

Carriage Lawn at Barkley HOA, Inc.
Board of Directors Meeting
APPROVED/FINAL Minutes
August 27, 2020

I. Meeting Start Time:

Meeting called to order at 5:04 pm.

II. Attendees:

Board members in Attendance:

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.

III. Membership Forum:

Amenah Darab, a resident was present for Membership Forum. She presented her issues with the current parking policy and how it is impacting she and her family. She provided some suggestions to modifications of the policy. The Board listened to her concerns. (**ACTION: Brian and Zaki** will follow-up with her after the meeting and advise of the board's final decision).

IV. Review of Minutes from Previous Meetings: The July 20, 2020 BOD Minutes were reviewed and discussed. They were moved, seconded and approved by all.

V. Management Report Update:

The Tree Trimming and Lighting projects will be discussed under New and Unfinished Business categories below. Brian noted that homeowners are responding to the Spring Inspection notices they received in June. Follow-Up inspections will be conducted once the compliance period has passed in late July/August. Brian included the Operations Calendar/ Contract Analysis and Action Item List in the Management Report documents. No questions or discussion were needed. He reminded us that the Blade Runners contract is up at the end of the year- see below for further action.

VI. New and Unfinished Business:

A. 2020 Projects Discussion:

1. Fitness Center Upgrade and Community Landscape Enhancements: Will continue to be tabled until 2021 so we can focus on the other larger projects that are underway.

A. Community Lighting/New Street Light Installation Project: This project was mostly completed in August, but some of the newer lights are not operational. Many of the new lights are on and all agree this has been a great improvement for our community. We are receiving good feedback from residents also. We agreed that we would withhold final payment until this work is done and issues are resolved. (**ACTION: Brian** to keep in touch with Kolb to ensure final issues are resolved; keep Board informed and then determine final steps as needed).

B. Sidewalk Repair: Brian received revised pricing from the contractor to address the areas outlined in the “audit report” and the areas we received complaints from residents. We had decided to push this back to later in the year, but we have received resident requests to re-visit certain areas that are in need of repair- especially those impacted by tree root growth into the sidewalks. We reviewed three areas noted on Blue Royale/Royal Doulton and Saxon Flowers; along with some other areas. A motion was made, second and the Board approved this final pricing and the work will commence in September. (**ACTION: Brian** to keep us apprised of any issues and when work is completed).

B. Visitor Curb Re-Painting: The board discussed the need for repainting of “Visitor” curbs (especially those near playground). We reviewed the proposal pricing. A motion was made, seconded and approved to move forward with the “Visitor” stenciling on the curbs not the asphalt. We decided to hold on the house numbers/reserved re-painting due to the logistics of managing the project. We agreed to go with current way of painting- black background with white letters. (**ACTION: Brian** to get in touch with contractor and manage timing). We may need to do a communication to the community.

C. Spring Inspections: Most violations have been fixed by homeowners. A few are outstanding- Brian is working with them- given the pandemic, we are exercising more understanding on completion of work. (**ACTION: Brian** to keep Board apprised to see if further or stronger communication is needed).

D. Asphalt Trail Replacement and Royal Doulton Pathway: We continue to review different proposals to try and resolve this issue, but there does not seem to be a good solution that seems to be a lasting solution and one that is not exorbitantly expensive. We brainstormed a few other ideas, but no final decision was made. (**ACTION: Brian** to go back to the two contractors that presented pricing/ ask our questions and receive new solutions to consider).

- E. Tot Lot Mulch:** Work had been approved; mulch was added in August to our satisfaction. We agreed that while not actively encouraging homeowners to use the playground during the pandemic, we would put up a sign to say- “ Use at your own risk”. This then prompted conversation that the equipment is dirty and could use a re-fresh of paint. We brainstormed ideas. **(ACTION: Brian** to get some quotes from vendors to see about powerwashing and painting for the Board to consider. Brian to update the signage.

- F. Landscaping/Tree Trimming Proposals:** We approved the work at our July meeting and as of this meeting, BladeRunners has completed the work they were to do. Freedom Tree is in process. We discussed we probably need to review this issue on a yearly basis and have clearing of brush done more regularly than we have in the past.

- G. BladeRunners Contract Renewal:** The current contract is up for renewal in December 2020. We reviewed the initial proposal and offered some suggestions for Brian for inclusion in contract vs. seeing as “ add-ons”. We have until early to mid- November to decide on accepting whatever the final pricing will be or to potentially receive quotes from other vendors. **(ACTION: Brian** to review our ideas with BladeRunners; get new pricing for us to review before our next Board meeting).

Management Section of meeting concluded at 6:15 PM. A motion was passed, seconded and approved to move to the Executive Session of the meeting.

VII. Executive Session: The following topics were discussed:

- A. Budget and Financial Review:** July financials are in good shape. Reviewed delinquent accounts which are not excessive. Two delinquencies liens have been sent to the collection agency for follow-up and payment. The Lighting project budget is coming out of Operating Expenses. Brian has sent an initial 2021 Community Budget to the Board for review and discussion. We will need to make a final decision by mid-November at the latest so proper communication to the community can be done. Concurrently, the Board needs to finalize and approve our Landscaping Budget/Contractor as per above noted in Management Report item G. **(ACTION: Board** to review current information and discuss and hopefully finalize at next Board Meeting).

- B. 2019 Audit Report:** The attorneys have sent an initial draft report of the 2019 Audit of the community and there are no red flags or issues. Jim moved to approve the audit report, which was seconded and approved by the Board. Brian will send the final to Jim for signature, etc.

- C. Parking Policy:** A resident presented her towing receipt to the Board and requested reimbursement as she felt her car was towed in appropriately. The Board reviewed and we denied the request. (**ACTION: Brian** to advise resident). We talked about asking for residents to register their cars with us; but there was mixed thinking on this. Except for a few issues, the new policy seems to be working. We did agree that the “ pink tags” could be clearer. (**ACTION: Chris (with help from Jim?)** will work on a draft of a new form and share with the Board before the next meeting).
- D. Community Website/Facebook:** Zaki continues to update the site and will provide updates/ get feedback from the Board as he completes sections. We continue to aim for a Summer re-launch. (**ACTION: Zaki** to let us know when complete and then will do a broader communication).
- E. Architectural Review Board- Guidelines:** Discussed that there are still openings on the committee. 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. Current process is that ARB applications are sent to Brian directly and he shares with Zaki for approval. This seems to be working fine- but if we can get some community involvement, that would be appreciated. Lisa did make some initial recommendations and changes to the guidelines and sent to Board prior to this meeting. We need further discussion on this. (**ACTION: Board** members to review/ send feedback to Lisa and hold for discussion at next meeting. Jim/Lisa did ask Gay Ashley if she wanted to be involved with this, but we have not received a final answer yet).

Motion to adjourn the meeting: Was seconded and approved. Meeting was adjourned at 7:00 PM. A next meeting date was not set.

Minutes Review and Approval

Respectfully Submitted by: Lisa A. Colten, October 7, 2020

Reviewed by Board of Directors: November 11, 2020

Approved by Board of Directors: November 11, 2020