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

**Board of Directors Meeting**

**DRAFT Minutes**

**October 12, 2023**

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

Lisa Colten, Secretary

Jim Ryan, Treasurer

Property Manager, Yordanos (Yordi) Abera from GHCM was also in attendance. While Mary VanMullekom has not officially resigned from the Board yet, we do know that this will most likely happen prior to the next annual meeting as she is moving away from the community. As a result of this, former President, Gay Ashley joined the call and advised that she would like to fill in for Mary as an interim member. The other board members were unaware of the exact By-Laws about this and we agreed to accept Gay’s offer until the next annual meeting would be held. A motion was made to accept Gay as an interim member. It was seconded and approved.

1. **Membership Forum:**

Drew McKenzie, homeowner on 2968 Nipper Way, Christi Freisinger from 2965 Lismore Lane, Kyle Schulte from 2974 Franciscan Lane and Danny Codeluppi (sp?) attended the Open Session. Do not know where Danny lives. We discussed that we are hoping for the annual residents’ meeting to take place in November 2023. All homeowners are encouraged to apply for open board roles when the communication comes out. All roles on the board will be up for election, due to past meetings not meeting quorum minimum to hold a meeting. An annual residents’ meeting has not been held since early 2020.

1. **Review of Minutes from Previous Meetings:**

The May 9, 2023 BOD Minutes were reviewed and discussed. They were moved, seconded and approved by all. **ACTION: (Lisa** will send out the final version to all board members and Yordi. **Zaki** to post to community website).

1. **Management Report Update/Annual Meeting Discussion:**

Yordi included the Operations Calendar/ Contract Analysis and Action Item List in the Management Report documents. The Landscaping contract with Blade Runners expires at the end of December 2023. We are awaiting to receive their new proposal. Lisa reminded Yordi to ensure we receive at least 2 other bids from other vendors.

We briefly discussed the upcoming community annual meeting. We are hopeful for a quorum when the next meeting is scheduled since we did not have a quorum when it was scheduled for February and again in May. Communication notices will be sent out to all residents upon confirmation of date. Yordi is obtaining her notary license to help us ensure proxies are included correctly.

1. **New and Unfinished 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. Lastly, we approved the outstanding ARB’s from homeowners. **(ACTION: Lisa** will make a first pass on draft language for solar panel the ARB Guidelines document, as well as make any other necessary updates and present to Board for review and approval).

1. **Treasurer Report**:

The August 2023 financials were included in meeting documents. No major delinquencies. Next CD’s are due in February and March 2024. We discussed that we probably want to look at 6- month instruments, based on current market volatility, though we can always re-visit as needed. (**ACTION:** **Yordi** will continue to send out at least two weeks prior to effective dates with current available rates for board to review).

1. **New Signage for Community:**

As of October 12th, this project is in process and we are excited to see the final result. Thanks to Jim and Tiago for working with the vendor and Fairfax County in working through the issues and creating a sound implementation plan. We believe this will create a very nice aesthetic for the community. Given the approval to remove some of the extra fire signs, we are saving a substantial amount. 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. We have not received any complaints. We expect to receive new trash and recycling bins by the end of October. (**ACTION:** **Yordi** to remain in touch with Garby as needed and advise updates, so we can update the community via the FaceBook page).

1. **Dead Trees Removal:**

This discussion continues. We have agreed we need to remove dead trees and trim dead branches as soon as possible. They need to be marked with a colored ribbon An email detailing the specifics with final costs needs to be sent to Board for final approval. We also discussed having one board member being a Point of Contact (POC) for Yordi to help move this along. (**ACTION: Yordi** to work with the vendor(s) and the Board to determine when this can be done and then a final decision can be made).

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. (**ACTION: Yordi** to order two new cans for the playground upon receiving approval signature from Zaki).

1. **Saxon Flowers Playground:**

The playground’s appearance regarding trash goes in cycles. Some weeks it is not good, others no issues. We hope that the above- mentioned new cans will help. We will keep monitoring as needed.

1. **Landscaping Contract Expires in December 2023:** As we continue to find vendors to provide only organic solutions to weeding, we only found one that potentially offered this service. However, the cost is highly prohibitive to our budget without a major increase to homeowner monthly dues. We await a new proposal from current vendor to help us evaluate if we need to change current monthly assessment fees.
2. **Royal Doulton Walkway**:

While we did not discuss this issue 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:** Needs more focused discussion).

1. **Miscellaneous**:

Similarly, this question was not discussed at this meeting an is a holdover topic from our May 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?)

1. **Annual Meeting Date Set:** We agree that we would like to hold the Annual Meeting on Tuesday, November 27th at Fairhill School. (**ACTION:** **Yordi** to contact school to determine availability and then will advise Board and then send out appropriate communication to homeowners by the end of October).
2. **Open Session Meeting:**

Ended at 7:01 PM and we moved into Executive Session at this time. A proposed 2024 Budget was reviewed and discussed to determine if monthly dues need to be increased. Further information is being gathered and this decision will be made prior to Annual Meeting.

1. **Motion to adjourn the meeting:**

Motion was made, was seconded and approved by all. Meeting was adjourned at 7:38 PM.

**Minutes Review and Approval**

Respectfully Submitted by: Lisa A. Colten, November 13, 2023

Reviewed by Board of Directors: TBD

Approved by Board of Directors: TBD