

**Carriage Lawn at Barkley HOA, Inc.
Board of Directors Meeting
Minutes
November 18, 2019**

I. Meeting Start Time:

Meeting called to order at 6:01 pm.

II. Attendees:

Board members in Attendance:

Gay Ashley, President
Mary VanMullekom, Vice President
Lisa Colten, Secretary
Jim Ryan, Treasurer
Zaki Horany, Member-at-Large

Brian Heisler from GMA was also in attendance.

III. Review of Minutes from Previous Meeting: The July 25th meeting minutes were moved, seconded and approved by all in attendance.

IV. Review of Operations Calendar and Contract Analysis: Brian briefly reviewed the Operations Calendar from the Management Report document. Discussion about three upcoming contract renewals were mentioned:

A. Audit Engagement Letter- Request by Goldklang to be retained again to complete the 2019 and 2020 audit and taxes. This was moved, seconded and approved by the Board. (**ACTION: Brian** to follow up with the auditors to see when completion is anticipated for the 2018 audit and report).

B. Snow Removal Contract Renewal- The contract renewal was discussed and moved, seconded and approved by Board. It was discussed that we want to ensure that if it snows during the night, that we would like Aurora to try to do what needs to be done in

early morning before people leave for work. The contract stipulates that plowing would start at 2.75 inches.

- C. **2020 Community Management Contract-** The Board decided to hold this conversation (without Brian present) at the end of the meeting. Notes on this will be included at end.

- V. As part of this conversation, we discussed ensuring the Board was kept in the loop of management activities and follow up. (**ACTION: Brian** was requested to update the Board on a more frequent basis).

- VI. **New and Unfinished Business:**
 - A. **Parking Policy Discussion-**The policy is being reviewed for any needed updates. (**ACTION: Jim** to draft some ideas and language regarding enforcement and to share with board via email by end of November. **Board Members** to then review and provide feedback).
 - B. **Neighborhood Cookout Wrap Up** – About 17 people attended, including 3 or so new residents. We are considering the event for spring or summer in the future. Trash was not picked up after the event as we had hoped. We received good feedback from those who attended.
 - C. **American Disposal Systems** – Service has been spotty of late- either missed pick-ups, or not pick-up at all. A credit was provided (\$153.70) due to a recent missed day of pick-up.
 - D. **Spring Inspection Update** – There are a handful of outstanding issues to be corrected. (**ACTION: Brian** will update the Board on the status and upon completion).
 - E. **Home Lighting Inspection Update** – The Board provided inspection findings to Brian who reported violations to individual homeowners. Corrections are being made.
 - F. **Sidewalks-** Brian reviewed and found no items in need of immediate repair. (**ACTION: Brian** and **Board** to review again in Spring 2020).
 - G. **Community Lighting** – The Board agrees that additional lighting may be helpful in certain areas. An incorrect lighting plan for the community was provided by management. The plan is to be corrected and supplied again to the Board for consideration of areas in need of additional lighting. (**ACTION: Brian** to correct and re-

distribute the lighting plan to the Board. **Board Members** to review community for lighting suggestions).

- H. New Website and Go Daddy** -Zaki is developing a new community website.
- I. Community Payment of Miscellaneous Items**-Conversation ensued concerning difficulty in paying for items such as the website hosting, community events, etc. At this time, Board Members are using personal funds and being reimbursed with receipts provided for costs incurred. A proposal was moved/seconded and approved to investigate establishing a debit card for such community expenses with a maximum purchase amount of \$500. Purchases would require Board approval prior to items being purchased. (**ACTION: Brian** to investigate set-up of the card and report back to Gay and Jim on progress).
- J. Architectural Review Board (ARB)**- The ARB needs participating members from the community. (**ACTION: Board Members** to search for those who may be interested in participation and present names to Gay who will contact these individuals).
- K. ARB Cameras and Doorbells** – Notification will be provided at the HOA Annual Meeting that specifications for cameras and doorbells have been approved by the Board of Directors. ARB Applications must be submitted and approved prior to installation. Please note that two (2) neighbors must be properly notified prior to consideration of the application. (**ACTION: Gay/Brian** to place this on the Agenda).

VII. Executive Session

- A. Budget and Financial/Investments Review**- Proposed 2020 Budget was reviewed. Sufficient Reserve Funds remain in the account should larger expenditures become necessary. Discussion ensued concerning allowing accounts to replenish a little prior to additional expenditures at this time. A couple of properties are in collection because of delinquent HOA payments. In general, the community is in very good standing. A Motion was made to accept proposed 2020 Budget without an increase to the homeowner monthly assessment. Motion was seconded and unanimously approved. (**ACTION: Brian** to

distribute the 2020 Budget and payment information to the community). Discussion followed regarding current CD's. Jim presented a proposal to which was moved/ seconded and approved to invest in a new 24- month CD with funds from Operating Expenses at the best rate available. (**ACTION: Brian** to invest and report back to Board upon completion).

- B. Tree Trimming-** Discussion ensued regarding the two homes that recently took unapproved action to hire private contractors to do extensive trimming of trees. Much negative feedback was received from the community for a variety of reasons, most especially the unattractive look of the trimming. The issue is further complicated as some of the trees are on both common ground and homeowner property. At the time of this meeting, the trunks were still present with all limbs removed, resulting in a very unsightly view. After discussion, the Board concluded that Homeowner #1 needed to remove the trunks and stumps, then replace with additional greenery. Any request for tree removal must be addressed with the HOA through a properly submitted ARB Application prior to any work being performed. (see Tree Removal in the ARB Guidelines).
- C. 2020 Community Management Contract Renewal-** At this point, Brian left the meeting. The Board agreed to renew the contract. We discussed that we needed Brian to be more communicative with the Board and more frequently advise on the status and completion of action items. (**ACTION: Gay** to communicate with the management company and to approve the management agreement).

Motion to adjourn the meeting was seconded and meeting was adjourned at 8:20 PM.

Minutes Review and Approval

Respectfully Submitted by: Lisa A Colten, January 13, 2020

Reviewed by Board of Directors: January 27, 2020

Approved by Board of Directors:

