

**CENTURY OAKS COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
NOVEMBER 13, 2008**

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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, Stacey Tyley, Vice-president, Andy Rieger, Treasurer, Dale Clarke, Secretary, Jan Tanzer, 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.

Also present was one homeowner.

Barry Kelley, Director, was absent with notice.

**CALL TO ORDER**

President Sandifer called the meeting to order at 7:16 p.m.

**OPEN FORUM**

The residents addressed the following issues:

- Parking issues at the cul-de-sac located on the Fairways side of the community. Specifically, long term parking, notification of parking rules via mass mailing, and inclusion of article in the next newsletter.
- Unleashed dogs and failure of residents to pick up after their pets. Newsletter article to be published to remind owners of Fairfax County laws.

**MINUTES**

The minutes from the September 25, 2008 meeting were approved as presented.

- (M)** Upon motion duly seconded and carried, the Board of Directors agreed to approve the September 25, 2008 meeting minutes as presented. Director Tanzer made the motion, Treasurer Rieger seconded it, and the motion passed. Dale Clarke, Secretary, Behdad Kashanian, Director, and Stacey Tyley, Vice-president, abstained.

The minutes from the October 29, 2008 landscape meeting, presented by Vivian Whitestone, were also approved as presented.

- (M)** Upon motion duly seconded and carried, the Board of Directors agreed to approve the October 29, 2008 meeting minutes as presented. Director Tanzer made the motion, Treasurer Rieger

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seconded it, and the motion passed. Date Clarke, Secretary, abstained.

**REPORT OF OFFICERS & DIRECTORS**

None.

**REPORT OF COMMITTEES**

None.

**FINANCIALS**

Ms. Whitestone presented the financial statements for the period ending September 30, 2008 for the Board's review. She indicated that the Association is currently running a deficit of \$69,000.00, mostly due to expense items paid out of operating funds, which will need to be re-coded to reserves. She further noted there are two CDs maturing, one on November 24, 2008 for \$54,000.00, and the other maturing on December 5, 2008 for \$96,000.00. The financial advisor will provide her with rate information for re-investment of these funds closer to the maturity rate, as rates are volatile.

**UNFINISHED BUSINESS**

None.

**REPORT OF MANAGEMENT AGENT**

**NEW BUSINESS**

**Draft 2008/2009 Budget** - Ms. Whitestone presented a draft budget for the Board's review, which included a 5% increase in dues. The Board approved the budget, contingent upon the changes that were requested by the Board during the meeting.

(M) Upon motion duly seconded and carried, the Board of Directors agreed to approve budget, with the 5% increase, and contingent upon the changes requested at the meeting. Director Tanzer made the motion, President Sandifer seconded it, and the motion passed.

**JMM Environmental Services** - Ms. Whitestone presented proposal No. 989 in the amount of \$850.00. The vendor is proposing to provide pond management services. The Board approved the proposal as presented.

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

**Fence Sealing** - Ms. Whitestone presented a bid comparison analysis and three proposals from the following vendors for the Board's review:

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Capital Painting Co. - \$55,200.00 for manual application or \$30,200.00 for machine/spray application.

Reston Painting and Contracting - \$21,000.00 for manual application, or \$16,900.00 for machine/spray application.

ABR Construction Management Inc. - \$28,500.00 for manual application (\$26,500 if water-based), or \$19,300 for machine/spray application (\$17,985.00 if water-based).

The Board agreed to table further discussion until the spring.

**AAA Recycling & Trash** - Ms. Whitestone presented a 2008 holiday service schedule for the Board's information.

**ABR Construction** - Ms. Whitestone indicated that management had received the last invoice from the vendor in the amount of \$14,709.19. Management will issue an emergency check and the vendor will be paid by next Monday.

**Landscaping** - Ms. Whitestone indicated she is looking for a community liaison to be a contact person with the landscape company. Ms. Whitestone was asked to check with the Landscape Committee.

**Snow** - Secretary Dale Clarke agreed to be the contact person from the community to deal with the vendor on all matters relating to snow.

**Appointment of Board Member** - Secretary Rieger announced his resignation from the Board as of this meeting. The Board proceeded to appoint Mike Ford as his replacement.

(M) Upon motion duly seconded and carried, the Board of Directors agreed to appoint Mike Ford as the new Board Treasurer. Secretary Clarke made the motion, President Sandifer seconded it, and the motion passed.

**OWNER'S CORRESPONDENCE**

None.

**EXECUTIVE SESSION**

The Board adjourned the regular meeting at 8:34 to go to Executive Session. The Board convened in Executive Session at 8:34 p.m. to discuss legal matters, delinquent accounts, By-Laws violations, and personnel matters. The Board re-convened in regular session at 9:00 p.m. to make the following motions.

(M) Upon motion duly seconded and carried, the Board of Directors agreed to approve payment of two management invoices in the amount of \$870.00 and \$1,080.00 for additional meetings, pending verification of the charges. President Sandifer made the motion, Vice-president Tyley seconded it, and the motion passed.

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(M) Upon motion duly seconded and carried, the Board of Directors agreed to offer GJB Engineering \$4,000.00 as final payment for pending invoices, contingent upon receipt of a "Final Invoice" from the vendor in this amount. Vice-president Tyley made the motion, President Sandifer seconded it, and the motion passed.

**ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 9:05 p.m.

(M) Upon motion duly seconded and carried, the Board of Directors agreed to adjourn the meeting at 9:05 p.m. Vice-president Tyley made the motion, Director Tanzer seconded it, and the motion passed.

The next Board meeting was scheduled for January 22, 2009, at 7:00 p.m., at the community clubhouse.

Respectfully submitted:

November 13, 2008

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

Approved by:

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Date