

Minutes of Carriage Lawn Board of Directors Meeting of 4 October, 2011

I. Meeting called to order at 6:30 pm.

II. Attendees:

- a. Gay Ashley, President
- b. Dave Armstrong, VP/Secretary
- c. G'Ann Zieger, Treasurer
- d. Jim Ryan, Member-at-Large, Chairman ARB
- e. Brian Heisler, Property Manager

III. Board waived the reading of the minutes from the 2 August meeting.

IV. Meeting Topics:

- a. Financial Report/2012 Budget. Brian reviewed the GHA financial statement and draft 2012 budget. Board discussed placing any surplus funds into Operating Reserves. Board also discussed emphasizing use of direct debit or automated payment of HOA dues to minimize cost of printing and issuing payment books.
 - i. Review of expense report. Board asked several questions about landscaping and other expense items. Brian advised he would send the board a list of the accounting code definitions used in the report. **(Action: Brian)**
 - ii. 2012 Assessment. Board voted unanimously to increase the monthly homeowner assessment by \$1.86 from the current \$88.14 to \$90.00, effective with the assessment due January 1, 2012.
- b. Landscaping/Grounds/Facilities:
 - i. Main entrance lighting. Discussed the high proposed cost for restoring lighting of the community sign at the main entrance. Brian will request estimates from other sources. Gay suggested he try S&S Electrical.
 - ii. Plantings for two community entrance flower beds. Board voted unanimously to utilize Craven's with a not-to-exceed limit of \$3500. Specific planting decisions will be made by a sub-committee chaired by Gay and volunteer homeowners.
 - iii. Main entrance sign. Reviewed high proposed cost of matching front entrance signs. G'Ann volunteered to research alternate sources.
 - iv. Sign restoration. Brian reported the fire lane sign work was completed by re-utilizing existing signs and no new signs were purchased. Dave reported there was no 10MPH speed limit sign at the Saxon Flowers entrance or at the Blue Royale entrance off of Mainstone. Brian will investigate. Gay also reported that the street sign at Langdon Gate and Blue Royale was bent again and in need of repair. **(Action: Brian)**
 - v. Tree work. Brian reported that the tree work was completed by Absolute and that he would have the tree removed that recently came down at the playground (completed subsequent to meeting).

- vi. Mow Cow. Gay asked that Mow Cow be contacted about removing grass and weeds growing in concrete and pavement seams. **(Action: Brian)**
- vii. Playground equipment. Board discussed playground equipment and the possibility of restoring the volleyball court. Dave reported that he had inspected the equipment and noted that the vinyl coating was peeling off the swing set chains. He also suggested that the board consider replacing the tree bark mulch with a rubber chip surface for better safety and durability. Brian was asked to get cost estimates for various alternatives. Board agreed to defer any playground decisions until the annual meeting in January. **(Action: Brian)**
- viii. Verizon utility box. Gay reported a hole/soil depression still exists adjacent to at least one Verizon utility box and perhaps others in the community. Brian will report the condition to Verizon. **(Action: Brian)**
- ix. Water meter covers. Brian reported that the two water meter covers on Saxon Flowers had been repaired.
- x. Landscaping rocks. Board discussed the use of landscaping rocks and agreed they should be permitted with some limitations to prevent hazards posed by lawn mowers. Board also discussed the need to revise several ambiguous sections in the ARB guidelines. Dave stated he would send out a Word version of the guidelines for board review and edit. This issue is pending, until ARB wording is approved by the Board. **(Action: Dave/Board)**
- xi. Pavement sealing. Brian stated he would examine pavement condition and arrange for repair of any significant damage, but recommended deferring sealing until spring. Board agreed.
- c. Architectural Inspection. Brian reported he would work with the few homeowners who had not yet corrected deficiencies and that no ARB hearing would be necessary until sometime following the next community inspection.
- d. Homeowner issues.
 - i. 8871 Royal Dalton. Homeowner reported erosion and drainage problem during heavy rains. Brian reported several trees had been removed but undergrowth was left in place to help with the erosion problem. Also advised that the problem is aggravated by the steep slope behind the homeowner's property. Brian had contacted the homeowner and will advise if problem persists.
 - ii. 8849 Royal Dalton. Homeowner reported problem with lawn damage caused by Mow Cow equipment. Brian had reported the problem to Mow Cow and the area has been reseeded.
 - iii. G'Ann reported that a homeowner had complained about weeds and overgrowth at 8846 Royal Dalton (corner unit) as well as at one of the middle units of the building. Brian will investigate. **(Action: Brian)**
 - iv. Homeowner at 8866 Modano PI requested a waiver to the ARB rule prohibiting the use of window air conditioners, explaining that the use of one had helped with allergy and other health issues. After discussion, the board voted unanimously to disapprove the request, stating that there were other alternatives available to the homeowner which would not detract from the community's appearance. These alternatives included adjusting the duct work damper to increase air flow to the

third floor, installing a wall-mounted air conditioner, or employing a room or system-wide air purifier.

- e. Book of Resolutions. Dave handed out a revised version of the Book of Resolutions that incorporated several board members' edits. The board voted unanimously to approve the document, and Dave stated he would post it on the community's web site. **(Action: Dave)**
- f. Pet waste stations. Board discussed the unresponsiveness of the current service provider. (Subsequent to the meeting, and after continued poor performance, the board changed the service provider to Doody Calls.)
- g. Towing. The board discussed the recent towing of a commercial vehicle by Henry's towing. Gay reported that per the Henry's contract, commercial vehicles are only to be towed when specifically authorized by a board member, which was not done on this occasion. Brian advised he had contacted Henry's twice requesting the photos that are required to be taken before towing, but he had not yet received a response.
- h. Community home exterior colors. Brian advised he had obtained Duron color samples for home exteriors and would provide them via e-mail. **(Action: Brian)**
- i. Next Board Meeting: The next meeting of the Board of Directors was tentatively set for 1 Dec. The meeting will be conducted at a board member's home and thus limited to board members. Meeting will focus on preparations for the annual meeting.
- j. Executive Session: Gay reported the status of collection efforts by the community's law firm on delinquent homeowner accounts.

V. Meeting adjourned at 8:17 pm.