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

**Annual Meeting of the Members**

**FINAL Minutes**

**January 27, 2020**

1. **Call to Order and Recognize Quorum:**

Meeting called to order at 7:01 pm. Quorum of 18 members in attendance was recognized.

1. **Proof of Notice/Purpose of the Meeting:**

The purpose of the meeting was to conduct the required annual meeting of the Homeowners Association of Carriage Lawn of Barkley.

1. **Introductions:**

A quorum of members was confirmed by Gay and Brian and the meeting was called to order at 7:01 pm. Introductions of the Board and community residents attending the meeting were made.

**Board Members in Attendance:**

Gay Ashley, President

Mary Van Mullekom, Vice-President

Lisa Colten, Secretary

Zaki Horany, Board Member at Large

Brian Heisler, GHA Property Manager

**Board Members not in Attendance:**

Jim Ryan, Treasurer

1. **Approval of 2019 Annual Meeting Minutes**

The 2019 Annual Meeting Minutes were presented and a motion was made to approve them, which was seconded. A voice approval was made to proceed without any additions or corrections. No abstentions or oppositions.

1. **State of the Association Reports**
2. **President- Overview**

1. Gay welcomed everyone and thanked all for coming this evening. She said that the community is in good shape. Improvements have been made and in line with – and in some cases prior to the Reserve Study suggested timeline. She cited examples including the roadway excavation and repaving and retaining wall repairs. We also replaced the mailboxes to positive feedback.

2. Parking Policy- Reminded community members that residents are not allowed to park in visitor spots. See regulations on website. The Board is in process of revising some of the language on the policy and when completed, will be shared with everyone and advised before any changes go into effect.

3. Fire House- The problem with the Fire House Public Address system of communication was recently fixed so the loud blasting from there will not happen again.

1. **Treasurer- Financial Review-** Presented by Community Manager, Brian Heisler in Jim’s absence.
2. Brian provided an overview of financial state of the community. There will be no increase in 2020 monthly association dues. We are in very good shape. We have a good reserve on hand.
3. Our delinquent accounts are within the 0-3% recommendation. As needed, any actions are turned over to our attorney as needed.
4. 2020 Projects- The sidewalks will be reviewed more carefully to see what may need to be fixed this year. A resident made mention that the area near Modano Place should be reviewed. Any issues or other suggestions can be brought to Brian’s attention.
5. **Old Business**
6. **Community Lighting**- The Board is currently reviewing a recommendation to add more post lights throughout the community. Suggestions on placements have been made. If others have suggestions, please send to Brian. This will be discussed at next Board meeting.
7. **New Business**
8. **Board of Directors Openings**- Gay advised that she would not be seeking another term as President. She talked about the roles of the board and spoke about the following. Serving on the Board of Directors or a committee is rewarding and an honor. In doing so, you’re contributing to the good of the community and maintaining community standards – and at times setting those standards. This Board of Directors has no personal agenda and is a group of really great fair-minded people. The Board usually meets quarterly, as a minimum. She also reminded people of the CLAB Committee Structure and advised of openings.

Committees available include:

* + - Architectural Review Board- There are 3 openings. Brian obtains and reviews ARB Applications, sends them to the ARB to confirm that the ARB Guidelines are followed – or they request a ruling from the Board for any items not covered in the ARB Guidelines.
    - Parking Committee
    - Annual Cookout Committee
    - If interested in one of the committees, please give your name, phone and email to Brian before leaving – be sure to let him know which committee is of interest to you.

Mary and Zaki thanked Gay for her many years of service and dedication to the community, echoed by others.

1. **Election of Directors:**
2. There are two open positions. Mary Van Mullekom’s spot as Vice-President and Gay’s President role. Mary committed to another three- year term- position if no one objected. A new homeowner- Chris Casey volunteered to take on a role. A Motion was raised to approve Mr.Casey’s participation and Mary’s continuation. The motion was seconded and voted by voice approval by the community. The exact roles will be determined by the Board at the conclusion of the Annual Meeting.

1. **Homeowner/Resident Questions/Comments**
2. Reva Fox shared a story that a family visitor car was recently towed. This was similar to a past incident due to the car being from North Carolina that does not require registration stickers on license plates, whereby in VA they do. Discussion ensued regarding fairness, warnings and how to prevent from happening again. Brian said he will speak to towing company. Reminder provided about parking policy guidelines- if a situation arises that may need some exception approval- do bring to Brian’s or the Board’s attention. This will be taken into account as the Board looks to clarify the current policy.
3. Someone asked about the current update of the community website. Zaki Horany is currently updating the look of the site. The content is correct and accurate.
4. Someone commented that there is still speeding on Blue Royale as people traverse between the two communities. There is not much that can be done. The police do come into the community every now and again and can/ have ticked offenders.
5. Someone asked about ramps on the streets- yet it poses challenges for maintenance- especially for plowing.
6. No other questions were received. Board drew 5 names for $35 Amazon Gift Cards to those who completed raffle tickets.
7. **Call For Adjournment**

Meeting was adjourned at 7:55 PM

**Minutes Review and Approval**

Respectfully Submitted by: Lisa A Colten, February 11, 2020

Reviewed by Board of Directors: November 27, 2023

Approved by Board of Directors: November 27, 2023