

Minutes of Carriage Lawn HOA Annual Meeting of 24 January, 2013

- I. Meeting called to order at 7:00 pm.
 - a. The community property manager, Brian Heisler, confirmed that sufficient members and proxies were available to constitute a quorum.
- II. Proof of Notice confirmed.
- III. Introduction of board members:
 - a. President, Gay Ashley
 - b. Vice President/Secretary, Dave Armstrong
 - c. Member-at-large, Mary Van Mullekom
 - d. Absent board members: G'Ann Zieger (Treasurer), Hiranya Maru (Member-at-large, ARB Chairman)
- IV. Minutes of the 2011 Annual Meeting approved by unanimous vote.
- V. Self-Introduction of Community Members in Attendance
- VI. State of the Association Reports
 - a. President's Report:
 - i. 2012 Board Meetings. The board of directors met seven times in 2012; the annual meeting, two special meetings, and four regular meetings, one of which was a public meeting.
 - ii. HOA Assessments. As previously announced, the HOA fees for 2013 will be maintained at the same level as for 2012, \$90 per month.
 - iii. Board Resolutions. The board passed two resolutions in 2012.
 - The Association Complaint Procedure was approved on September 18th and provides a procedure for resolution of written complaints from association members, as required by the Virginia Common Interest Community Board (CICB).
 - The Assessment Collection Policy Resolution was passed on November 27th to increase late fees in order to cover administrative costs and to revise and clarify the assessment collection process.
 - iv. Chadwick & Washington's Legal Seminar. Three board members participated in the HOA legal seminar conducted by the community's law firm, Chadwick, Washington, Moriarty, Elmore and Bunn. The firm has also provided valuable legal assistance to the community regarding the collection of assessments.
 - v. Landscaping & Snow Removal. CAS Property Services has been hired to replace Mow Cow for performing the community's landscaping and snow removal services. The contract with Mow Cow was terminated due to numerous problems and complaints with their services.
 - vi. Tree Trimming. The board arranged for tree trimming in seventeen areas around the community and anticipates that they will continue to have trimming done annually. Homeowners should contact the community property manager to report any additional areas they feel require trimming. The board will also pursue removal of invasive vines growing along the community's western property line.
 - vii. Neighborhood crime. Over the past few years we've had two stolen cars abandoned in the neighborhood, a GPS unit stolen from a vehicle, six strands of Christmas lights stolen, and one home burglary via an open garage door. Homeowners are encouraged to ensure their

outside lighting is working properly in order to better illuminate our neighborhood and reduce the likelihood of crime. Our property manager will be continuing to tour the community in order to identify homes with inoperative yard lights.

- viii. Speeding and traffic accidents. We continue to have a problem with people speeding in the neighborhood. The board is reluctant to install speed bumps due to the problem it creates for snow plowing. We have notified Fairfax Police about the speeding problem and spoken with them regarding the frequent accidents that occur at the light at the intersection of Lee Highway and Saxon Flowers Drive.
 - ix. Main entrance power project. The board is pursuing establishing electrical power at the community's main entrance on Saxon Flowers Drive in order to support permanent lighting and the flower bed irrigation system.
- b. Treasurer's Report for 2012:
- i. Total income: \$ 159,450
 - ii. Total expenses: \$ 159,450
 - iii. Contribution to reserves: \$ 39,414 (\$27,816 was the budgeted contribution, but the board was able to contribute an additional \$11,598 as a result of lower than anticipated operating costs for 2012.
 - 1. Delinquency rate for assessment payments is very low, approximately two percent. We may have some losses resulting from the foreclosure sale of one home in the community. The association had liens against the property, but it remains to be seen if those liens will be paid as a result of the sale.
 - 2. One of the changes coming from the new Assessment Collection Policy resolution is that it establishes a reduced threshold at which a homeowner's assessment account is turned over for collection. Previously, legal collection was not initiated until an account was \$1000 in arrears, but that has now been reduced to \$500. This includes a request for reimbursement of legal fees associated with the collection of arrearages by the homeowner.
 - 3. Homeowners are encouraged to use direct debit from their banking accounts to pay their monthly HOA assessment. This approach affords significant savings in administrative costs to the association and eliminates the possibility of a homeowner incurring late fees, as long as sufficient funds are in the account.
 - 4. The board continues to use the 2010 Reserve Study to project anticipated costs for future repair, replacement, and restoration of the community's capital components (roads, sidewalks, fencing, retaining walls, etc.). Based on current projections of community reserves and anticipated funding requirements, the community is well-prepared to deal with these projects when necessary. The Reserve Study is not posted on the community's web site, but an electronic copy will be provided to any homeowner who sends an e-mail request to the HOA Secretary (David.Armstrong@carriagelawn.org).
- c. Property Manager's Report:
- i. Progress continues on the project to establish electrical power at the main entrance and we anticipate completion within the next few months.
 - ii. The community inspection will be conducted in the spring. The inspection entails assessing all homes for compliance with the ARB guidelines.

