

**Caroline Oaks Homeowners Association
Board of Directors' Meeting
Pohick Library
01 May 2023, 7:00 PM**

Call to Order

Confirm achieved with the participation of Board Members: Vern S., Len G. (virtual), Rich G., Walt S., Dharm T.

Minutes of the 06 February 2023 Board meeting were approved

Finances

- Cardinal Management (Tamara P. joined virtually):
 - Update on CINC: video link provided via email to describe how to read Association's financial statements; Tamara is available for any questions; some enhanced CINC features are only available to Board members; there is also a CINC mobile app that is available to all residents
 - Len asked about the 10-day notice on the aging report; Tamara clarified this indicates that a resident was provided a notice that if they don't pay their HOA dues within 10 days they will be automatically reported to Legal; this is intended to align with HOA policy (the 10-day notice should be sent after 60-90 days of delinquency, but Tamara to follow-up with confirmation)
 - Len requested to have front wall repair (\$1500) taken out of Reserve fund; also intends to have retaining wall repair (\$3000) taken out of Reserve
- Status of Edward Jones Account
 - \$184,000 in Edward Jones Account, with \$134,000 in CDs with interest of 4.75 to 5.0 percent

Old Business

- Road/sidewalk repair and maintenance
 - Community walkthrough with ETC was completed on 14 April 2023
 - Concrete repairs scheduled to begin 08 May 2023
 - Walt explained that existing speed bump at neighboring community is intentionally slanted for drainage; replacing with a straight speed bump past the drain could impact drainage and cause ice accumulation in winter; Len to ask about removing this work
 - Discussed location of additional speed bump near 9378 Peter Roy Court
 - Len did a walkthrough today and identified several cars that have not moved for a long time, sent related email notice to community since all acts need to be removed for maintenance
 - Len also noted that a PRC resident is frequently parking in the fire lane; Len approached the driver and he was not initially cooperative

- Front wall repair
 - Work completed, but Walt noticed some minor workmanship issues and will follow-up with the contractor if he is also hired for the retaining wall repair
- Mailbox cluster replacement has been paid
 - Desire is to replace one per year
 - Len and Walt to schedule a walkthrough to identify priorities for replacement
 - Foundations/pads also need to be inspected for replacement
- Retaining wall repair
 - Plan to wait until next year
- Status of rental form completions
 - Len has received two forms
 - Plan to follow-up directly with owners of rental properties in June timeframe (via mail and/or email), if they have not submitted forms by that time
 - Walt to check if HOA website could include a password-protected area where Board members could access rental forms and similar information
- Board administrative positions
 - Terms expiring this year: Vern and Dan
 - Vern to provide write-up on HOA process for when properties are sold/purchased
 - Discussed two potential residents that may be interested in joining the Board

New Business

- Community WhatsApp group
 - Old site was compromised and deleted; new link/group created to start fresh
- Tree removal
 - Walkthrough scheduled for 15 May 2023 to identify trees for removal
 - Len to send email to community about walkthrough
 - Will ask about removing/trimming trees in March timeframe instead of summer
- Future community activities
 - Rich reached out to neighboring communities for food truck coordination
 - Walt considering a neighborhood yard sale in June timeframe
 - Next community newsletter will mention upcoming activities
- Next Board meeting will occur in August 2023, before annual meeting