

## **Minutes for Carriage Lawn HOA Annual Meeting of 25 January, 2011**

- I. Meeting called to order at 7:00 pm.
  - a. GHA Community Manager, Brian Heisler confirmed that sufficient members and proxies were available to constitute a quorum.
- II. Proof of Notice confirmed.
- III. Introduction of board members:
  - a. President, Gay Ashley
  - b. Vice President/Secretary, Dave Armstrong
  - c. Treasurer, G'Ann Zieger
  - d. Member-at-large/Chairman ARB, Jim Ryan
- IV. Minutes of 2010 Annual Meeting approved by unanimous vote.
- V. Handouts:
  - a. Copies of the Annual Meeting announcement letter and the 2011 budget
  - b. Community maps
  - c. Three copies of the FY2010 Replacement Reserve Report
- VI. Self-Introduction of Community Members
- VII. State of the Association Reports
  - a. President's Report:
    - i. Snow removal costs were approximately \$16,000 for last winter. Services provided by Mow Cow were significantly better than those provided by the previous snow removal company.
    - ii. Mow Cow was having difficulty getting paid by GHA for lawn care services from the first cutting of the season through June 30<sup>th</sup> of last year. The board intervened and the issue was resolved to Mow Cow's satisfaction and just in time to support lawn mowing prior to the curb painting.
    - iii. The board had been dissatisfied with the services provided by GHA Property Management over the past year and issued a letter to terminate their contract. The board subsequently postponed the termination after GHA management made commitments to improve service and assign a new property manager. The board has been pleased with these changes and is continuing with GHA on a probationary basis until May 31<sup>st</sup> at which time a final decision will be made regarding termination.
    - iv. Board actions resulted in significant cost savings in several areas, including:
      - (1) Insisted on corrective action by the retaining wall contractor to repair damaged railing (estimates for repairs were as high as \$20,000)
      - (2) Board succeeded in getting Fairfax County to unblock drain pipe from the storm water management pond at a savings of \$900 to the community
      - (3) Board approached Falls Church Water Authority regarding the sunken water main port at the intersection of Blue Royale and Langdon Gate. Repairs were recently completed at no cost to the community.
      - (4) The Barkley community manager asked our board to trim or remove wind-damaged trees that were leaning on their property. The board declined after researching the

property line and determining that the trees were actually on Barkley property (several thousand dollar savings)

- v. All three pet waste stations are being replaced and one of the two stations at the playground will be relocated to an inconspicuous location near the main entrance fitness area.
  - vi. Two waste receptacles will be installed at either end of the playground parking area.
  - vii. Additional speed limit signs are being installed at each of the three community entrances.
  - viii. Board is reviewing the need to replace/relocate other damaged and faded signs throughout the community.
  - ix. Board reported continuing problems with homeowners not adequately securing their garbage and recycling. The GHA property manager encouraged homeowners to contact him if they see instances of inadequately secured garbage so he can contact the offending homeowner.
  - x. Board has pursued collection on two homeowners who had not been paying their HOA dues. In one case the homeowner has declared bankruptcy so the association is unable to collect the back dues. In the other case the board is pursuing a payment agreement with the homeowner to collect the back due amount over time with an appropriate interest charge.
- b. Treasurer's Report for 2010
- i. Total Income:       \$ 157,198.96
  - ii. Total Expenses:   \$ 141,150.00
  - iii. Net Income:       \$ 16,048.96
  - iv. Board holds 13 CD's totaling \$213,251.69 at various institutions with staggered maturity dates. Yields range from 0.80% to 1.83%.
  - v. Board has voted not to increase HOA dues for 2011.
  - vi. 2009 financial audit was completed and accepted by the board. Audit results indicated the association is in good financial condition and no improprieties were noted.
- c. FY2010 Replacement Reserve Report
- i. Board reported that the reserve study that had been ordered in 2009 was conducted and completed in the summer of 2010. The study provides:
    - 1. An inventory of common community facilities and infrastructure components that require periodic maintenance and replacement
    - 2. A general view of the current condition of these components
    - 3. A time-phased financial plan to fund periodic maintenance and replacement over a 30 year span of time
  - ii. The study recommends that our community set aside at least \$24,575 annually to fund projected maintenance and replacement costs. The board replacement reserve set aside for the 2011 budget is \$27,000.
  - iii. The only actions recommended by the study for 2011 are the replacement of playground ground cover (already accomplished in 2010) and the conduct of a playground safety survey.

