

Carriage Lawn at Barkley HOA, Inc.
Board of Directors Meeting
FINAL Minutes
June 10, 2020

I. Meeting Start Time:

Meeting called to order at 12:01 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.

Community Resident Robert Rosseter also attended the Management Report part of the meeting.

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 April 1, 2020 BOD Minutes and those from the Special Session on May 22, 2020 were reviewed and discussed. They were moved, seconded and approved by all.

IV. Management Report Update:

The Tree Trimming, Spring Inspection and Lighting projects will be discussed under New and Unfinished Business categories below. Brian included the Operations Calendar/ Contract Analysis and Action Item List in the Management Report documents. No questions or discussion were needed.

V. New and Unfinished Business:

A. Zoom Account Purchase: A motion was made, seconded and approved by all to authorize the purchase of a Carriage Lawn at Barkley Zoom account.

B. 2020 Projects Discussion:

1. **Fitness Center Upgrade:** As a result of last discussions with decisions to move forward on other pressing projects, we decided to table this until later in 2020 or into 2021.
 2. **Community Landscape Enhancements:** Likewise, we agreed to table this until 2021.
- C. **Spring Inspection** – The board members accompanied Amaris from GHA on June 1, 2020 to conduct the Spring Inspection. Approximately 45 of 146 homeowners were in some kind of violation and received letters from GHA outlining the issues. People are already responding as needed. **(ACTION: Brian** will keep the board apprised of activity. He will send us list on an on-going basis).
- D. **Sidewalk Repair** – We decided this enhancement was not as high a priority as we previously thought. We will continue to monitor. Brian will review as needed, however the Board did decide we will push this to 2021. There are a few examples of need, but no major trip issues have been reported or noted.
- E. **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. Zaki has asked Gay to monitor activity, answer questions when she can based on past Board actions and decisions. Anything out of the ordinary will be brought to Zaki’s attention and will be handled as needed.
- F. **Community Lighting** – As a result of the May 22, 2020 where we provided initial approval to move forward, we awaited the final proposal and estimate from the contractor. All discrepancies were almost correctly identified. **(ACTION: Jim and Chris** to review one more time and will send corrections to Brian). The contractor agreed to our proposal of installation of 12 new lights at a cost of \$54,000. This will come out of Operating Expenses of our budget. An initial third will be needed as a deposit. We anticipate the project to be completed by August.
- G. **Curb Re-Painting-** The board discussed the need for repainting of “Visitor” curbs (especially those near playground). We also questioned whether house numbers should be done at the same time to be consistent. **(ACTION: Brian** will obtain some estimates by our next meeting and we can decide whether we only do the visitor spots or include the house numbers also).
- H. **BladeRunners/Landscaping Proposals:** BladeRunners has presented 7 different proposals to the Board for consideration of work to be done. They included: Dead Tree Removal/ Grub Control/Tot Lot Mulch/Eroded Area behind 8838-

8846 Royal Doulton/Overgrowth in Common Area behind 2973 Nipper Way/Perimeter Control and Overgrowth in Common Area behind 8879 Royal Doulton.

The Board reviewed each proposal and discussed each in detail. The general consensus is that work is needed on an overall basis, but we are not inclined to do all of these at this point in 2020.

The Dead Tree Removal is still controversial and we are not convinced we have identified everything that might and should be cut. (**ACTION: Board members will** send additional trees for inclusion in a final proposal from BladeRunners. We also encouraged Brian to get additional quotes from other arborists who specialize in dead tree removal- as this is probably not BladeRunners speciality. **Brian** will then get quotes and present to Board approval. This is a very time sensitive project and should be done as soon as possible).

Grub Control: The board made a motion which was seconded and approved to move forward with this proposal at \$430.

Tot Lot Mulch: We discussed this shorter-term solution vs. a longer term one of using a synthetic material to add to bare areas. (**ACTION: Brian** to get a quote for the synthetic material and we'll make a decision at our next meeting).

Eroded Area Behind 8838-8846 Royal Doulton: Discussed other options- flagstone/ asphalt. Not ready to make a decision on this at the moment. (**ACTION: Brian** to get additional quotes for other solutions. To be reviewed at next meeting).

Overgrowth in Common Area behind 2973 Nipper Way: The board made a motion which was seconded and approved to accept this proposal of work at a total of \$680 to remove dead vines/crown reduction in trees and thin out undergrowth.

Perimeter Control: Discussion ensued re: how much work needs to be done on both perimeters- the west and east. There is not agreement that work needed on the East Side was supported. (**ACTION: Brian** to work with Board Members to ensure he has all specifics and will review with BladeRunners again. The Board also suggested he get another quote from another landscaping company. To be presented by next meeting if not before).

Overgrowth in Common Area behind 8879 Royal Doulton: The board made a motion which was seconded and approved to move forward with this project- in principle. A price was not included with other proposals. (**ACTION: Brian** to confirm pricing and share with Board so final decision can be made).

Management Section of meeting concluded at 1:26 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-** April financials are in good shape. Reviewed delinquent accounts which are not excessive.
- B. Parking Policy-** The new policy was implemented in early May with no major issues or concerns communicated by community members. Jim has primarily been tagging and having cars towed. (**ACTION: Jim** to speak to Atul- the other Parking Committee member to ensure he understands the new policy and how to consistently enforce going forward.
- C. Miscellaneous Discussion-**
- **Architectural Review Board- Guidelines** 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. (**ACTION: Lisa** will review the current guidelines and provide a first draft of changes to be considered by the other Board members. To be done by next meeting).
 - **Community Signage-** for parking rules/traffic/fire lanes, etc. We agreed we'd re-address this in the fall. It is something we want to do- but it is a bigger project than we want to handle during the summer.
 - **PlayGround Opening-** We agreed to keep it closed for now as Fairfax County moves from Phase 1/ Phase 2. We will keep an eye on this and determine when we will open it officially.
 - **Police Activity-** There was some police activity in the community a few days before this meeting. There was discussion on the FaceBook page for the community to inform others of this. (**ACTION: Zaki** will talk to a Fairfax County officer who lives in our community about general communications).

Motion to adjourn the meeting: Was seconded and approved. Meeting was adjourned at 1:49 PM. A next meeting date was not set.

Minutes Review and Approval

Respectfully Submitted by: Lisa A. Colten, June 19, 2020

Reviewed by Board of Directors: July 20, 2020

Approved by Board of Directors: July 20, 2020