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

**Board of Directors Meeting**

**FINAL Minutes**

**November 21, 2022**

1. **Meeting Start Time:**

Meeting called to order at 5:30 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 via Zoom.

1. **Membership Forum:**

Drew McKenzie, homeowner on 2968 Nipper Way attended the Open Session. He is new to the community and wanted to listen in. Cale Buxton from 2962 Royal Worcester also attended. He is interested in exploring solar panels and was asking board for direction. His questions are not directly addressed in current guidelines. We advised him to do his research and then submit ARB application so we can review and provide correct direction. (**ACTION:** Additionally, **Juoaquina** will provide any additional guidance and information to Board re: any VA state laws or regulations that our community needs to follow.) Another homeowner- Supriya (last name unknown) from 8825 Blue Royale attended briefly and then logged off. General questions about trash and leaves were asked. Trash vendor issues to be addressed later in meeting.

1. **Review of Minutes from Previous Meetings:** The October 10, 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 briefly discussed the timing of the community annual meeting, since we did not have a quorum when it was scheduled for May. We decided to revert to our usual schedule for January and will look to schedule in January 2023. (**ACTION: Juoaquina** will seek out dates from the school and provide options to board).

1. **New and Unfinished Business:**
2. **Architectural Review Board (ARB) Guidelines Document and Process:** Was finally mailed to all homeowners in early September. As issues arise, we should update as needed. Currently, our guidance on solar panels and colors on deck railings is not as specific as it could be. (**ACTION: Board** to discuss as needed as topics arise).
3. **Nipper Way Paver Project Around Mailboxes/Sidewalks:** Hoping to get this scheduled before end of year. (**ACTION: Juoaquina** to manage the implementation and timing with vendor).
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. It is unclear if this has been completed to our satisfaction. Unsure if this is still pending or not. (**ACTION: Juoaquina** to advise Board when this is completed).
5. **Treasurer Report**: Via email between the October and November meetings, the Board unanimously approved moving a CD due November 17th to Eagle Bank. The next financial transaction to be reviewed will be in the February/March 2023 timeframe. (**ACTION: Juoaquina** to reach out to Treasurer at that time for next steps and actions). We seem to be slightly over budget from Doody Calls- where perhaps we have had some extra pickups. We discussed moving the one receptacle near the fitness area to an area where more activity is evident. (**ACTION: Perhaps Chris** (as the one dog owner on board) can make recommendation to **Juoaquina** and she can arrange to have this moved). There are already two by the playground- maybe closer to school walkway on Lismore (?).
6. **New Signage for Community:** Between last meeting and this one, the board had unanimously approved to move forward with this project. An issue arose re: wanting to modify some signage on fire lanes. Need to ask Fairfax County if current signs can be moved/modified. Needs to be requested and with this comes a $300 expenditure. Jim made motion to go through this process. Lisa seconded and all approved. (**ACTION: Jim and/or Juoaquina** will do this, so we can move forward with implementation). We hope to be able to move forward with this as soon as we can. TBD on start date.
7. **Trash Service:** Current Vendor informed community of decrease in service from 2 days to one day in September which went into effect on October 3. Since then, service has improved and has been more consistent. However, Board still wanted to investigate other vendors. One was identified and questions were raised. Juoaquina received answers and they were not to our satisfaction. So, while we were ready to move forward with this second vendor, we agreed that we are not ready to do that. Discussion continued to see if we could sustain with one day service from current vendor, however with a decrease in current contract price. (**ACTION: Board** asked **Juoaquina** to talk with legal counsel regarding options, which include a possible breach of contract from vendor/ to receiving credits for missed days in 2022). From here, we’ll have further discussion and then need to communicate status to community.
8. **Dead Trees Removal:** This discussion continues. At last meeting, Board agreed we need to remove dead trees and trim dead branches as soon as possible. They need to be marked with a colored ribbon An email detailing the specifics with final costs needs to be sent to Board for final approval. (**ACTION: Juoaquina** to work with the vendor(s) and the Board to determine when this can be done and then a final decision can be made).
9. **Community Wide Inspection:** This needs to be done by end of year- by GH and any Board representatives. (**ACTION: Juoaquina** to propose some dates). This includes satellite/lightpost violations, yard maintenance among other issues).
10. **2023 Budget:** Juoaquina shared a budget which a recommended small increase to association dues to keep up with inflation. A new budget was reviewed. Discussion concluded that a small increase is prudent. Jim made a motion to increase homeowner monthly association dues by $3 to 100/month to cover proposed expense increases. Zaki seconded and we all approved. (**ACTION: Juoaquina** to update budget and send out appropriate communication to all homeowners).

**Motion to adjourn the meeting:**  Was seconded and approved. Meeting was adjourned at 6:41 PM. Next meeting date will most likely be scheduled prior to Homeowner Annual Meeting in January 2023.

**Minutes Review and Approval**

Respectfully Submitted by: Lisa A. Colten, December 13, 2022, 2022

Reviewed by Board of Directors: February, 15, 2023

Approved by Board of Directors: February 15, 2023