

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

Call to Order

Confirm achieved with the participation of Board Members: Vern S., Len G., Rich G., Walt S., Dharm T., Pam C., Morgan A.

- Tamara P. (Cardinal Management) joined virtually

Minutes of the 23 August 2023 Board meeting were approved

Finances

- Reviewed the 2024 budget (Excel spreadsheet) with Tamara, including keeping the quarterly dues unchanged for 2024
- Trash expenses may have increased above the amount reflected in 2024 budget
  - Trash Away and Patriot are 2 other trash companies to consider for bids
  - Walt said that ALM Disposal has reached out to the Board for potential business
- Tamara offered to review the budget and provide inputs
- Discussed that mailer should be sent to residents, informing them of 2024 quarterly dues and payment instructions; Tamara took action to do this
- Reserve Account: \$155,850.60 as of 02 November 2023
  - 3 CDs all drawing over 5% interest; one is 9-months, and 2 are 6-months
  - Also \$15k in a Money Market
  - Rich asked if there would be a point where the Reserve Account funds could be used for a "tot lot", per the original community plans; discussed concerned about potential dues increase, or liability; Len to look into the covenants regarding tot lot (playground)

Old Business

- Nominating Committee
  - Walt has a potential nominee, he will follow-up
- Installation of new mailbox clusters and retaining wall deferred to next year
- Rental form completion
  - Some forms have been received

New Business

- The Virginia State DPOR (Department of Professional & Occupational Regulation) has issued guidance for the [Maximum Allowable Preparation Fees](#) for Preparers of Resale Certificates; these fees are as follows:
  - \$141.31 for inspection of the unit to prepare the resale certificate
  - \$211.96 for preparation and delivery of the certificate in electronic form

- \$70.66 post-closing fee (this is what we term an Account Origination Fee paid to Cardinal Management when the property changes ownership)
- \$141.31 for an additional inspection (this is optional at the request of the purchaser/agent)
- These fees will take effect immediately for any future purchases of Caroline Oaks properties and will be added during the Settlement process
- The revised disclosure certificate was previously 1 page, now 46 pages (can be electronic)
- EV charging pilot program discussion
  - EnviroSpark made a [presentation](#) during Cardinal Management's Community Connection Day on 21 October; they offer several different options for community-wide EV charging stations (customer-owned, charging as a service; and EnviroSpark-owned network)
  - Fairfax County is also starting a pilot program ([Charge Up Fairfax](#)) to help up to 15 HOAs per year with a feasibility analysis for installing EV charging stations; applications are due by 12 November; Rich took action to complete the form
- Car washing on Peter Roy
  - Recent incidents of frequent car washing along the curb (fire lane)
  - Board not to take action for the car washing, but will take action if car is parked (left unattended) in the fire lane
- Fencing on front lawn
  - Resident concerned about neighbors with dog leaving mess in their yard, and has installed fence to help form a barrier
  - Discussed that instances of dogs off a leash should be reported, due to Fairfax leash law
  - Resident that installed the fence needs to submit a Architecture Review form
  - Also discussed that many new decks are using white Trex (which looks nice and lasts longer), but not permitted per current Architecture Rules; candidate for update to rules
- Vern's departure as President
- Next Board meeting will occur in late January 2024