

Minutes of 18 September, 2012 Meeting of the Carriage Lawn

Board of Directors

- 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. Hiranya Maru, Member-at-Large
 - E. Brian Heisler, Property Manager
- III. Board waived the reading of previous meeting's minutes (previously reviewed).
- IV. Meeting Topics
 - A. President/GHA topics:
 1. Merrifield Nursery completed the main entrance plantings. GHA handyman is watering as necessary.
 2. Brian is working with Dominion Power to develop a proposal for providing a power source at the main entrance to support lighting and the irrigation system.
 3. Brian is investigating several tree trimming issues around the community. The Board also raised the problem with invasive vines and asked GHA to investigate how they can be controlled. Dave pointed out that the vine problem is particularly bad along the community's western property line.
 4. The Board discussed homeowner and HOA responsibilities for trimming trees and decided to include this in the revision to the ARB guidelines.
 - B. Homeowner Open Forum.
 1. A homeowner asked about putting out bulk items for garbage pickup. The Board responded that our garbage service has been very good about pickup of large amounts of garbage, but that homeowners should call American Disposal in advance to arrange for pickup of large appliances and similar items.
 2. A homeowner asked about having a social gathering for community homeowners. The board approved spending \$100 from the social budget for this purpose and Gay offered to take the lead in making the arrangements.

3. A homeowner asked about installing a baby swing at the playground and possibly restoring the volleyball court to a useable condition. The board reported they had previously solicited community interest in re-establishing the volleyball court or finding some other use for this area. The board will raise the issue again at the next annual meeting. Brian will investigate installing a baby swing in conjunction with swing replacement [**Action Brian**].

C. GHA Financial Report:

1. The Board reviewed the report and asked several questions. The Board also agreed to continue the laddering investment strategy for CD's.

2. The Board reviewed the draft 2013 budget proposed by GHA. The Board recognized that some line items may need to be adjusted, but was satisfied with the overall budget and voted unanimously to keep the monthly homeowner assessment at \$90 for 2013.

3. The Board discussed increasing the monthly assessment late fees and how that change would need to be incorporated in the governing documents. Brian took action to contact the HOA's law firm for their recommendation and the drafting of a collection resolution [**Action Brian**].

D. GHA Action Items:

1. Verizon FiOS. Some homeowners have had FiOS installed, but it is not yet available to all homeowners. Brian will follow up with Verizon [**Action Brian**].

2. Driveway light inspections. Brian will resume these inspections and notify homeowners with inoperative lights [**Action Brian**].

3. Missing board meeting minutes. Brian checked GHA files and contacted the previous board president, but has been unable to locate minutes for board meetings between October 2007 and July 2008. Action completed.

4. Front entrance power. As previously reported, Brian is working with Dominion to establish a power source.

E. Contract Status:

Brian is soliciting proposals for grounds maintenance and snow removal contracts.

F. Revised ARB Guidelines:

Dave briefly discussed the revised ARB Guidelines that he sent out to board members. He stated he would put together a timeline for the Board to complete their review and comments, with the goal of completing the final document in time to go out to homeowners in early December. The Board intends to discuss and vote on adoption of these guidelines at the Annual Meeting.

G. Policy Resolutions:

1. Association Complaint Procedures Resolution. This resolution is required by Law in the Commonwealth of Virginia and is overseen by the Department of Professional and Occupational Regulation (DPOR). The Board voted unanimously for approval as Carriage Lawn at Barkley Policy Resolution No. 3. Dave will post the final document to the Carriage Lawn website **[Action Dave]**.

2. Fee Schedule Resolution. This resolution is required for any association that charges a fee be paid for copies of association documents. Brian will send the resolution to board members for review **[Action Brian]**.

H. Incentivizing Annual Meeting Participation:

The board discussed the challenge each year of achieving the 10% quorum requirement for the Annual Meeting. In order to incentivize greater participation, the board agreed to award five \$50 gift cards as door prizes. Homeowners in good standing (one per lot) would be eligible to participate in the drawing if they attend the Annual Meeting, or if unable to attend, provide their properly completed proxy by the required due date.

I. Next board meeting:

The Board proposed having the next meeting during the week following Thanksgiving.

V. Executive Session Topics:

- A. Threshold for turning accounts over for collection.
- B. Delinquent accounts.

VI. Meeting adjourned at 8:30 pm.