

**Carriage Lawn at Barkley HOA, Inc.**  
**Board of Directors Meeting Minutes**  
**September 26, 2018**

I. Meeting called to order at 12:33 PM

**II. Attendees:**

- A. Gay Ashley- President
- B. Mary Van Mullekom- Vice President
- C. Lisa Colten- Secretary
- D. Jim Ryan- Treasurer
- E. Zaki Horany- Member at Large
- F. Brian Heisler- GHA Property Manager

**III. Meeting Minutes**

Board waived reading of previous meeting minutes from April 10, 2018. There was discussion on how to capture and summarize action items to create a check and balance between the Board and GHA. New approach re: identifying the appropriate person with action item delivery will be included within each said item at end and then will summarize actions at end of minutes.

A motion to approve the April 2018 minutes was asked; A second was received and minutes were approved with amendments (re: removal of action items table replaced by above- going forward) by 4; 1 abstained.

**IV. Membership Forum**

- 1. As residents, we all expressed our satisfaction with completion and quality of the paving project with exceptions noted in item 11 in Section V.

**V. New and Unfinished Business**

- 1. **Lismore Lane/Chichester Lane Walkway:** A letter was received by Fairfax County announcing that they will be surveying the area to extend the existing concrete sidewalk at the school to connect with Lismore Lane. Management will update the Board on this FFSCO funded project once additional information is received. **September Update:** This was received and approved by the Board. This project is scheduled to be completed by FFSCO in 2019.
- 2. **Sidewalks/Curbs:** Brief conversation on cracks on some sidewalks. Should they be powerwashed completely? Maybe the aprons only. (**ACTION:** Decided to discuss at November Board Meeting).

3. **Additional Lighting in Community:** We all agreed that we'd liked to see additional lighting in the community. There is money in budget to accommodate this. Should we use brighter bulbs? LED's are currently in use. We feel we need more to help stem any potential vandalism and to ensure safety in community. Suggestions were made to either add to areas near mailboxes (or get new mailboxes with lights attached) and to some of the dark areas on certain roads. Some of these included near the work-out area; playground; Saxon Flowers between Lismore and Royal Worcester. We may be able to add upwards to 10 or so. We can probably use existing electrical work that has been done for the original project. As will be discussed later in this section re: mailbox numbers- research needs to be done to see if there are mailboxes with lights which may minimize the number of light poles we need. **(ACTION: Board members** to discuss with community members to get potential ideas of placements; bring ideas to next board meeting. **Brian** to do research on cost of additional lighting along with looking at mailboxes with lights to see if go that route vs new numbers on existing mailboxes. **See #10 for that detail.**)
4. **Break-Ins:** Discussed the car break-ins and thought that perhaps the lack of lighting may be part of this; but also found out that some cars were not locked. Stress safety precautions. We talked about that it is ok for homeowners to purchase security equipment as needed- see **#7** below for further detail. Maybe the police can patrol the community more frequently.
5. **Community Beautification:** We discussed adding benches to the playground area and additional perennials and bushes as needed around the community. We may be able to get some additional ideas on what and where after the tree trimming activity has been completed to perhaps accommodate any dead trees that have been removed. **(ACTION:** for further discussion and exact items requested at next board meeting).
6. **Front Light Inspections:** Board members completed this audit in May and provided information to Gay and Brian. Unsure of current status. **(ACTION: Brian** to conduct another audit in fall and share information with Board at November meeting).
7. **Cameras and Ring Doorbells:** Discussion on whether The Ring doorbell and security will need approval from ARB or not. The same for motion detectors if not large and obtrusive. At first we said no, then perhaps for the Ring- no. We encouraged use of motion detectors but for those would want ARB approval to help with consistency and look across community. If placed outside, would need ARB approval since considered an external modification. **(ACTION: Zaki** to come up for wording to share with residents on how to work through this. Should be done by November Board Meeting so can be presented to the community at annual January meeting).
8. **Tree Trimming:** Brian received proposals from companies and those were circulated to Board via email in September. We looked at the specific areas identified and we approved

and advised Brian to move forward. (**UPDATE:** Tree Trimming was done in late October; for discussion on quality and such to be done at November meeting).

