

Carriage Lawn at Barkley HOA, Inc.
Board of Directors Meeting
Management Report Session
FINAL Minutes
April 1, 2020

I. Meeting Start Time:

Meeting called to order at 5:33 pm.

II. Attendees:

Board members in Attendance:

Zaki Horany, President

Mary VanMullekom, Vice President

Lisa Colten, Secretary

Jim Ryan, Treasurer

Chris Casey, Member-at-Large

Brian Heisler from GMA was also in attendance.

We conducted this meeting via Zoom video call due to COVID-19 stay-at-home orders by Virginia Governor Ralph Northam.

- III. Review of Minutes from Previous Meetings:** The February 26, 2020 BOD Minutes were reviewed and discussed. They were moved, seconded and approved by all. We agreed that we would record and keep the Management Report and Executive Session Minutes as two separate documents effective with this meeting.

IV. Management Report Update:

Brian provided tree trimming and new street light installation pricing proposals which will be discussed at this meeting. No major updates needed or discussed regarding the Operations Calendar or Contract Analysis. The current coverages for the community insurances have not changed and will be automatically renewed. The landscaping contract with our current vendor expires on 12/31/2020.

Due to the COVID-19 quarantine, the extensive spring inspection would be put on hold until the appropriate time. However, Brian mentioned that any ARB violations review are considered an “essential” activity by GHA and were being reviewed and communicated to homeowners regarding timing of completion of discrepancy. We agreed that if needed, we’d allow extensions to timing of fixing of any issues. (**ACTION: Board** to review any current violations at next meeting).

V. New and Unfinished Business:

A. 2020 Projects Discussion-

1. **Fitness Area:** Brian reviewed the fitness center enhancements and proposals included in meeting documents. Pricing for the various options seemed reasonable, but given the current environment and the pricing we expect for the street lighting project, we discussed whether this is the main priority at this time. We discussed whether we should keep it at as a fitness center and do some minor modifications vs. what we originally discussed. (**ACTION: Board** agreed that we'd think about this further. **Brian** to do some additional research on how we can still beautify it but at a lower cost. Will make an agenda item at our next meeting).
 2. **Community Landscape Enhancements:** We had agreed we wanted general community wide trimming to occur. Brian discussed extensively with Blade Runners and they had presented some pricing proposals for our review. They provided a day rate to do work. They anticipated it might take about 2 days to do work. Instead of providing each area/tree we wanted address, we agreed that we would use their judgement in doing the work. We did agree that any specific requests would be funneled to Brian. A motion was made to accept this approach and it was seconded and approved by all members. (**ACTION: Brian** to follow up with them to advise on approach and determine dates for work to be done).
- B. Spring Inspection** – The annual review will happen, but due to the pandemic, it will most likely be delayed. (**ACTION: Brian** to provide an update at next meeting).
- C. Sidewalk Repair** – We decided this enhancement was not as high a priority as we previously thought. We will continue to monitor. (**ACTION: Brian** will review status throughout the spring to see if further action is needed in 2020 or can be tabled until 2021).
- D. Community Website/Facebook-** Zaki continues to update the site and will provide updates to the Board as he completes sections. We continue to aim for a Summer re-launch. Related to this, we agreed that Zaki and Lisa should assume an administrator/moderator role for the Facebook page in addition to Gay. (**ACTION: Zaki** to keep Board apprised; share updates/drafts, etc. as appropriate. He will also contact Gay about the Facebook page).
- E. Community Lighting** – We reviewed the lighting map, but found it still was not complete and accurate to previous requests/placement of current lights. Questions were asked about certain assumptions and if those were included in

pricing or would be extra costs. (**ACTION:** We agreed that the **Board** would walk the community one more time and reconcile our needs/requests to the most recent document). The Board will return a final document to Brian to obtain a final proposal. We discussed the vendor proposal. In concept, we agreed that the work needs to be done in 2020 and that this is the number priority for the community.

F. Fire Lane Painting- We reviewed the different pricing proposals for this work. The prices varied as one focused on light scraping/power washing and repainting vs. the more expensive hydro cleaning and staining. The board agreed to take the less expensive approach. A motion was made to accept the lower bid. It was seconded and approved by all. (**ACTION: Brian** to contact vendor and determine timing for work to begin).

G. Entrance Bed Enhancements: While we had agreed in February that we wanted to enhance the beautification of this area, we decided to table this for a few months until after the COVID-19 situation subsides to see impact on community budget. (**ACTION:** Will discuss at future meetings as needed).

Management Section of meeting concluded at 6:40 PM. A motion was passed, seconded and approved to move to the Executive Session of the meeting.

VI. Executive Session: The following topics were discussed:

A. Budget and Financial Review- February financials are in good shape. Reserves are sufficient for the Community Lighting and Fire Lane Paving projects. Reviewed delinquent accounts which are not excessive.

B. Investments- A motion was made which was seconded and board approved that we would not move forward in the opening of additional CD investments as we had thought we would in February. (**ACTION: Brian and Board** to re-visit at a later time in 2020).

C. Attorney Status Report-Reviewed. No issues.

D. Parking Policy- The revised policy was shared with the attorney for final approval. Minor changes were suggested. A motion was made to accept these changes and it was seconded and approved by all Board Members. We agreed we'd implement the new policy on May 3rd, 2020. (**ACTION: Brian** to write communication and send to all residents).

E. Miscellaneous Discussion- Given the COVID-19 quarantine, we wanted to ensure we were doing what was needed for protection of our residents.

- **Architectural Review Board-** Discussed that there are still openings. We agreed we need to update the guidelines to include new verbage about Ring Doorbells and solar panels that have been previously approved for usage.
- **Community Signage-** for parking rules/traffic/fire lanes, etc.

Motion to adjourn the meeting: Was seconded and approved. Meeting was adjourned at 7:30 PM. A next meeting date was not set.

Minutes Review and Approval

Respectfully Submitted by: Lisa A. Colten, April 29, 2020

Reviewed by Board of Directors: June 10, 2020

Approved by Board of Directors: June 10, 2020