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

**Board of Directors Meeting**

**FINAL Minutes**

**January 29, 2025**

1. **Meeting Start Time:**

Meeting called to order at 5:36 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

Cale Buxton, Member, Architectural Review Board Committee

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

1. **Membership Forum:**

For Open Session, the following homeowners were in attendance: Kristy Freisinger from 2965 Lismore Lane; Margarita Guzman from 8845 Royal Doulton, Rajkuar Rajadurai (sp) from 8877 Royal Doulton. An outstanding item from an earlier meeting has not been addressed yet, so it is being included here again. Someone did ask about whether we would set up an electric car charging station for the community. There is a Fairfax County initiative called Charge Up Fairfax whereby we can apply for some assistance. We would need more information. We do not know how many homeowners own electric cars. **ACTION:** (**Lisa** is suggesting that **Yordi** add this information into our next newsletter and see if a homeowner would like to assist us and do some of the initial research for us and then present to board for further discussion. Or maybe **Kyle and/or Cale** can help as they both are strong proponents of solar and electric alternatives. We do not know how many electric cars there are in the community and to see if those do not have their own garages, etc.).

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

The August 1, 2024 BOD Minutes were reviewed and discussed. They were moved, seconded and approved by all. **ACTION:** (**Lisa** will send out the final version of the meeting minutes to all board members and Yordi. **Zaki** to post to community website).

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

Yordi is working on creating new Operations Calendar/ Contract Analysis and Action Item List in the Management Report documents for 2025. **ACTION:** (**Yordi** to review it and update it with revised information as needed. Additionally, we had a brief discussion about the recent snowstorm and that Aurora Landscapes did a good job with removal with very minor issues. **Yordi** suggested that a snow map be created and shared with them to ensure how they need to create paths to all mailboxes so USPS will deliver and we can access easily. **Yordi** will create this map).

1. **Treasurer Report:**

The financials were included in meeting documents. We are in very good shape. We have a good balance sheet and our investments are doing well, aligning with stock market increases. We were only a bit over budget for 2024, despite some of the larger expenses. We do need to move one of the money markets into another as we are over the FDIC insured limit, To be discussed in Executive Session. No major delinquencies.

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

Lisa had offered further recommendations to the ARB Guidelines document and had sent to board for approval. She will make some further edits on a couple of other areas based on discussion. Cale and Kyle have reviewed the solar panels language and provided the specifics we need. **ACTION:** (**Lisa** will finish the updates to the Design Guidelines document with these and some other minor edits again to Board for final approval. We will see if our Legal team needs to give it a quick review and then we can send out to community and complete within the next month or so).

1. **Repaving of Curbs/Fire Lanes:**

Yordi received quotes from 3 different companies regarding the repaving of the curbs and fire lanes. The Board reviewed and we chose a company. Lisa made a motion to move forward with the vendor, Jim seconded and the board approved the decision. **ACTION:** (Given the winter, **Yordi** will schedule this work as soon as it is possible in the spring. We need to be transparent and clear with our communication to the community regarding movement of cars, etc.).

1. **Dead Trees Removal:**

As the board receives notices of dead/dying trees, we will continue to review ARB requests for removal/trimming as needed. Previous approval of tree removal/trimming/pruning was done in November 2024 and the work was recently completed this month to our satisfaction.

1. **New Landscaping Contract for 2025:**

Upon resolution of our on-going legal issue, we are now able to fully entertain landscaping bid for 2025. We have received one bid and are awaiting at least two others. Need to ensure we take into account the soil testing work that was done so we know we are getting the best bids possible. **ACTION:** (**Yordi** will work towards getting this done, communicate results and then we can continue to review options and decisions as we can- hopefully by end of February).

1. **Royal Doulton Walkway**:

Discussions continue. Jim has had conversations with him and he is open to working with us to find the right solution for both the community. We need to send him a letter to ask him to remove the fence. Then, we can do the paving that we need to do. Then, he can put up a new fence. This person is a handyman so he may want to bid on the work himself. So, we need to get proposals for these two types of work- the paving and the rebuilding of the fence. We’d like this to be done by the summer at the lastest. **ACTION:** (**Jim to talk to Yordi to** include the neighbor in discussion and Yordi to get bids for the work and we will go from there. Need to decide who writes the letter- Jim? Yordi? Tiago?).

1. **Henry’s Towing Contract**

Our current contract with them has expired and they sent over a version with mark-ups done from previous years. It needs to be re-done and so we can review it again and then sign it so both Henrys and Gates Hudson have current versions. **ACTION:** (**Yordi** to work on this and share with the board when done).

1. **Miscellaneous**:

We continue to try and figure out what to do with the gym area near the Saxon Flowers Drive entrance. We need to find a solution. All ideas are welcome.

We also want to powerwash the mailboxes and see if the playground equipment will need a better cleaning in the spring. We also entertained the idea of powerwashing the sidewalks-but this can get very expensive.

Drew is taking the lead on a social activity for the spring. A reserve study for the community will be done again in 2026.

Need to get out another newsletter for the spring. **ACTION:** (**Yordi** will start a draft with some input from **Lisa**. Others should provide topic suggestions as they want)!

**ACTION: (Zaki** to review our website to see what changes or updates need to be made.

1. **Open Session Meeting:**

Ended at 6:58 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 after Executive Session:**

Motion was made, was seconded and approved by all. Meeting was adjourned at 7:12 PM.

**Minutes Review and Approval**

Respectfully Submitted by: Lisa A. Colten March 15, 2025,

Reviewed by Board of Directors: April 30, 2025

Approved by Board of Directors: April 30, 2025