**Carriage Lawn at Barkley HOA, Inc.**

**Board of Directors Meeting**

 **FINAL Minutes**

**February 22, 2024**

1. **Meeting Start Time:**

Meeting called to order at 5:35 pm.

1. **Attendees:**

**Board members in Attendance:** We conducted this meeting via Zoom.

Zaki Horany, President

Drew McKenzie, Vice-President

Lisa Colten, Secretary

Dimitri Voutsaras, Treasurer

Jim Ryan, Director- at- Large

Kyle Schulte, Chair, Architectural Review Board Committee

Cale Buxton, Member, Architectural Review Board Committee

Property Manager, Yordanos (Yordi) Abera from GHCM was also in attendance.

1. **Membership Forum:**

Christy Freisinger from 2965 Lismore Lane was in attendance for Open Session. No issues raised.

1. **Review of Minutes from Previous Meetings/November 2023 Annual Meeting Discussion:**

The October 12, 2023 BOD Minutes were reviewed and discussed. They were moved, seconded and approved by all. In addition, the annual Residents meeting was finally able to be held on November 27, 2023. A quorum was reached and a review of business was conducted. Voting for new board members took place and as described above, roles were established for board and Architectural Review Board Committee. Draft minutes were created and sent to the new Board members in December. They will be officially approved at the next annual Residents meeting. **ACTION: (Lisa** will send out the final version of the October 2023 meeting to all board members and Yordi. **Zaki** to post to community website).

1. **Management and Officers Reports:**
2. **Management Report:**

Yordi included the Operations Calendar/ Contract Analysis and Action Item List in the Management Report documents. A Landscaping contract with a potential vendor had been approved by the Board via email in January, yet at the last minute, the vendor withdrew from providing services to the community. See more below.

1. **Treasurer Report:**

The financials were included in meeting documents. No major delinquencies. One of the CD’s will be due at end of February and another one in mid-March. Given the current market and a bit more stability, we decided to move to a 12 month/ 5.65 % rate from Capital Bank for both. Zaki made a motion to accept this, Lisa seconded and we all approved the continuation for both. We wanted to see if other/ more national financial institutions (e.g. Vanguard and Fidelity) were available to us as an HOA. (**ACTION:** **Yordi** will reach out to Gates Hudson’s investment team and ask if this is possible. If so, she will provide that information).

1. **Old and New Business:**
2. **Architectural Review Board (ARB) Guidelines Document and Process:**

Given the current interest in solar panels, we realize we need to be more specific with our guidelines. A few homeowners have presented applications which will guide verbiage we include.We also realized there were some missing information regarding outside door colors that was not included in the August 2022 updated ARB Guidelines document. **(ACTION: Lisa** will provide the current documentation from recent applications and will send to Cale and Kyle for their recommendations for solar panel language for the ARB Guidelines document, as well as make any other necessary updates and present to Board for review and approval).

With the ARB Committee now operational, we discussed roles and process and procedures to ensure efficiency and timeliness of approval for homeowner applications. We agreed that upon receipt to Gates Hudson, Yordi would review and then would send the initial applications to both Kyle and Cale. At least in the beginning, as Kyle and Cale become familiar with types of requests and past precedents, they would advise the board of their decisions and as they become familiar, we would become less involved, but brought in as situations arise that need additional discussion. Zaki would be the main board member to be involved as need be. Yordi mentioned that there is a board section on Gates Hudson’s portal, that we can use as the receptacle for the applications. We should still have a spreadsheet created so we can see progress and past decisions made. (**ACTION: Yordi** to see if we have access to the portal in a special section – was not sure if this had been created or not. We will make changes to this process as needed- as applications begin to be sent in- as the spring and summer months commence. **Kyle and Cale** to ask questions and use Yordi and board as needed as they become familiar with this process).

1. **New Signage for Community:**

Last remaining signs have been placed and this project is considered complete. Related to this, we discussed that we will probably need to have the yellow fire lanes re-painted in the Spring of 2024.

