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

**Board of Directors Meeting**

**FINAL Minutes**

**April 30, 2025**

1. **Meeting Start Time:**

Meeting called to order at 5:05 pm.

1. **Attendees:**

**Board members in Attendance:** We conducted this meeting via Zoom.

Zaki Horany, President

Drew McKenzie, Vice-President

Lisa Colten, Secretary

Jim Ryan, Director- at- Large

Dimitri Voutsaras, Treasurer was not in attendance

Cale Buxton, Member, Architectural Review Board Committee in attendance

Property Manager, Shahinda Suliman from GHCM was also in attendance. Shahinda is our new Property Manager, replacing Yordi Abera who left earlier in January.

1. **Membership Forum:**

For Open Session, the following homeowners were in attendance: Kristy Freisinger from 2965 Lismore Lane. No issues discussed. An outstanding item from an earlier meeting has not been addressed yet, so it is being included here again. From past meetings, 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 **Shahinda** 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.). **OR**- we need to decide if this is an issue not worth pursuing anymore.

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

The January 29, 2025 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 Shahinda. **Zaki** to post to community website).

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

Shahinda will work on creating new Operations Calendar/ Contract Analysis and Action Item List in the Management Report documents for 2025. **ACTION:** (**Shahinda** to review it and update it with revised information as needed). Based on past discussions and decisions, we agreed to move forward with Potomac Landscaping to replace our long-standing contractor for many years. Other specific issues will be documented in Section VI.

1. **Treasurer Report:**

The financials were included in meeting documents. We are in good shape. We have a good balance sheet and our investments are doing well, aligning with stock market increases. We did miss the opportunity to review a CD that was coming due in March. We want to roll it over, but we are not sure if we can do this – at the current rate from the same bank or if there will be a penalty. **ACTION: (Shahinda** to review and report back. Based on the rates, we will then keep this for either 6 or 9-months to get the best rate).

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- previous manager- 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, looking to the summer for scheduling. **ACTION:** (**Shahinda** to contact the company and see when this can be scheduled and then will work out the communication to the community, accordingly).

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 completed late last year. Recent work was completed.

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 continue to take the lead and report back on possible options and how formal communications need to be- verbal? In writing? Need to review with 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:** (**Shahinda** to work on this and share with the board when done).

1. **Community Inspections**

Annual spring community inspections will commence in May. ACTION: (Shahinda will do these and report back to the board).

1. **Miscellaneous**:

Items still seen as pending or needing further discussion from January meeting: 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.

An outstanding item from January meeting included the notion of powerwashing 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.

We should try and get out a newsletter for the spring/summer. **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 5:48 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 6:36 PM.

**Minutes Review and Approval**

Respectfully Submitted by: Lisa A. Colten, July 14, 2025

Reviewed by Board of Directors: July 17th, 2025

Approved by Board of Directors: July 17th, 2025