

Minutes of 5 March, 2012 Meeting of the Carriage Lawn Board of Directors

- I. Meeting called to order at 6:35 pm.
- II. Attendees:
 - A. Gay Ashley, President
 - B. Dave Armstrong, VP/Secretary
 - C. G'Ann Zieger, Treasurer
 - D. Mary Von Mullekom, Member-at-Large
 - E. Hiranya Maru, Member-at-Large and ARB Chairman
 - F. Brian Heisler, Property Manager
- III. Meeting Topics:
 - A. President's Report. Gay reported there had been a break-in at a home on Saxon Flowers. She contacted the police but was unable to get any additional information. This led to a discussion of other police activity in the community. Brian indicated he would contact the police to see what additional information he could obtain. [Action: Brian]
 1. Gay advised a homeowner had reported that teenagers were hanging out and smoking at the community's playground. Homeowner also asked if a light could be installed at the playground. Brian suggested that homeowners contact the police non-emergency number regarding any suspicious activity. Regarding the light, he felt this would be expensive to install since, like the main entrance lighting, there was no power line immediately available.
 - B. Vice President's Report. Dave gave each board member and Brian a CD-ROM containing the community's governing documents in a searchable PDF format, a draft revision to the ARB Guidelines in Word format, a draft Board Action Item Tracker spreadsheet, and a PDF file of the Carriage Lawn website that permits fully functional, offline display of the website. Dave also reported he had corrected a download problem with the ARB Guidelines and added two new links: one to the Property Owners' Association Act of the Virginia Statutes, and another to Fairfax County's Code of Ordinances.
 1. Dave reported that the website does not have any meeting minutes for calendar year 2008, and minutes for only a single meeting in 2009. He asked Brian to check GHA's records to see if they had copies so they can be posted to our website. [Action: Brian]
 2. Regarding the draft Board Action Item Tracker, Dave reported he put this spreadsheet together to help the Board manage and track ongoing Board action. He stated he had populated the spreadsheet by reviewing meeting minutes going back to the beginning of 2010. Board members were asked to review the spreadsheet and let Dave know if they had any suggested changes to its structure or content. Brian stated he would compare this list with GHA's action items to see if any changes to either list were appropriate. [Action: Board members, Brian]
 - C. Treasurers Report. G'Ann discussed the status of the HOA's certificates of deposit. The Board agreed to continue with the current rollover plan for maturing CDs.

D. GHA Management Report and Issues.

1. Brian provided the GHA financial report and answered several board member questions.
2. The Board discussed pavement repair estimates. Brian stated the ideal time to do the asphalt repairs would be during hot weather. The Board agreed that complete resurfacing and resealing was not required at this time, but was uncertain as to the scope of work required. Brian stated he would assess the extent of asphalt repairs and crack sealing and ask the contractors who had proved initial estimates to refine those estimates accordingly. [Action: Brian]
3. The Board discussed several issues regarding the playground, including restoration of the volleyball court, installation of a park bench and fencing, and replacing the current playground mulch with synthetic mulch. The Board deferred decisions on these items to a future meeting. Gay stated she would solicit community interest in these items through a Facebook posting. [Action: Gay]
4. Brian stated he would be resuming nighttime tours of the community to identify defective driveway lighting and issue warning letters as necessary. In order to facilitate enforcement, Dave stated he would draft a revision to the ARB Guidelines' "Property Maintenance Standards" to specifically mention driveway lighting. [Action: Brian, Dave]
5. Brian stated he would be doing the community inspection in April or May and that he would document deficiencies with photographs as he did last year.

E. Other Topics.

1. Garbage. Gay raised the issue of garbage blowing around the neighborhood and the problem with people putting it out too early and not adequately securing it. There was some discussion about whether a "not earlier than" time was specified in our HOA documents, but Brian stated that the typical requirement is that it should not be put out before sunset on the previous day. Brian also stated that he would send a letter to any homeowners who failed to adequately secure their garbage.
2. Lawn Care Service. The Board discussed several problems with Mow Cow's lawn care service last year, including failing to mow behind some homeowner's fences and not mowing the grass strip between the curb and the sidewalk. Brian offered to solicit new bids for the community, but suggested that he first walk through the community with Mow Cow and point out the problems previously experienced. The board agreed to monitor and reassess Mow Cow's performance before soliciting new proposals. [Action: Brian]
3. Hornet Nest. The board asked Brian to see if Mow Cow could deal with a hornet's nest located on Royal Doulton. [Action: Brian]
4. Pet Waste. Dave reported that several homeowners had approached him regarding a homeowner who was not leashing her two dogs and was not picking up their waste. Brian stated he would send the homeowner a letter and point out that she was violating both HOA and Fairfax County regulations. [Action: Brian]

5. Assessment Billings. The Board discussed the options of billing assessments on a monthly or quarterly basis, or the use of coupon books as in previous years. Quarterly billing statements would reduce the current administrative costs of sending monthly statements by one-third, but several board members expressed concern that without a monthly reminder, there would be an increase in late payments. Board members agreed that even with quarterly statements, homeowners will continue paying on a monthly basis, with the option of paying a single quarterly payment. Hiranya offered the following proposal: That the community changes to quarterly statements for the remainder of this year, commencing with the April statement, and go to a single annual statement beginning next year. The board discussed this proposal and suggested that a letter in the April statement explain the reason for the change, encourage use of direct debit (providing the greatest savings for the community), explain that there is no change to when a payment is due, nor any change in late fees. Dave restated Hiranya's proposal to change to quarterly statements, with monthly billing, to begin with the April statement. The proposal was seconded by Gay, and the proposal carried with the following voting results.

Yea: Mary, Hiranya, Dave

Nay: Gay, G'Ann

Brian agreed to provide the board with a draft of the letter to be included in the April statements. The board also discussed whether the cost of mailing late notices was adequately covered by the late fees. Brian was not certain, which led to a discussion of whether the board should consider raising the late fee charges. Brian pointed out that this would require an updated collection resolution which normally is developed by an association's attorney, passed by the board, and then mailed to the homeowners with at least a 30-day notice. The board deferred further discussion.

The board resumed discussion of the statements and G'Ann pointed out that she currently receives an electronic statement. Dave suggested that this option should also be mentioned in the cover letter for the April statement. Gay asked that Brian determine the cost of this option and provide this information prior to sending out the cover letter. Brian said he would provide this information and include this option in the cover letter. [Action: Brian, Board]

IV. Executive Session Topics:

- A. Delinquent accounts.
- B. Homeowner tree root damage to patio.

V. Meeting adjourned at 8:59 pm.