1. **Trash Service:**

As of October 12th, our new trash vendor has started service and seems to be working very well. They have requested an extension on our current one year contract and have provided pricing for a three and five year contracts. (**ACTION:** **The Board** needs to review the options and provide feedback to Yordi. We can make decision via email).

1. **Dead Trees Removal:**

This discussion continues. We have agreed we need to remove dead trees and trim dead branches as soon as possible. We reviewed two proposals from two tree companies. A motion was made by Lisa/ seconded by Drew and approved by all to accept one of the vendors. Work will begin as soon as it is able to be done. (**ACTION: Yordi** to work with the vendor(s) to schedule timing).

1. **Receptables for Pet Waste/Trash Cans:**

The board had agreed, at a previous meeting to move to the smaller pet waste can to include a lid as a way to control the trash. They were ordered and replaced, unfortunately they were the wrong color. (**ACTION: Yordi** has been in contact with vendor and they will be replaced when ready).

1. **New Landscaping Contract for 2024:** A new vendor was approved via email in January. However, at the start of this meeting, we learned that the vendor does not wish to provide services to the community. This was a disappointment given our exhaustive search. We brainstormed some ideas with one being to return to our current vendor (whose contract expired in December 2023) and negotiate some basic services until a fuller decision can be made. **(ACTION: Zaki and Yordi** to take the lead on this and ask them if they would consider providing some basic services to us. We hope to receive a proposal and can review and decide next steps.)
2. **Royal Doulton Walkway**:

While we did not discuss this issue fully at this meeting, Lisa is keeping it in the minutes as it is a topic that requires further discussion. We still want to fix this walkway. We discussed doing a boundary survey to review which parts are part of our community vs. the neighbor’s land. We need to see what we can do with the retaining wall. (**ACTION:** **Jim** has offered to take the lead on this project).

1. **Potential 2024 Projects**:

We discussed possible projects that we’d like to complete for 2024. Ideas included sealing the roads, as it has been almost 3 years since the re-pavement of the community’s roads. Also discussed were fire lane re-painting/doing something with the fitness area/on-going tree maintenance/creation of an electric charging station for electric vehicles or other ways to assist homeowners charge vehicles in a safe way/Saxon Flowers playground- maintenance of equipment/need for mosquito spraying- making and keeping this area viable for our residents and finally- more community activities. **(ACTION: The Board** willcontinue to discuss these ideas and as needed, will become more specific agenda items.)

1. **Miscellaneous**:

Similarly, this question was not discussed at this meeting and is a holdover topic from a previous meeting. A question was asked if general communication is sent to renters, since it may appear that some of our issues are potentially occurring from these folks. They may not know the rules. We asked Yordi to implore the owners to share info with the renters- but also unsure if they are getting newsletters. If we can get their email addresses, then we would like to include them- this may solve part of our issues. Yordi will also begin to draft the next quarterly newsletter that can be sent to community. (**ACTION: Yordi** to research**.** Does this require more Board discussion or a review of our bylaws or something? Should not be so difficult? Yordi also will complete a draft of a first quarter newsletter and Lisa will review and then will get sent out by 3/31/24).

Drew also suggested we do a community event- focused on the kids. We agreed to an Egg Hunt- around Easter. We selected Saturday, April 6th as a date. He will take lead in figuring out the event and create a flyer for it. **(ACTION: Drew** to figure out logistics and bring in volunteer help as needed).

We also discussed the need if we still need to have proxies notarized for annual residents meetings. This stipulation is included in current by-laws. Determining if we can /should modify. **(ACTION: Yordi** will investigate and report back to Board).

1. **Open Session Meeting:**

Ended at 6:52 PM and we moved into Executive Session at this time. Notes regarding that discussion and follow-up assignments will be sent under separate cover to board members and Yordi.

**Motion to adjourn the meeting:**

Motion was made, was seconded and approved by all. Meeting was adjourned at 7:25 PM.

**Minutes Review and Approval**

 Respectfully Submitted by: Lisa A. Colten, April 05, 2024

 Reviewed by Board of Directors: May 1, 2024

Approved by Board of Directors: May 1, 2024