

Carriage Lawn at Barkley HOA, Inc.
Board of Directors Meeting
Minutes
April 29th, 2019

I. Meeting Start Time

Meeting called to order at 5:01 PM.

II. Attendees:

Board Members in Attendance:

Gay Ashley
Lisa Colten
Jim Ryan

Brian Heisler, GHA Property Manager, was also in attendance.

Board Members Not in Attendance:

Zaki Horany
Mary Van Mullekom

III. Review Minutes from Previous Board Meetings

- A. November 29, 2018- not completed yet. To be sent to Board Members for review and approval (**ACTION ITEM: Gay**)
- B. Pre-Annual Meeting of the Members Draft Minutes- February 26, 2019; Annual Meeting of the Members Draft Minutes-February 26, 2019; and Post Annual Meeting of the Members Draft Minutes- February 26, 2019 were approved by attending Board Members. Changes as suggested and approved will be incorporated and sent to all board members and Brian (**ACTION ITEM: Lisa**)

IV. New and Unfinished Business

- A. **Mailbox Replacements** – Reviewed the proposals that Brian previously submitted. We agreed to accept the Mailbox Man proposal which provides larger box sizes at reasonable price (\$24,935). To come out of reserves. Brian will contact Mailbox Man for next steps. We'd like a summer implementation. Brian also will communicate this to homeowners in upcoming newsletter. (**ACTION ITEM: Brian**)
- B. **Sidewalk Repair/Replacements-** The Chicester Lane/Lismore Walkway was completed. Good feedback from homeowners. The overall community sidewalks review has not been completed yet. Brian is almost complete with walk of community to determine which areas are in need of repair. He anticipated this to

be completed in early May. Related to this was a brief discussion of the Royal Doulton/Lismore Lane Walkway. Similar discussion from previous meeting in February. There is no asphalt there but a solution is needed. Brian to investigate options. **(ACTION ITEM: Brian)**

- C. **Lighting Discussion- Existing Repairs and Additional Lighting-** Discussion on certain lights needing repair or bulb replacements. Brian showed us map and initial recommendations for placement of new lights. We agreed that each Board member would walk the community near their residences and report back on those light fixtures that are out and to either agree to placement of new fixtures or bring recommendations of other locations. This activity should be done before next meeting so an action can be brought forward at that time. **(ACTION ITEM: All board members- share your feedback with all prior to meeting)**
- D. **Parking Violations/Parking Tags-** Process for tagging and towing is in place and seems to be working. We all are in receipt of the pink parking tags. Notices are being provided and some improvement has been noticed. Gay reviewed process for calling Harry's Towing. She will continue to update the Parking Violations spreadsheet and distribute as appropriate. **(ACTION ITEM: Gay)**
- E. **Signage- Royal Doulton "No Outlet"-** A Homeowner had requested adding a sign to street area on Royal Doulton near drainage pond. Board decided not needed. Gay will talk to them and ask homeowner to watch this extra traffic to see if still bothersome. **(ACTION ITEM: Gay)**
- F. **Storm Water Management Pond-** Improvements to the drainage system and cleaning of the debris is responsibility of Fairfax County. It will be included in a work order. The intent is that within 48 hour of a storm, the water should be drained almost completely.
- G. **Landscaping- Trees, Invasive Vines, etc.-** A proposal was provided by Blade Runners to cut back some of the invasive vine and undergrowth. A cost of \$1410 was approved by the Board. Homeowners can continue to provide requests for other tree removal/vine removal as needed and Brian will discuss with Blade Runners for pricing and will bring to Board. Additionally, the Board approved the decision to purchase 2 additional picnic tables for the picnic table. We reviewed samples – similar to existing ones. A motion was approved to allow up to \$3,000 for this expense to include the tables and installation. Brian will review with Gay as needed and handle this activity. **(ACTION ITEM: Brian)**.
- H. **Miscellaneous-** All residents notified of spring inspections of homes and if any violations- Brian will notify and advise on fixes and deadlines. Brian to advise Board of any issues. Also, seems as if some of the recycling and trash issues have been resolved. Gay took pictures on a recent April trash day and brought to Board's and Brian's attention. Brian to include this information in his violations review and if necessary, communicate accordingly to homeowner. If serious enough, this can constitute a violation. Finally, Brian is drafting a community newsletter and will be sending out within the next weeks. **(ACTION ITEM: Brian)**

V. **Executive Session-** The Executive Session began at 5:56 p.m. We reviewed the budget (see Brian's report for numbers). and focused mainly on three CD's that will be due in May and June. We agreed to structure them such that due dates are staggered. Brian offered some possible funds to purchase with suggested interest rates. We will do three funds- one with a 12 month maturity/another at 18 months and another at 24 months- to take advantage of best interest rate, etc. The board approved this activity. **(ACTION ITEM: Brian).**

VI. **Hearings**

The Hearings are part of the Executive Session and four homeowners were invited to attend to address property violations and communicate resolution to the Board. None of the four were present. Brian communicated that some of the issues identified in the Executive Session documentation were already fixed. He will follow up with the outstanding issues and report back to Board on final resolution. **(ACTION ITEM: Brian)**

VII. **Confirm Date, Time and Place of Next Meeting- TBD**

VIII. **Call for Adjournment**

Meeting adjourned at 6:35 p.m.

Minutes Review and Approval

Respectfully Submitted by: Lisa A Colten, June 19, 2019

Reviewed by Board of Directors: July 26, 2019

Approved by Board of Directors: July 29, 2019