

Coverstone Square Phase II Board of Directors Meeting Minutes

Date: March 31, 2016

Time: 7:30pm

Location: Burke Community Management Office

Board Members Present: Michelle Green, Shelly Cumberland

Homeowners Present: None

Management Present: Crystal Terrant

Other: Michael Youlen- Manassas Junction Police

Meeting was called to order at 7:35PM

Open session was not held. No homeowners attended.

Financial Report: Management gave a brief overview of the financials.

Old Business:

A newsletter is needed to address issues with children, trash and pets.

New Business:

The sewer lines were discussed, they must be replaced. The board unanimously approved a special assessment of \$3000.00 per unit in order to get them all replaced along with the needed sidewalk replacements and remaining firewall caps. The assessment will be charged on July 1st, owners who pay in full will receive a \$200.00 discount, those who pay in two payments over six months will receive a \$100.00 discount, or the assessment may be paid over 24 months. However if the monthly assessment is not paid on time the entire amount will become due.

The meeting was adjourned at 8:02.

M. Michelle Green