**[Board Action]**

- iv. The board will be using this study to program anticipated maintenance and replacement costs into future budgets. **[Board Action]**

**VIII. Open Forum**

- a. Homeowner asked to have an abandoned AAA trash container removed from the lot just north of the playground. **[Action subsequently completed by property manager]**
- b. Homeowner asked about the status of lighting at the mailboxes. The Board reported they had conducted considerable research but had not found a feasible solution. The post office would not permit installation of lights directly on the mailbox, and the cost of running power lines to the mailboxes was prohibitive. The board investigated solar lighting options but was unable to determine an acceptable product that would provide an adequate duration and amount of light while offering a durable fixture that matched the architectural style of the community. The Board does not intend to pursue this further, but will entertain any suggestions or additional research that homeowners may provide.
- c. Homeowner asked if the sand pit adjoining the playground could be put to some better use. The board encouraged homeowners to send in any suggestions they may have.
- d. Homeowner asked if anything can be done to about pet owners failing to pick up after their animals. The board acknowledged that this is a significant problem caused by only a few dog-walkers, some of whom may not live in our community. Homeowners were asked to report any observed violations to the property manager and if possible provide any visual evidence such as a cell phone photo or video. The board will also consider imposing a fine for this violation.  
**[Board Action]**
- e. Homeowner reported vehicles frequently fail to stop at community stop signs. Property manager suggested that the homeowner report this to Fairfax police to see if they would occasionally observe the areas where violations are occurring.
- f. Homeowner asked about the threshold and timing for receiving snow removal service. Property manager responded that the contract calls for plowing with 2-1/2 inches of accumulation. He added that while we can request a specific time for the services, there is not guarantee that the service can be provided at that time. The board also mentioned that they have arranged for road treatment under icing conditions, particularly in key areas of the community such as intersections and the inclined roadways on Royal Doulton and Langdon Gate.
- g. Homeowner mentioned the dark intersection and obstructed view at Saxon Flowers and Blue Royale. Board responded that they will look at this area to see what can be done. **[Board Action]**.
- h. Homeowner reported the problem with very messy and overgrown back yards. The property manager stated he will be driving through the community and making note of these problem areas. **[Board/GHA Action]**
- i. Homeowner asked if a tree in his front yard could be removed since its roots were damaging his sidewalk and possibly his home's foundation. Board suggested that the homeowner file an application to the ARB requesting that the tree be removed. Property manager also stated he would look at this tree as part of his community walk-throughs. **[GHA Action]**
- j. Homeowner raised the problem that limited resident parking was causing for his family and other homeowners, and asked that the board seek a community solution. This homeowner also

stated that he would be willing to pay for the use of visitor parking. The board stated that they had scheduled and announce a public meeting in 2010 to discuss parking issues but no homeowners attended. The board also stated that they would continue examining parking issues and would develop options for presentation at a future public meeting. **[Board Action]**

- k. Homeowners cited a few problems with Mow Cow lawn care and leaf blowing last year. Board encouraged homeowner to report these problems when they occur so the board and property manager can take timely corrective action.
- l. Homeowner reported the problem with some homeowners having invasive vines growing in their yards and asked that the board publish a notice about these plants in a community newsletter. Mint and ivy were two invasive vines mentioned. The board agreed and the property manager stated he would make note of this problem in his community walk-throughs **[Board/GHA Action]**.
- m. Board encouraged homeowner participation on the ARB to help maintain and improve the appearance of our community. Mention was made of the fact that the board is comprised of single and married members without children. Participation by someone with children would be welcomed and encouraged.
- n. A homeowner complimented the board and thanked them for all the time and effort they have contributed to the community.

**IX. Board Elections**

- a. Nominations:
  - i. Gay Ashley (re-election)
  - ii. Mary VanMullekom
- b. Because there were two board vacancies and only two nominations, a motion carried to vote both nominees to the board by acclamation.

**X. Meeting adjourned at 8:50pm.**

**XI. Executive Session (board members only)**

- a. The following corporate officers and committee chairman were elected for 2011:
  - i. President – Gay Ashley
  - ii. VP/Secretary – Dave Armstrong
  - iii. Treasurer – G’Ann Zieger
  - iv. Chairman of ARB: Jim Ryan