

Minutes of Carriage Lawn Board of Directors Meeting of 2 August, 2011

I. Meeting called to order at 6:34 pm.

II. Attendees:

- a. Gay Ashley, President
- b. Dave Armstrong, VP/Secretary
- c. G'Ann Zieger, Treasurer
- d. Brian Heisler, Property Manager

III. Board waived the reading of the minutes of the previous meeting.

IV. Meeting Topics:

- a. Financial Report. Brian reviewed the GHA financial statement. He reported that the billing issues with Mow Cow had been resolved.
 - i. Board unanimously agreed to continue to roll over CD's in accordance with current investment strategy proposed by GHA.
- b. Landscaping. Board had generally favorable comments regarding services provided by Mow Cow.
 - i. Board asked Brian to check with Mow Cow to see if landscaping rocks posed any particular hazard or problem for them (action completed subsequent to board meeting).
 - ii. Brian will check with Mow Cow on status of entrance irrigation system and planting of light/bright flowers at both entrances. He will also obtain quote from Craven's. Gay will check with community members who may be interested in helping with plantings if the HOA provides the plants. (**Action: Brian and Gay**)
 - iii. Board discussed weeding and cleaning of playground and volleyball court. Brian reported Mow Cow had quoted approximately \$700 to weed the playground and rake the sand in the volleyball court to loosen it up. Board discussed the option of hiring a community teenager who had provided weeding services to homeowners. The Board decided to defer the issue of restoring the volleyball court, or possibly reconfiguring the area for some other use, until the next public meeting in order to solicit community input.
 - iv. Gay reported several areas where Mow Cow was not mowing. Brian will contact Mow Cow for resolution. (**Action: Brian**)
 - v. Brian reported he continues to be contacted by a homeowner on Cedar Lane concerning an unsightly dead tree on Carriage Lawn property (behind homes on east side of Nipper Way). Dave advised he had walked the area and agreed that there were several dead trees or large limbs that should be removed. Brian had contacted Ashley and Absolute tree services to obtain estimates for cleaning up this and other areas in the community. Dave offered to walk the community with these companies as they do their inspection.

- c. Architectural Inspection. Brian reported he had completed a second inspection of the community and had sent out second violation notices, but did not include hearing notices. He expects many of those to be corrected and proposed conducting a third inspection later in August at which time violations would be reported along with a hearing notice. Brian also advised he had withheld citing landscaping rocks as a deficiency pending Board resolution.
- d. Annual Budget. Brian advised the board should receive a draft budget in a week or so. Gay also requested that GHA advise what their fees would be for next year.
- e. Signs and Sign Posts. The board, by unanimous vote, authorized up to \$2,000 to restore and replace damaged signs and sign posts as identified by Brian. Speed limit signs will be replaced with new reflective 10 mph signs.
- f. Entrance Lighting and Community Signs. Brian reported he had asked Kolb Electric to investigate what needs to be done to restore entrance lighting. Brian will also investigate options for installing an additional community sign at the Saxon Flowers entrance.
- g. Pet Waste Stations. Brian reported he had contacted the vendor regarding those occasions when service had not been provided. Board advised that missing a single week is not a significant problem, but asked Brian to ensure the community is not being billed on these occasions. Dave stated he would continue to monitor these services and advise Brian when they were not being provided. **(Action: Dave)**
- h. Audit Report. Brian advised that the audit report had been forwarded to the Board for review. (Gay subsequently sent Brian the signed acknowledgement)
- i. Verizon FiOS Installation. Brian reported he had been unable to get Verizon to provide a date for when the FiOS installation would be completed. Dave reported he and other homeowners had encountered a similar lack of responsiveness from Verizon. Gay asked that Brian contact Verizon regarding a loose cover on an in-ground utility box behind her home. It currently poses a hazard to people walking in the area. **(Action: Brian)**
- j. Storm Water Drain Grates. In response to a homeowner request at the last meeting, Brian contacted Fairfax County regarding the installation of gratings over community storm water drains. The homeowner was concerned that the large openings pose some risk to children and pets. The county responded that the addition of gratings would make the drains susceptible to clogging and that the current drains meet county requirements.
- k. Playground. Brian advised that the safety inspection had been completed and that the report had been provided to the Board. Discrepancies were minor and not of immediate concern. Dave will check swings to see if seats and chains require near-term attention. **(Action: Dave)**
- l. Parking. At the previous board meeting, a homeowner raised the issue of Henry's attempting to tow a resident's vehicle because it was parked on the line dividing their two assigned spaces. Although the community's Parking Policy does cite this as a violation, the Board had agreed to suspend this as a towing offense. Gay reported that she had asked Henry's Towing not to tow these vehicles in these circumstances.

- m. Deck and Home Exterior Colors. Board discussed the issue of providing standardizing exterior paint colors for the benefit of community residents. Brian will collect sample color chips from paint stores. (subsequent to meeting, Brian sent the Board sample colors to review)
- n. Book of Resolutions: Dave reported he had drafted a Book of Resolutions for the Board to use for codifying administrative and policy resolutions. He provided hard copies during the meeting, but advised he would follow-up with electronic versions to all board members for review. (**Action: Dave**)
- o. Next Board Meeting: The next meeting of the Board of Directors will be held at Fairhill Elementary School or another public location.
- p. Executive Session: Board reviewed delinquent accounts and the status of legal actions being taken by the community's law firm.

V. Meeting adjourned at 8:27 pm.