9. **American Disposal Systems:** Current contract expired in August 2018. Unsure if we have seen something new. Continued same conversation we had from April meeting- we'd like to have a more uniform look- with garbage cans and recycling bins with lids- but what ADS has- is too big; we would like to see something smaller. We were in somewhat agreement that we can't force residents to purchase things on their own, but we can mandate how and when garbage and recycling is handled; pick up items after storms, etc. (**ACTION: Brian** to discuss again with American Disposal Systems to see if any other options available and Board to discuss again at November meeting).
10. **Mailbox Numbers:** Many of the numbers on mailboxes have fallen off. Our exact measurements are not in existence anymore. We were going to have Brian get customized size from a printer. This conversation morphed into seeing if we get new mailboxes instead of doing this fix. We'd like something nicer- in black and possibly even ones that have lights on them. This is related to item #3 above. (**ACTION: Brian** to handle research on both items concurrently and then based on research and costs, we'll entertain options for discussion as appropriate. **Board members** may also do their own research and as such- share with Gay and Brian offline. We will discuss more fully at November meeting).
11. **Paving Project Update:** Somewhat related to Item #2; as mentioned previously, Board was generally satisfied with street paving project. Some corrections that Brian previously shared with vendor were not completed. They are supposed to be done within the next few weeks. At time of meeting, final payment had been sent to contractor. Curbs need to be powerwashed and re-painted in spots. Some stenciling issues were noted. (**ACTION: Brian** to be in touch with vendor to complete this project and upon satisfaction, pay vendor final payment).
12. **Parking/Towing:** We don't want the police to ticket cars; we will continue with current practice. Related to this and the vandalism, we did decide it would be helpful for community police person to come to either the November Board Meeting and/or January Annual Meeting. (**ACTION:Gay** to invite the correct person). Suggestion of a Neighborhood Watch needed? Tabled until a later meeting. **Lisa comment-** I realize I may not have captured this correctly. At one point, I have noted that we did not want the police to ticket; later on, I noted that we were ok with both having police and towing company involved in this... **I need help here to ensure conversation captured correctly...**
13. **Little Free Library:** Lisa asked if people were interested in having one for the community. It could be placed at either the playground or the workout area. Some interest. It is not expensive. **ACTION-** Lisa to do some research and share at November meeting for possible discussion at January meeting.

14. **Cookout:** Zaki taking lead on organizing the cookout. Will put up notice and sign-in sheet on Facebook page. To be held on October 21<sup>st</sup> at 4 pm. **(ACTION: Zaki** to send out information and communication as needed to move this forward). He will also update us on event at November meeting.

**VI. OTHER/EXECUTIVE SESSION TOPICS:**

1. **Contract Analysis:** We reviewed the chart Brian shared with Board. Suggestions made to chart. **(ACTION: Brian** to update and send again).
2. **Financial Information:** We reviewed Financial Statements to date and looked briefly at 2019 Draft Operating Budget which will need to be approved by us at November meeting in order to be sent on time to residents for January Annual Meeting. **(ACTION: Brian** to send us updated information as needed prior to November meeting for review and discussion).

**VII. SUMMARY OF ACTION ITEMS: See items and details noted from Section V**

**1. FOR FURTHER DISCUSSION AT NOVEMBER MEETING: PROPOSED DATE of NOVEMBER 29<sup>th</sup> in PM... GAY TO FINALIZE**

- #2 AND #12- SIDEWALKS/CURBS AND UPDATES/CORRECTIONS ON PAVING PROJECT- Brian and Board Members have to do's here.
- #3- LIGHTING- Board Members and Brian have to do's.
- #4 BREAK-INS and #7 LIGHTING- Zaki has a to do.
- #5 COMMUNITY BEAUTIFICATION- Bring ideas for discussion.
- #6 FRONT LIGHT INSPECTIONS- Brian to do.
- #8 TREE TRIMMING- Brian to provide status update.
- #9 AMERICAN DISPOSAL SYSTEMS- Brian to provide status update and Board to make final decision- either let this go or provide a recommendation to residents at January meeting.
- #10 MAILBOX NUMBERS- linked with #3 LIGHTING- Brian/Board Members to present research on both and decide next steps and to present ideas to residents at January annual meeting.
- #11 PAVING PROJECT UPDATE- Brian to provide status update.
- #12- PARKING/TOWING- Finalize conversation- if doing something different from current practice- need to vote on this and bring to January meeting.
- #13- LITTLE FREE LIBRARY- Lisa to present research.
- #14- COOKOUT- Zaki to summarize event for board .

Meeting adjourned at 2:35 PM

Respectfully Submitted,

Lisa A Colten, Secretary