

**Carriage Lawn at Barkley HOA, Inc.**  
**Board of Directors Meeting**  
**FINAL Minutes**  
**July 2, 2021**

**I. Meeting Start Time:**

Meeting called to order at 12:09 pm.

**II. Attendees:**

**Board members in Attendance:**

Zaki Horany, President  
Mary VanMullekom, Vice President  
Lisa Colten, Secretary  
Jim Ryan, Treasurer

Brian Heisler from GMA was also in attendance. Chris Casey was not able to attend.

We conducted this meeting via Zoom video call due to COVID-19.

**III. Membership Forum:**

Ogechi Muotoh started to attend and then she left a few minutes after. No other residents joined the call after this.

**IV. Review of Minutes from Previous Meetings:** The March 8, 2021 BOD Minutes were reviewed and discussed. They were moved, seconded and approved by all.

**V. Management Report Update:**

Brian included the Operations Calendar/ Contract Analysis and Action Item List in the Management Report documents. No questions or discussion were needed. Additionally, the community Reserve Study agenda item was reviewed in New and Unfinished Business.

**VI. New and Unfinished Business:**

**A. 2021 Projects Discussion:**

- 1. Fitness Center Upgrade and Community Landscape Enhancements:** The board continues to brainstorm ideas on what to do with this area- nothing/ minor landscaping additions or dog park area. We agreed that we don't

want to spend a large amount of money but willing to do something to ensure that our property has good curb appeal. The board members in attendance thought that the dog park is not a good use of this space at this location. Mary mentioned that there may be some Fairfax County funds to help with this- but perhaps we can entertain another area for this- maybe to the right of the playground. **(ACTION: Brian** will have another conversation with BladeRunners to see what they can- either within the confines of our new contract or hear options that are not expensive. From this, **The Board** will re-visit at our next meeting to see if it does make the list for later this year or table permanently or at least for 2021. **Lisa** will send a note to Chris to see if he wants to champion further research for the dog park). We should review one more time at our next meeting to see if we want to hold any funds for any 2021 improvements.

**2. Discussion of American Disposal Trash Service:** At our last meeting, we welcomed a manager from American Disposal to listen to our concerns about the trash collection service. Since then, we have seen a bit of an improvement of service. We are interested in getting larger recycling and/or garbage bins for all homes, but in order to obtain these at no cost, we would have to re-negotiate our current contract- commit to a slightly higher price and more years than we were willing to do. So, for now, we will put this on hold. We did find out that if individual homeowners need replacement bins due to damage, they can be replaced for free. We also discussed whether we wanted to get larger garbage and recycling totes. **(ACTION: Lisa** to send verbiage about this to Zaki for inclusion on website).

**3. New Signage for Community:** We continue to be interested in obtaining new signage for the community (parking/speed limits/fire lanes, etc.) for a more cohesive look. Unsure if this becomes a 2021 or 2022 project. Funds would be able to come from Reserve budget. **(ACTION: Jim** will continue to research and present options to Board as needed).

**B. 2021 Community Reserve Study Proposal:** Brian clarified some confusion about the finding of the reserve fund. We agreed that we don't need to follow their more "conservative" funding recommendations. We agreed that the increase of the monthly dues in 2021 should help. A motion was made to accept their final report. It was seconded and approved by all. **(ACTION: Brian** to send final report for signature to either Zaki or Jim and we'll consider this item closed).

**C. Royal Doulton to Lismore 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. The latest option, presented by BladeRunners- for pavers- was of some interest to the board. They included

options that we were interested in but not the cost. (**ACTION: The Board** asked **Brian** to go back to BladeRunners to see if they can do this for less money-(not to exceed \$19-20K) and from there we will make a decision). The Board also determined that we will not do anything to the area behind some of the houses on Royal Doulton- which has been discussed in the past. The options presented by different vendors were only seen as temporary and cost prohibitive.

- D. Tot Lot/Playground:** Discussion continued around power-washing and re-painting and tree trimming. Trees were trimmed in the early summer to allow for more sunlight to the area. We continue to discuss if this area needs further cleaning and how if necessary, to address bugs. (**ACTION: The Board** will monitor this and discuss as needed in future meetings).
  
- E. Little Free Library:** Lisa raised the idea of purchasing a Little Free Library for the community. A motion was raised, seconded and approved by all assuming the cost would not exceed \$1000. (**ACTION: Brian** to research and let **Lisa** know next steps. **UPDATE: Brian** was able to purchase for less than this price and the library was installed near the picnic tables on the playground in August. Lisa put a note on the FaceBook page and received a nice response from residents. **Lisa** will send verbiage to Zaki for inclusion on the website. Brian can use same verbiage for newsletter inclusion when one is sent out.
  
- F. Asphalt Project:** Initial pricing was received regarding sealing all roads in development as part of upkeep on 2019 project. The board reviewed different options. A motion was made to table this until 2022. This was seconded and approved by all.
  
- G. Sod Replacement/Poor Turf around Sidewalks/Mailboxes:-** Brian reviewed a few areas in the community where we should consider some maintenance or upkeep. One option was to replace the sod with pavers due to a few of these areas being high traffic areas. BladeRunners presented some ideas to Brian, but they are expensive ( over \$35K). More discussion and understanding of this project is needed. If we start with one area, what other areas may be in need/ consistent look. Further discussion is needed. (**ACTION: Brian** to get more specific information. **UPDATE: Brian** did further research and sent an email to Board in late July with some ideas- needs to be discussed at next meeting. Related to this, Lisa reminded Brian of other areas that were impacted by the lighting project and that grass/sod needs to be replaced in areas where new equipment was added (e.g. near Lisa's house- NipperWay/Saxon Flowers). Lisa sent Brian a picture (**ACTION: Brian** to review and provide pricing to board for this and other areas).

Management Section of meeting concluded at 1:25 PM. A motion was passed, seconded and approved to move to the Executive Session of the meeting.

**VII. Executive Session**

**VIII. Open Session**

**A. Budget and Financial Review:** The May financials were enclosed and are in good shape. Reviewed delinquent accounts which are not excessive, but there are a few homes that are still delinquent. Will monitor as needed. As discussed in Management Report section, we handled all the Audit related communication and approvals. We agreed to continue the retainer for the Goldklang firm to continue their engagement for the 2021-2022 year. Brian will review the next investment scheduled for maturity as needed and make appropriate recommendations. (**ACTION: The Board** will need to make a decision at our next meeting).

**B. Other Issues:** The Board discussed other issues- ARB Applications, a tree situation specific to a Saxon Flowers homeowner, Draft Architectural Guidelines document, further revisions to the Parking Policy and Stickers. Will provide more detailed information in direct email communication separate from this forum.

**Motion to adjourn the meeting:** Was seconded and approved. Meeting was adjourned at 2:00 PM. A next meeting date was not set.

**Minutes Review and Approval**

Respectfully Submitted by: Lisa A. Colten, August 16, 2021

Reviewed by Board of Directors: October 18, 2021

Approved by Board of Directors: October 18, 2021