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

**Board of Directors Meeting**

**DRAFT 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

( or is it the other way around?)

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:**

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 XX, 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 Report Update/Annual Meeting Discussion:**

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. **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 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).

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. **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. **Open Session Meeting:**

Ended at 6:52 PM and we moved into Executive Session at this time.

**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 2, 2024

Reviewed by Board of Directors: TBD

Approved by Board of Directors: TBD