

**CENTURY OAKS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 31, 2008**

The meeting of the Board of Directors of Century Oaks Community Association was held at the community's clubhouse. In attendance were Jan Tanzer, President, Andy Rieger, Treasurer, Behdad Kashanian, Director, and Laura Sandifer, Director. Barry Kelley, Director, was late with notice. Also present were Vivian Whitestone, Property Manager, Armstrong Management Services, Inc., and Ileana Balbi-Murillo, Recording Secretary, J.C. Murillo & Co.

Stacey Tyley, Secretary, and Daniel Keene, Vice-president, were absent with notice.

Also present was Greg Budnik, GJB Engineering.

CALL TO ORDER

President Tanzer called the meeting to order at 7:07 p.m.

MINUTES

The Minutes from the November 8, 2007 meeting were approved as presented.

- (M)** Upon motion duly seconded and carried, the Board of Directors agreed to approve the meeting minutes as presented. Treasurer Rieger made the motion, Director Sandifer seconded it, and the motion passed.

REPORT OF OFFICERS & DIRECTORS

Treasurer Rieger noted that interest rates are dropping.

REPORT OF COMMITTEES

Landscaping Committee - Director Sandifer noted that it would be spring before long, and that she would be working with residents on getting someone to chair this committee.

School Boundary Change Committee - Director Kashanian indicated that it is his belief that the students of the community would be changing schools and would attend Oakton High School, rather than Chantilly High School. He noted that the decision had not yet been made, but that it was expected to be finalized within the next 30 days.

FINANCIALS

Ms. Whitestone presented the financial statements for the period ending December 31, 2007 for the Board's review.

MANAGEMENT REPORT

UNFINISHED BUSINESS

Kitchen Remodeling - Director Sandifer noted that she had reviewed the contract presented by ABR Construction Management, Inc. for the renovation of the community clubhouse. She further noted that it is her belief that the contract was lacking appropriate specifications and information regarding insurance coverage. She indicated that the idea was to continue to work with the vendor in an expedient manner, and to make changes to the contract so that it adheres to AIA guidelines, which would include wording to protect the interests of the Association. Director Sandifer further indicated that the work would be completed in eight weeks. She also requested that the vendor provide references on any sub-contractors to be used for this project. Management suggested the Association budget an additional 20% for overhead expenses, above and beyond the contract total. The Board agreed to approve the contract, contingent upon the changes noted above.

(M) Upon motion duly seconded and carried, the Board of Directors agreed to approve the kitchen remodeling contract from ABR Construction Management, Inc., contingent upon changes to be made to the contract, as noted above. Treasurer Rieger made the motion, Director Sandifer seconded it, and the motion passed.

NEW BUSINESS

Verizon - Ms. Whitestone reported on the status of the fiber optic cable installation work. She noted that according to Verizon, all the streets in the community, with the exception of Dusty Wheel Lane, have been completed. She also reported that a Verizon crew had cut some cables, which have already been repaired by the vendor.

Clubhouse Rental - Ms. Whitestone reported that she had received numerous calls regarding the rental of the clubhouse.

Snow Plowing Flyer - The Board discussed the lack of access to the pipestems by the snow plowing company, due to vehicles parked in these areas during snow. The Board asked management to prepare a flyer asking residents to avoid parking in these areas during these times so that these roads can be cleaned.

Bradbury Consultants Ltd. - Ms. Whitestone presented a proposal from the vendor for services in connection with the clubhouse renovations. The vendor is being hired to prepare an AIA form A-107 that will become the contract agreement covering the contractor's work. The vendor will periodically monitor the work as it progresses, perform a final inspection, and review and recommend actions on payment requests. The fee for preparing the AIA Form A-107 and assembling the project manual is fixed at \$2,250.00. The fee to perform inspections and payment review services will be billed on a "time and expenses" basis, not to exceed a total of \$3,200.00.

(M) Upon motion duly seconded and carried, the Board of Directors agreed to approve the proposal as noted above. Director Sandifer made the motion, Treasurer Rieger seconded it, and the motion passed.

The Blue Ribbon - Presentation/Interior Design Proposal - Management presented a proposal from the vendor for the preparation of a presentation to the Board, to include storyboards, furniture plans, lighting, carpet selections, paint colors, etc. at a cost of \$1,800.00. The Board discussed the proposal and agreed that there would not be sufficient time. The Board did, however, agreed to use the vendor's services on an "as needed" "time and materials" basis, to assist with furniture and carpeting selection for the clubhouse, at an hourly rate acceptable to the Board, for a total not to exceed \$4,000.00.

(M) Upon motion duly seconded and carried, the Board of Directors agreed to hire the vendor on the conditions noted above. Director Sandifer made the motion, Treasurer Rieger seconded it, and the motion passed.

Pond Dredging Proposal - Mr. Budnik was present at the meeting to discuss the proposed pond dredging work. He presented information regarding the work involved, and the best time to do this work. He noted that the work could take up to four weeks to complete, depending on the weather, and cost would likely be between \$35,000 and \$50,000. The Board thanked Mr. Budnik for coming to the meeting.

Draft Policy Resolution - Ms. Whitestone presented a revised and updated Due Process Resolution, provided by legal council, for the Board's review. The Board agreed to approve the resolution, and instructed that copies of the new resolution be mailed to all homeowners, and also be included in all future resale packages.

(M) Upon motion duly seconded and carried, the Board of Directors agreed to approve the resolution as presented. Director Sandifer made the motion, Treasurer Rieger seconded it, and the motion passed.

Pool Pass Processing - Ms. Whitestone presented the proposed pool pass process and fee information to the Board for review. The Board reviewed the information and agreed to approve it.

(M) Upon motion duly seconded and carried, the Board of Directors agreed to approve the pool pass process and fee as proposed. Director Kashanian made the motion, Treasurer Rieger seconded it, and the motion passed.

OWNER'S CORRESPONDENCE

None.

EXECUTIVE SESSION

The Board convened in Executive Session at 9:17 p.m. to discuss legal matters, delinquent accounts, By-Laws violations, and personnel matters. The Board re-convened in regular session at 9:32 p.m. to make the following motion:

(M) Upon motion duly seconded and carried, the Board of Directors agreed to approve the management contract as presented. Treasurer Rieger made the motion, Director Sandifer seconded it, and the motion passed.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:35 p.m.

(M) Upon motion duly seconded and carried, the Board of Directors agreed to adjourn the meeting at 9:35 p.m. President Tanzer made the motion, Director Sandifer seconded it, and the motion passed.

The next Board meeting was scheduled for March 27, 2008 at 7:00 p.m.

Respectfully submitted:

January 31, 2008

Ileana Balbi-Murillo
Recording Secretary
J.C. Murillo & Co.

Approved by:

Date