

**Caroline Oaks Homeowners Association
General Meeting
10 November 2020, 7:00 p.m.
Minutes**

Welcoming and opening remarks were given by President, Vernon S. Meeting was virtual via Zoom.

Vernon introduced the following Board members in attendance: Dharm T., Len G, Rich B, Pam C

A quorum was achieved with the virtual attendance of 8 homeowners as well as 22 proxies held by The Board (Note: There are 106 units in Caroline Oaks).

Approval of 2019 General (Annual) Meeting Minutes: Motion made and seconded to accept the minutes of the 2019 General Meeting. Motion passed.

Nominating Committee: Newly elected Board members: Scott Ward and Dan Daly

Election of Officers—By acclamation, all existing Board members were approved for continued service. Terms of office will be established at the January Board meeting.

Financial Reports — Jonathan Sucher of Cardinal Management Group provided an update on the community's finances indicating we are in good shape with replacement reserves of 115K, members' equity of \$19K and year-to-date earnings of \$16K for a total equity of \$150,479.

President's Comments:

--Thanked Cardinal Management and Rees Boone for arranging and conducting a valid meeting given the challenges posed by COVID-19 pandemic. Fortunately, technology allowed for a virtual meeting with free and easy access by all homeowners who chose to participate.

--No Dues Increase in 2021: Based on budget analysis and data provided by Cardinal Management no increase in dues is required for the forthcoming year. A letter will be sent to every homeowner by early December 2020 reiterating the usual guidance for submitting quarterly dues payments.

Committee Reports:

Architectural Control: Pam C. mentioned that we recently conducted a walk through of the community finding home exteriors to be in generally good shape. A few homes needed some repairs and letters will be sent advising/recommending corrective action.

Grounds: Rich B

--Shenandoah Landscaping Services continues to provide outstanding service. SLS removed several dead or declining trees and planted a couple of new ones

--At our request Fairfax County trimmed branches and overgrowth along the Old Keene Mill path thereby saving the HOA a few thousand dollars.

--Contact was made with neighboring HOA concerning tree problems of mutual interest. Wooded Glen HOA then acted to remove a large, dead tree that was threatening to topple into our community.

Other: Len G

--Street Lighting: Deteriorating cabling was causing streetlights to malfunction on William Kirk Lane (the same as problems elsewhere in the community the previous year). During this past summer we hired Power Systems Electric Corporation. They trenched and installed new underground cabling in conduit restoring the streetlights to working order.

--Mailbox Clusters: Three deteriorating clusters on William Kirk Lane were replaced with new units.

Motion was made and seconded to adjourn the meeting at 8:15 p.m.