VII. Old Business

- a. FiOS. Verizon began installing FiOS to some homes in the community in July 2012, although it is not yet available to all homeowners. Homeowners desiring FiOS should contact Dave Armstrong (David.Armstrong@carriagelawn.org) for a point of contact at Verizon who may be able to accelerate their FiOS availability.
- b. Garbage and recycling. We have a continuing problem with some homeowners not adequately securing their trash and recycling. This often results litter being blown around the neighborhood. Homeowners are encouraged to secure their trash and recycling in plastic bags in order to prevent this problem.
- c. Fairfax County Times. The board has discontinued the unsubscribed delivery of the Fairfax County Times in our neighborhood due to the litter problem it was creating. Homeowners wishing to subscribe may do so on an individual basis.
- d. Pet waste. Dooty Calls is our new contractor for maintaining the pet waste stations. They appear to be doing a much better job than our previous contractor. We continue to have a problem with some pet owners failing to pick up their pet's waste, but when we can identify the owner, our property manager will contact the offending party for corrective action.
- e. Playground/volleyball court. We will be putting in new playground mulch this spring and continue to look at how best to utilize the volleyball court/sand pit. One option being considered is to remove the sand pit, sod the area and perhaps install picnic tables. Homeowners are encouraged to contact the property manager or the board with suggestions for what they'd like to see in this area.
- f. Large appliance pickup. Homeowners should contact American Disposal if they want to have a major appliance or large piece of furniture picked up. There may be an additional charge to the homeowner depending on the size of the item.
- g. Social gathering. Timing and weather did not work out for a social gathering last fall, but we will try again to see what we can put together in the spring.

VIII. New Business

- a. Revised ARB Design Guidelines. The board has prepared a draft revision to the community's ARB Guidelines. The purpose of the revision is to clarify existing requirements that were vague or confusing, as well as identify new items and requirements that were not previously addressed. An example of one of the new items is the inclusion of pre-approved colors for the staining of decks and fences. This eliminates the need for homeowners to submit an ARB Design Application if one of the identified colors is used. The draft guidelines are available for review on the community web site ([Carriage Lawn Draft ARB Guidelines](#)). Homeowners are requested to provide any comments they may have by the 24th of February to Dave Armstrong (David.Armstrong@carriagelawn.org) .

IX. Open Forum

- a. A homeowner asked about the lighting problem in the community, specifically in the area of the mail boxes. The board responded that we had investigated this topic previously and not been able to come up with a cost-effective solution. Solar-powered options were determined to be

inadequate, and running utility lines throughout the community would be very expensive. One option the board will consider, however, is to install bollard lighting in the area of the mailboxes and, with the permission of a nearby homeowner, tap into that homeowner's electrical service with some sort of payment of assessment offset to cover the power usage. This would reduce the amount of cabling and trenching work and may be a reasonable solution.

b. A homeowner asked about whether the community has considered providing community-wide pest management services. The board and property manager responded that the HOA has responded to pest problems in the common areas, but that pest problems in individual homes would need to be dealt with by the homeowner.

X. Board Elections

G'Ann Zieger was nominated and re-elected by acclamation to serve on the board for another three-year term. [Note: Subsequent to the Annual Meeting, the board elected the following board officers for 2013: President, Gay Ashley; VP/Secretary, Dave Armstrong; Treasurer, G'Ann Zieger.]

XI. \$50 Gift Card Drawing

As announced in the annual meeting letter to homeowners, the board conducting a drawing for all members in good standing who were either in attendance at this annual meeting, or who had submitted a properly completed proxy. The winners of these gift cards were Baila Bierman (proxy), Mike Lee (proxy), David Tran (attendee), Hari Gentyala (attendee), and Donald Taylor (proxy).

XII. Meeting adjourned at 9:04 pm.