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

**Board of Directors Meeting**

 **FINAL Minutes**

**May 1, 2024**

1. **Meeting Start Time:**

Meeting called to order at 5:36 pm.

1. **Attendees:**

**Board members in Attendance:** We conducted this meeting via Zoom.

Zaki Horany, President

Drew McKenzie, Vice-President

Lisa Colten, Secretary

Dimitri Voutsaras, Treasurer

Jim Ryan, Director- at- Large

Kyle Schulte, Chair, Architectural Review Board Committee

Cale Buxton, Member, Architectural Review Board Committee

Property Manager, Yordanos (Yordi) Abera from GHCM was also in attendance.

1. **Membership Forum:**

For Open Session, the following homeowners were in attendance: Christy Freisinger from 2965 Lismore Lane; Maggie (don’t know last name) from 8845 Royal Doulton Lane, Thanh (don’t know last name or address), Michael ( don’t know last name) from 2950 Saxon Flowers and Kristine ( don’t know last name) from 8818 Royal Doulton and someone else from 2965 Lismore Lane. No issues raised.

1. **Review of Minutes from Previous Meeting:**

The February 22, 2024 BOD Minutes were reviewed and discussed. They were moved, seconded and approved by all. **ACTION:** (**Lisa** will send out the final version of the meeting minutes to all board members and Yordi. **Zaki** to post to community website).

1. **Management and Officers Reports:**
2. **Management Report:**

Yordi included the Operations Calendar/ Contract Analysis and Action Item List in the Management Report documents. **ACTION:** **Yordi** to review it and update it with revised information as needed (i.e. Landscaper info).

1. **Treasurer Report:**

The financials were included in meeting documents. No major delinquencies. One of the CD’s will be due in later July and another in later September. It was previously reported that we need to place our investments with the recommendations from the Gates Hudson investment team, that tend to favor homeowner associations. More national firms like Vanguard or Fidelity don’t service HOA’s as well as we’d like.

1. **Old and New Business:**
2. **Architectural Review Board (ARB) Guidelines Document and Process:**

Given the current interest in solar panels, we realize we need to be more specific with our guidelines. Cale and Kyle have reviewed and provided the specifics we need. The Board has done an initial review and we seem to be on track with better language. **ACTION:** (**Lisa** will update the Design Guidelines document with these and some other minor edits again to Board for final approval. We will see if our Legal team needs to give it a quick review and then we can send out to community).

**The next paragraph was included in the February notes, but we have not finalized the entire process- so am keeping this here so can do so.**

With the ARB Committee now operational, we discussed roles and process and procedures to ensure efficiency and timeliness of approval for homeowner applications. We agreed that upon receipt to Gates Hudson, Yordi would review and then would send the initial applications to both Kyle and Cale. At least in the beginning, as Kyle and Cale become familiar with types of requests and past precedents, they would advise the board of their decisions and as they become familiar, we would become less involved, but brought in as situations arise that need additional discussion. Zaki would be the main board member to be involved as need be. Yordi mentioned that there is a board section on Gates Hudson’s portal, that we can use as the receptacle for the applications. We should still have a spreadsheet created so we can see progress and past decisions made. **ACTION:** (**Yordi** to see if we have access to the portal in a special section – was not sure if this had been created or not. We will make changes to this process as needed- as applications begin to be sent in. **Kyle and Cale** to ask questions and use Yordi and board as needed as they become familiar with this process).

1. **Repaving of Curbs/Fire Lanes:**

We discussed that we will probably need to have the yellow fire lanes/curbs and visitor curb signage re-painted in the Spring/Summer of 2024. **ACTION:** (**Yordi** will reach out to painting vendors and obtain a few quotes for us to review. This will include both the shorter- term lesser expensive service or the longer-term more expensive options).

1. **Trash Service:**

We have been exceptionally pleased with our new trash vendor. They have requested an extension on our current one -year contract and have provided pricing for a three and five year contracts. The Board agreed to the five- year extension and the contract has been amended as such.

