**Carriage Lawn at Barkley HOA, Inc.**

**Board of Directors Meeting**

**FINAL Minutes**

**May 16, 2022**

1. **Meeting Start Time:**

Meeting called to order at 5:40 pm.

1. **Attendees:**

**Board members in Attendance:**

Zaki Horany, President

Mary VanMullekom, Vice President

Lisa Colten, Secretary

Jim Ryan, Treasurer

Chris Casey, Member- at -Large

Juoaquina Washington from GHCM was also in attendance.

We conducted this meeting in person at Fairhill Elementary School

1. **Membership Forum:**

No homeowners in attendance.

1. **Review of Minutes from Previous Meetings:** The February 11, 2022 BOD Minutes were reviewed and discussed. They were moved, seconded and approved by all.
2. **Management Report Update/Annual Meeting Discussion:**

Juoaquina included the Operations Calendar/ Contract Analysis and Action Item List in the Management Report documents. No questions or discussion were needed. We held this meeting prior to the anticipated Annual Residents meeting. However, a quorum was not reached for that and so that meeting did not happen. It will be rescheduled for a later time

1. **New and Unfinished Business:**
2. **Architectural Review Board (ARB) Guidelines Document and Process:** Weagreed thatwe, as the Board, would continue to review all applications. GHCM does acknowledge receipt from homeowners. The Board has 45 days to review each application. Juoaquina will start to create a spreadsheet for all applications to ensure a smooth and efficient review process. From this, the Board decided that the newly revised document is complete and ready for final legal review and then distribution to the community. A motion was made, seconded and then approved by all to move forward with this. It had been previously discussed that perhaps a legal review was needed. (**ACTION: Juoaquina** to handle this process) and then it can be ready for distribution- both electronically and by mail.
3. **Paver Project/Possible Poor Turf Solution Around Mailboxes/Sidewalks:** The Board decided we still want to explore options for this project. We narrowed the scope to the Nipper Way area only of the community. We need to review new budget numbers. We agreed that a walkthrough with BladeRunners/any available board members and Juoaquina needs to happen so we can get a current proposal to consider. Additionally, we agreed that we still need to improve the walkway between Lismore and Royal Doulton. We want to connect the newly cemented area from the school to the walkway about a third to halfway in. And, then see what can be done from the Royal Doulton side to where it begins to incline sharply. We agree that we are constrained due to narrow path and the fence that is falling apart. In essence, we would like to fix the two ends of the walkway if possible. (**ACTION: Juoaquina** to set up walkthrough and we will go from there). We do need to see pricing options for Lismore once again.
4. **Kolb Electric Roadway Patches:** Kolb agreed that they are responsible for the asphalt patches to be fixed correctly. They are to fix these areas. (**ACTION: Juoaquina** to advise Board when this is completed).
5. **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. Funds would be able to come from Reserve budget. **(ACTION: Jim** will continue to research and present options to Board as needed).
6. **Virtual Board and Resident Meetings:** As alluded to in Open Session, the Board is open to ensuring we have the correct legal resolutions in place to continue to hold virtual/electronic meetings- for both Board and the Annual Resident meetings. Draft documents were shared. A motion was made, seconded and approved by all for us to approve formally. (**ACTION: Juoaquina** will send these documents to us via DocuSign and we can move forward as appropriate).

**Motion to adjourn the meeting:**  Was seconded and approved. Meeting was adjourned at 6:41 PM. A next meeting date was not set.

**Minutes Review and Approval**

Respectfully Submitted by: Lisa A. Colten, July 12, 2022

Reviewed by Board of Directors: October 10, 2022

Approved by Board of Directors: October 10, 2022