

Minutes of 27 November, 2012 Meeting
of the Carriage Lawn Board of Directors

- I. Meeting called to order at 6:32 pm.
- II. Attendees:
 - A. Gay Ashley, President
 - B. Dave Armstrong, VP/Secretary
 - C. G'Ann Zieger, Treasurer (via phone)
 - D. Mary VanMullekom, Member-at-Large
 - E. Hiranya Maru, Member-at-Large
 - F. Brian Heisler, GHA Property Manager
- III. Board waived the reading of previous meeting's minutes (previously reviewed and approved).
- IV. Meeting Topics
 - A. Financial:
 1. Brian provided the GHA financial report and bank statements and answered several board member questions.
 2. Brian discussed the previously approved 2013 operating budget and provided a draft letter for mailing the budget to residents. The letter includes the 2013 budget and advises homeowners that the monthly assessment will remain at \$90 for 2013. The board made several changes for incorporation prior to mailing. **[GHA action completed subsequent to board meeting]**
 3. Brian presented the draft assessment collection policy resolution prepared by Chadwick & Washington (community's law firm). The primary purpose of this resolution is to ensure that late fees are sufficient to cover the administrative costs of preparing and mailing late notices to delinquent homeowners. The Board voted unanimously to approve a \$20 late that would be assessed if the monthly assessment was not received by the 15th of the month. Brian will provide Dave with the draft resolution in Word format so Dave can make the appropriate changes and incorporate it in the Book of Resolutions. **[GHA action completed subsequent to meeting. Dave has action to post final document].**
 - B. Proposals and Contracts:
 1. Main Entrance Power. Brian provided an update on the plan to establish electrical power at the main entrance to support lighting and the irrigation system. He reported that he had met with Dominion Power who will be able to draw a permanent power source from the nearby power lines located on Lee Highway. He also met with Power Systems Electric (PSE) who developed a proposal for delivering the power to both

sides of the main entrance and installing appropriate junction boxes, receptacles, and floodlights on both sides of the entrance. The proposed cost of \$6,912.14 was unanimously approved by the Board.

2. Tree Trimming. Brian provided a community map showing a survey that he conducted of trees that require trimming. Dave pointed out the area 14 should be deleted since those trees had just been trimmed by Barkley. The board voted unanimously to use Freedom Tree Care to perform this trimming at a cost of \$2,790.

3. Invasive Vines. The board raised the issue of invasive vines taking over the shrubs and trees along the community's western property line. Brian indicated he would contact Freedom Tree Care to see if they perform this type of work, and if so, get a quote from them. **[Action Brian]**

4. Mow Cow. Brian advised that Mow Cow had advised they would be terminating their contract with Carriage Lawn at the end of December. The board had previously decided to terminate the landscaping contract with Mow Cow, but had intended to continue their services for snow removal through the winter.

5. Landscaping Maintenance/Snow Removal Services. Brian provided four proposals from landscaping contractors to replace Mow Cow. The board asked that Brian confirm that the quotes included mowing and trimming of homeowner's front and side yards, as well as the county's property adjacent to the fire station and between Lee Highway and Blue Royale. Based on the quotes provided, the board agreed to CAS Property Maintenance as their first choice, followed by Premium Landscaping and Professional Grounds, with the final decision to be based on any changes in quotes as a result of clarifying the scope of work. Because of Mow Cow's termination at the end of December, Brian will also get snow removal quotes for comparison. **[Action Brian]**.

C. Revised ARB Guidelines:

Dave reviewed the board's comments on the 2nd draft of the revised ARB Guidelines. He will incorporate the changes discussed and send out a third draft for board review and comment, with the goal of completing the final document in time to go out to homeowners with the Annual Meeting announcement. The Board intends to discuss and vote on adoption of these guidelines at the Annual Meeting. **[Action Dave]**

D. Annual Meeting.

Gay will send an e-mail to board members and Brian proposing several dates for the annual meeting in January. **[Action Gay]**

V. Executive Session Topics:

A. Status of delinquent accounts.

VI. Meeting adjourned at 8:15 pm.