1. **Dead Trees Removal:**

Tree work was completed in April and the vendor did an excellent job. As we notice other work to be done, quotes will be sent to them with discussion and approval to follow as appropriate. There is still discussion about tree roots and where those fall. If the roots of a tree planted in the common area upend within a homeowner property, it is their responsibility to determine what they want to do. If the homeowner does want the tree removed, that requires discussion with the board to determine if the community would intervene. At the very least, if the tree is removed at the owner’s expense, they need to replace it with something similar, again, at their expense.

1. **Receptables for Pet Waste/Trash Cans:**

Issue resolved from previous time- where replacement cans were done incorrectly. New ones in and hopefully less trash and animal issues will occur!

1. **New Landscaping Contract for 2024:**

We have returned to our previous landscaping vendor for moving/trimming/edging and basic tree maintenance activities will occur until the other community issue has been resolved, whereby more complete services can be completed. We are allowing homeowners to “opt-out” of certain services if they desire. This just needs to be done in writing and they can contact Yordi directly.

1. **Royal Doulton Walkway**:

This is a topic that we briefly discussed. Yordi showed us some documents re: boundaries of our property, but it looks very incomplete. We still want to fix this walkway. We discussed doing a boundary survey to review which parts are part of our community vs. the neighbor’s land. We need to see what we can do with the retaining wall. (**ACTION:** **Jim** has offered to take the lead on this project. We need to figure out how to get a good survey to help us make the right decisions- short term and longer term).

1. **Potential 2024 Projects**:

We discussed possible projects that we’d like to complete for 2024. Ideas included sealing the roads, as it has been almost 3 years since the re-pavement of the community’s roads. Also discussed were doing something with the fitness area/on-going tree maintenance/creation of an electric charging station for electric vehicles or other ways to assist homeowners charge vehicles in a safe way/Saxon Flowers playground- maintenance of equipment/need for mosquito spraying- making and keeping this area viable for our residents and finally- more community activities. **ACTION:** (**The Board** willcontinue to discuss these ideas and as needed, will become more specific agenda items).

1. **Miscellaneous**:

A question was asked (holdover from a previous meeting) if general communication is sent to renters, since it may appear that some of our issues are potentially occurring from these folks. They may not know the rules. We asked Yordi to implore the owners to share info with the renters- but also unsure if they are getting newsletters. If we can get their email addresses, then we would like to include them- this may solve part of our issues. Yordi will also begin to draft the next quarterly newsletter that can be sent to community. (**ACTION: Yordi** to research**.** Does this require more Board discussion or a review of our bylaws or something? Should not be so difficult? **UPDATE:** Not sure this has been done?)

Got good feedback on newsletter- and we should continue this for the June timeframe. (**ACTION:** **Yordi** to draft- **Lisa** can help with topics and then Board to review).

Community Egg Hunt was held on April 6th and it was a fun event for the community. Was not very expensive. We thank Drew for his leadership on this.

While not specifically discussed at this meeting, it is a holdover from our February meeting. Need to determine if we still need to have proxies notarized for annual residents meetings. This stipulation is included in current by-laws. Determining if we can /should modify. **(ACTION: Yordi** will investigate and report back to Board).Related to this is to do a review of our by-laws and to probably amend language re: residence for board members.

Yordi is in the process of completing Spring homeowner reviews for possible violations. She will complete and communicate accordingly upon her return from vacation in June. (**ACTION: Yordi** to complete a report and share with Board members).

1. **Open Session Meeting:**

Ended at 6:35 PM and we moved into Executive Session at this time. Notes regarding that discussion and follow-up assignments will be sent under separate cover to board members and Yordi.

**Motion to adjourn the meeting after Executive Session:**

Motion was made, was seconded and approved by all. Meeting was adjourned at 7:03 PM.

**Minutes Review and Approval**

 Respectfully Submitted by: Lisa A. Colten, June 6, 2024

 Reviewed by Board of Directors: August 1, 2024

Approved by Board of Directors: August 1, 2024