 BROADWINGED DRIVE
~~Victoria Swanson~~	~~14301 Ladderbacked Dr~~
~~Dana Alexy~~	~~#~~
Rick Rainville	14163 Catbird (Comm Committe)

Zimbra Sept. mins. jazzarano@sequoiamgmt.com

Re: Meeting Tonight - CANCELLED

From : Eric Lippold <eric.lippold _ Wed, Aug 15, 2012 11:46 PM
Subject : Re: Meeting Tonight - CANCELLED
To : Estrella McGowan <s_mcgowan29
Cc : morrisfarmcaboard <morrisfarmcaboard(Victoria Swanson <Victoria.swanson :ff Benson <jeffery.benson

Star,

The Board accepts your resignation.

On Wednesday, August 15, 2012, Eric Lippold wrote:

> Star,
>
> Please review your flyer and correct the grammatical errors. If you could string together a sentence that would be grammatically correct it would be helpful. In the future work with Victoria on a timely submission or walk down and have a conversation with your neighbors before you and an email.
>
> On Wednesday, August 15, 2012, Estrella McGowan wrote:
>
>> Jessica,
>>
>> I sent the information to both you and Victoria on 7/27
>> I'm thinking, the grammar errors you are referring are too are from the newsletter.
>>
>> We just posted the event on Facebook, which I know you don't like but hey, we need to get the word out and we use the tools that we have available
>>
>> Please note after this event I am resigning, I need to see this through since it has been set up already.
>> So please start looking for another Chairperson.
>>
>> Star McGowan

Zimbra Sept. Minutes **jazzarano@sequoiamgmt.com**

Covenants

From : Jeff Benson <jeffery.benson Mon, Sep 10, 2012 07:38 PM

Subject : Covenants

To : Jessica Azzarano <jazzarano@sequoiamgmt.com>

Jessica,

Just letting you know that Lizzette Jones has decided to step down from the committee. I will poll the committee to see if we should recruit an additional member or let the committee continue to drop down until we reach 5 members.

Jeff