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

**Board of Directors Meeting**

**FINAL Minutes**

**October 10, 2022**

1. **Meeting Start Time:**

Meeting called to order at 5:33 pm.

1. **Attendees:**

**Board members in Attendance:**

Zaki Horany, President

Mary VanMullekom, Vice President

Lisa Colten, Secretary

Jim Ryan, Treasurer

Chris Casey, Member- at -Large

Juoaquina Washington from GHCM was also in attendance.

We conducted this meeting via Zoom.

1. **Membership Forum:**

Mark Miller, homeowner on 2966 Nipper Way attended the Open Session. He was looking to receive answer regarding his pending ARB application. We told him that we would be reviewing it and that Juoaquina would be in touch with him after our discussion.

1. **Review of Minutes from Previous Meetings:** The May 16, 2022 BOD Minutes were reviewed and discussed. They were moved, seconded and approved by all.
2. **Management Report Update/Annual Meeting Discussion:**

Juoaquina included the Operations Calendar/ Contract Analysis and Action Item List in the Management Report documents. No questions or discussion were needed. We briefly discussed the timing of the community annual meeting, since we did not have a quorum when it was scheduled for May. We decided to revert to our usual schedule for January and will look to schedule in January 2023.

1. **New and Unfinished Business:**
2. **Architectural Review Board (ARB) Guidelines Document and Process:** Was finally mailed to all homeowners in early September.
3. **Paver Project/Possible Poor Turf Solution Around Mailboxes/Sidewalks:** After a few iterations of scope and pricing, the Board decided to go with the smaller scope and just replace the current sod with pavers around the mailbox on Nipper Way. The Board did a final review of the proposal and it was proposed to accept the Vendor proposal. This was moved, seconded and approved by all. Will see if this can be done before end of year. (**ACTION: Juoaquina** to manage the implementation and timing with vendor.
4. **Kolb Electric Roadway Patches:** Kolb agreed that they are responsible for the asphalt patches to be fixed correctly. They are to fix these areas. It is unclear if this has been completed to our satisfaction. (**ACTION: Juoaquina** to advise Board when this is completed).
5. **Treasurer Report**: There is a CD maturing in November. We agreed that the rate from Eagle Bank was most appealing. A final review is needed. (**ACTION: Juoaquina** to reach out to Jim by November 1 with final rates and then we’ll communicate by email to provide our unanimous approval and follow process that GH needs us to do. This action will also ensure we are not exceeding amounts in the specific accounts we have.
6. **New Signage for Community:** We continue to be interested in obtaining new signage for the community (parking/speed limits/fire lanes, etc.) for a more cohesive look. Funds would be able to come from Reserve budget. We reviewed the proposal that Jim had obtained and discussed pros and cons. A motion was made by Jim to accept the current proposal. Was seconded and approved by all. **(ACTION: Jim** to review the final aspects of the proposal/contract and final pricing and then look to Juoaquina to have our attorney look at final contract with then Zaki to sign. TBD on when this will start).
7. **Trash Service:** Current Vendor informed community of decrease in service from 2 days to one day in September which went into effect on October 3. Through previous discussion regarding their poor communication and very inconsistent servicing, we decided this was not enough for community and so we began to research other vendors. Juoaquina found three others and we reviewed their proposals. One vendor over the others was more appealing. We discussed questions for Juoaquina to review with them before we completely terminate the existing contract. A motion was made, seconded and approved by all to move to this vendor given answers to the questions we raised. (**ACTION: Juoaquina** to present our questions and from there we will move forward, assuming all positive). We are looking to start with new vendor ASAP- early November if possible. Communication to homeowners and renters is vital-via email/ regular mail/flyers on mailboxes and on website. We will also ask for a credit for missed days- but that may be less important as we work through the vendor’s breach of contract.
8. **Dead Trees Removal:** We reviewed the two different proposals. We agreed that we needed to remove dead trees and trim dead branches as much as we can on the common area trees. It seemed that one vendor was more comprehensive in identifying those trees than the other. While we did not come to a final decision on which vendor, we agreed that we needed to identify all trees with a colored ribbon so we can review and then make final decision. (**ACTION: Juoaquina** to work with the vendor and the Board to determine when this can be done and then a final decision can be made – hopefully at next meeting and work to be completed before end of year).
9. **Community Wide Inspection:** This needs to be done by end of year- by GH and any Board representatives. (**ACTION: Juoaquina** to propose some dates)
10. **2023 Budget:** Juoaquina shared a budget which a recommended small increase to association dues to keep up with inflation. (**ACTION: Board** needs to approve this by our next meeting in November in order to be distributed to community by December 1.

**Motion to adjourn the meeting:**  Was seconded and approved. Meeting was adjourned at 6:41 PM. Next meeting date will be Monday, November 14 at 5:30 PM via Zoom.

**Minutes Review and Approval**

Respectfully Submitted by: Lisa A. Colten, October 20, 2022

Reviewed by Board of Directors: November 21, 2022

Approved by Board of Directors: November 21, 2022