

**Carriage Lawn at Barkley HOA, Inc.**  
**Board of Directors Meeting**  
**Minutes**  
**July 25<sup>th</sup>, 2019**

**I. Meeting Start Time**

Meeting called to order at 3:06 pm.

**II. Attendees:**

**Board members in Attendance:**

Gay Ashley, President

Mary VanMullekom, Vice President

Jim Ryan, Treasurer

Zaki Horany, Member-at-Large

**Board Members Not in attendance:**

Lisa Colten, Secretary

Property Manager, Brian Heisler, was not in attendance for this meeting.

**III. Review of Minutes from Previous Meetings** was deferred to be done online by each member and communicate comments to Gay.

**IV. New and Unfinished Business**

**A. Financial Review** – showed that the Board is happy with investments and CDs; return is as good as can be expected.

**B. Fairfax County Code** – discussion centered around whether the community street storm drains should be updated and perhaps a possible grate installed. (**Action:** Brian)

**C. Blade Runners** – Check contract language regarding: 1) frequency of cutting and 2) frequency of seeding and needs being met. (**Action:** Brian)

- D. Delinquency Fees** – question came up as to when GHA starts sending out letters to HOA members who are delinquent? For example, do they start at \$1.00, or \$2.00, or \$5.00, etc.? (**Action:** Brian)
- E. Website Update** – Zaki started research on website update and looked at templates, etc. Zaki will continue his research looking into options, cost, etc., and get back to the Board. (**Action:** Zaki)
- F. ARB Openings** – will be announced on Facebook in hopes to get interested people to respond. (**Action:** Gay)
- G. ARB Guidelines** – were discussed by the Board regarding fence height, etc. The board decided the language in the ARB guidelines is good as it stands.
- H. Budget for 2020** – will be reviewed after October 15, 2019.
- I. Mailbox Installation** – was successfully completed. The Board and the community are pleased with the result. The keys to the package box, however, are still hanging outside the mailboxes and need to be inside. The Post Office needs to be informed and take corrective action (**Action:** Brian)
- J. Reserve Study** – In reviewing the study, the sidewalks are the next item suggested for review and repair or replacement as needed. Brian reviewed and found that items for repair or replacement are about a year away. See Item L below.
- K. Paving Project** – painted surfaces are peeling: need update as to the expected date of correction (**Action:** Brian)
- L. Concrete Sidewalk Review** – Sidewalk does not appear to be bad; wait until spring to re-evaluate
- M. Storm Water Management** – discussion took place surrounding the storm water management pond and what is county responsibility versus community responsibility. A clear definition of responsibility is requested. (**Action:** Brian)
- N. Playground Work Complete** – New mulch and two additional picnic tables were added, for a total of three.
- O. Fitness Area** – Repurposing/improvement ideas of the fitness area were discussed, e.g. gazebo, community meeting place, etc. Check into Fairfax County grant for community update and upgrade projects. Find out the guidelines so we can submit a proposal and perhaps qualify for the grant (**Action:** Brian)

- P. Community Lighting Project** – All agreed that we need additional lighting in the community. Jim asked the price for each light as well as the price of the “economic order quantity”, if there is one.  
(Action: Brian)
- Q. Inspection of Front House Lighting** – Each Board member was assigned the same route/streets as they had last year for front house light inspection. Report results to Gay by August 10, 2019  
(Action: All Board Members)
- R. Parking Violation & Towing** – There is a lack of responsiveness from towing company regarding responding to calls in a timely manner. Get with Towing Company and find out what is the issue? (Action: Gay)
- S. Parking Towing Language** - Review the towing language and propose changes, if any, to the board (Action: Jim)
- T. Tree Trimming** – may be required again. Community Manager to walk the area and bring back proposed tree trimming list with at least three (3) price estimates in a template format comparing apples to apples for work required (Action: Brian)
- U. Community Event** – was set for October 5<sup>th</sup>, 2019 with back-up/rain date of October 6<sup>th</sup>, 2019.
- V. Community Newsletter** – needs to go out and, at a minimum, it needs to include the following: welcome newcomers to the community, announce the date for the community event and “save-the-date”, remind residents again about the visitor parking rules, solicit input about speedhumps, etc. Release date early September. Board to supply community event details for the newsletter to Brian.  
(Action: Brian)

**V. Motion to adjourn the meeting** was seconded and meeting was adjourned at 6:05 pm.

Respectfully Submitted By: Mary VanMullekom  
Reviewed by the Board: August 18, 2019  
Approved by the Board: August 19, 2019