

Carriage Lawn at Barkley HOA, Inc.
Board of Directors Meeting
FINAL Minutes
February 26, 2020

I. Meeting Start Time:

Meeting called to order at 5:38 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.

III. Call to Order to Establish 2020 Board Positions: The Board reviewed and discussed which roles we would assume for upcoming year. The above listing confirms our discussion. This was moved, seconded and approved by unanimous vote.

IV. Review of Minutes from Previous Meetings: The Pre- Annual Meeting BOD Minutes and the Post- Annual BOD Minutes from January 27, 2020 were reviewed and discussed. They were moved, seconded and approved by all except Jim Ryan, who abstained due to absence at both meetings.

V. New and Unfinished Business:

A. 2020 Projects Discussion – Discussed possible projects for year.

- 1. Fitness Area:** We discussed upgrades to the “fitness area” in the front of the community. We agreed we wanted to improve the aesthetics but not so much as to attract unwarranted guests from outside the community. We agreed that landscaping would help make it a “pleasant place”. We agreed to rename this as a “Garden Retreat”. (**ACTION: Brian** will contact BladeRunners for consultation with a landscape architect and will receive pricing for upgrades. Will present options to Board at next meeting).
- 2. Community Tree Trimming-** In general, we agreed that there are areas of opportunity for dead trees to be cut throughout the community along with leveraging some community enhancements of either or both

annuals/perennials. As part of this discussion, we talked about two dead trees that have fallen in the “Garden Retreat” area that need to be removed. We made a motion/seconded and approved the removal of the trees. (**ACTION: Brian** to advise BladeRunners to remove these trees (per quote already provided) along with discussing with BladeRunners about future enhancement ideas and pricing. **Brian** to bring options to the next BOD Meeting).

- B. Spring Inspection** – The annual review will begin in early April. This includes a review of the house lighting results from the fall and ensuring trash cans are not kept outside after pick-up. If a homeowner has an improvement to do, they are provided notice and 30 days to make the necessary improvement. (**ACTION: GHA/Brian** to conduct and provide results to both individual homeowners and Board when appropriate).
- C. Sidewalk Repair** –At the July 2019 meeting, the Board had agreed that nothing was needed at that time. However, we would like a review to be conducted again in the Spring. Need to look for trip hazards. Also want to see if a painting of the fire curbs is needed and if this would include stripping and painting or a more aggressive sandblasting. (**ACTION: Brian** to get quotes for different options and present to Board- a deadline was not determined).
- D. Trash-** Some homeowners are not following guidelines on trash removal. On windy days, the community looks like a disaster area. (**ACTION: Brian’s manager** to make note of any discrepancies and share results with Brian and Board to see if any individual resident follow-up is needed). We also discussed if we should consider increasing frequency of the outside company trash pick-up/removal.(**ACTION: Brian** will get quotes for this additional activity. No deadline provided.)
- E. Insurance Review** – Documents were sent to Brian for review- this is in process. He did state that our premiums will most likely increase for 2020 coverage. No date for completion by the insurance company was provided. (**ACTION: Brian** to provide update at next meeting and if any Board action is needed).
- F. Community Website-** Zaki will be updating the site. He has chosen a new template on the Go-Daddy platform. We asked to see drafts as he works on this. We hope for an early summer completion. (**ACTION: Zaki** to keep Board apprised; share updates/drafts, etc. as appropriate).
- G. Community Lighting** – We reviewed the lighting maps. There still was not a final approved document which represented all Board members requests for additional lighting. We reconciled the two documents to everyone’s satisfaction. We discussed and motioned/seconded and approved the addition

of 12 lights. (**ACTION: Brian** to make the required changes to create a final document and will send to **Board** one more time for approval. He will obtain quotes and we can then determine our final action. The Board asked for this to be completed by next meeting).

- VI. Executive Session:** A motion was made/seconded and approved to call the Executive Session to order at 6:53 PM.

Budget and Financial/Investments Review-January financials are in good shape. Reserves are sufficient if larger expenditures are warranted (e.g. Community Lighting). Reviewed delinquent accounts and Brian clarified some of reports information. Discussion followed regarding current CD's.

- A.** The November recommended CD was opened. We need to open an additional CD to stay below the FDIC limits. The recommendation was to roll over the CD that is maturing soon, and add another 50k to that CD for another 24 months. This will maintain the four 24-month CD's that has one CD mature about every 6 months. This proposal was moved/seconded and approved. (**ACTION: Brian** to invest and report back to Board upon completion. **Chris Casey**- new Board member has a finance background and will also look at the opportunities).
- B. Community Payment of Miscellaneous Items-** We reviewed the conversation again about establishing a debit card for Board use for miscellaneous expenses. We agreed this was not needed anymore and closed the item.
- C. Architectural Review Board (ARB):**
 - 1. General Discussion:** The ARB has no current volunteers and needs participation from the community. In the interim, Brian will be point of contact for receipt of any applications and will send to Board for action and approval. We also discussed the need to update the ARB Guidelines to include previously approved action on cameras/Ring doorbells and solar panels. (**ACTION: Board Members** to search for those who may be interested in participation and present names to Zaki who will contact these individuals). (**ACTION:** Further discussion on guidelines will be discussed at next meeting).
 - 2. Royal Worcester House Tree Trimming Update-** The Board reviewed the outstanding application for homeowner to remove the three trees that were poorly trimmed in fall. Discussion ensued and proposal to remove all three with no need for additional contractor consultation was moved/seconded and approved for removal. Homeowner will need to replace trees with a minimum height of at least 5-8 feet.(**ACTION: Brian** to communicate with homeowner).
- D. Parking Policy Discussion-**The Board began review of policy for changes in January but this was not completed. Gay revised the document from that

discussion and distributed to all Board Members prior to this meeting. We agreed that we would continue the current enforcement activity and would tweak the rules and move forward with updating and communicating changes to community. (**ACTION:** Brian will update the policy, distribute to the **Board** and we will provide feedback by **March 6th**. Brian will then send to attorney for final review. **Board members** will discuss and finalize at our next meeting. **Jim** to get current parking violations tracking spreadsheet from Gay and we can update and determine how to keep that current- discussion at next meeting).

- E. Traffic/Parking Signs-** We discussed the need for parking signs to be more clear re: no resident parking in visitor spaces and to possibly move the Speed Limit sign to closer to entrance of community. (**ACTION: Board** will more fully discuss at next meeting).

- VII. Motion to adjourn the meeting:** Was seconded and meeting was adjourned at 7:53 PM. We tentatively agreed to set the next meeting for Wednesday, April 1, 2020 at 5:30 PM. This will be held at Jim Ryan’s house at 2966 Lismore Lane (**ACTION: Brian** to communicate accordingly to community).

Minutes Review and Approval

Respectfully Submitted by: Lisa A. Colten, March 5, 2020

Reviewed by Board of Directors: TBD

Approved by Board of Directors: TBD