

**CENTURY OAK COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
AUGUST 17, 2009**

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

Stacey Tyley, Vice-president, Dale Clarke, Secretary, and Jan Tanzer, Director were absent with notice.

Also present were four owners.

CALL TO ORDER

President Sandifer called the meeting to order at 7:17 p.m.

OPEN FORUM

The residents addressed the following:

- Dead fish around pond.
- Geese have left the pond area.
- Maintenance of a Willow tree in front of owner's property.

MINUTES

The minutes from the March 26, 2008 meeting were approved as presented.

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

REPORT OF OFFICERS & DIRECTORS

President Sandifer reported she would be resigning from the Board as President. Dale Clarke, Director also reported that his home had sold and he would also be resigning from the Board effective this meeting.

SELECTION OF OFFICERS

Michael Ford - President
Stacey Tyley - Vice-president
Barry Kelley - Secretary
Jan Tanzer - Treasurer
Behdad Kashanian - Director

Laura Sandifer - Director
Onelia Codrington - Director

- (M) Upon motion duly seconded and carried, the Board of Directors agreed to hold the above noted positions. Director Sandifer made the motion, Director Kashanian seconded it, and the motion passed.

REPORT OF COMMITTEES

Hospital - Director Sandifer reported on the status of the proposed expansion. The results from the transportation study done by VDOT should be back by mid September. Two additional entrances are being proposed along with additional stop signs. Association would need to hire a transportation analyst to review the study information and get actual data. Additional meetings have been scheduled for October, January, and February. The Board agreed to schedule a special meeting of the community to address the hospital expansion issue. The meeting is to take place at the Navy Elementary School early to mid September.

FINANCIALS

Ms. Whitestone presented the financial statements for the period ending June 30, 2009 for the Board's review.

REPORT OF MANAGEMENT AGENT

NEW BUSINESS

Ms. Whitestone presented the following information for the Board's review:

2007 Draft Audit - Document needs to be finalized so that taxes can be filed.

- (M) Upon motion duly seconded and carried, the Board of Directors agreed to approve the 2007 Draft Audit as presented. Director Clarke made the motion, Director Sandifer seconded it, and the motion passed.

R.E. Martin Tree Specialists, Inc. - Proposals to remove dead common areas trees throughout the community including the parkway side of the property for a cost of \$4,600.00. Board would like work done for \$4,000.00. If vendor does not agree, then the work won't take place.

- (M) Upon motion duly seconded and carried, the Board of Directors agreed to approve the proposals for tree removal as noted above. Director Kashanian made the motion, Director Clarke seconded it, and the motion passed.

Insurance Renewal - Community Association Underwriters of America, Inc. (CAU) - Three year package policy with an increase of approximately \$200.00 for a total of \$12,795.00 per year.

(M) Upon motion duly seconded and carried, the Board of Directors agreed to approve the insurance renewal with CAU as noted above. Director Sandifer made the motion, President Ford seconded it, and the motion passed.

Stonewall Repairs - Proposal from Community Landscape Services in the amount of \$3,219.00 for repairs to the stonewall surrounding the large pond. Vendor is to provide a two-year warranty on the work.

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

Newsletter - Proposal from Reliable Minutes to produce the Association's quarterly newsletter for \$250.00 as budgeted.

(M) Upon motion duly seconded and carried, the Board of Directors agreed to approve the expense to produce quarterly newsletters as noted above. Director Kelley made the motion, Director Kashanian seconded it, and the motion passed.

ABR Construction Management, Inc. - Invoice for \$17,723.60 for work relating to the staining of the wood fence sections at Rugby Road and the Fairfax County Parkway.

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

Management Invoice - Additional management invoice for clubhouse inspections in the amount of \$400.00.

(M) Upon motion duly seconded and carried, the Board of Directors agreed to approve the additional management invoice as noted above. Director Kashanian made the motion, Director Sandifer seconded it, and the motion passed.

OWNER'S CORRESPONDENCE

None.

EXECUTIVE SESSION

The Board adjourned the regular meeting at 9:22 p.m. to go to Executive Session. The Board convened in Executive Session at 9:22 p.m. to discuss legal matters, delinquent accounts, By-Laws violations, and personnel matters. The Board re-convened in regular session at 9:56 p.m.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 10:00 p.m.

(M) Upon motion duly seconded and carried, the Board of Directors agreed to adjourn the meeting at 10:00 p.m. Director Sandifer made the motion, Director Kashanian seconded it, and the motion passed.

The next meeting of the Board was scheduled for October 15, 2009 at 7:00 p.m.

Respectfully submitted:

August 17, 2009

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

Approved by:

Date