

Minutes of 10 September, 2013 Meeting
of the Carriage Lawn Board of Directors

- I. Meeting called to order at 5:38 pm.
- II. Attendees:
 - A. Gay Ashley, President
 - B. Dave Armstrong, VP/Secretary
 - C. G'Ann Zieger, Treasurer
 - 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. Financials:
 1. Brian provided the GHA Financial Report and answered several board member questions. The board discussed moving some of the current cash assets into a CD, but decided to defer that decision until the next meeting to see if interest rates increase.
 2. The board reviewed the three 2014 budget options developed by GHA; one for no increase in monthly assessments, one for a 3 percent increase, and one for a 5 percent increase in the monthly assessment. After discussing various aspects of the proposals, the board voted unanimously for the 2014 Budget that would not increase the monthly assessments.
 - B. Other Topics
 1. Main Entrance Power. Brian reported that the power project had been completed and that the lights were operational. He mentioned an issue with the lights causing glare in drivers' eyes and that PSE offered to relocate the lights at no additional cost. Brian will work with PSE to relocate the lights, and if that doesn't adequately eliminate the glare, he will examine other alternatives [action completed subsequent to board meeting].
 2. Saxon Flowers Irrigation. The irrigation system has now been restored to full operation for the flower beds at the main entrance. The timer has been set to water the beds three times a week for 15 minutes. Brian will contact CAS later in the fall to arrange for winterizing the system [**Action Brian**].

3. Toddler Swing Set. Brian followed up with the contractor regarding installation of the new toddler swing in the playground. Equipment has been ordered and will be installed as soon as it is received.
4. Community Inspection. Brian reported that he had sent out violations letters to homeowners following his inspection early in the summer and that there were still a few homeowners who had not yet corrected deficiencies. He suggested that the board consider holding an ARB hearing at the next meeting to deal with these deficiencies. Prior to the next meeting, Brian will conduct a follow-up inspection and send out a current list of violations to the board [**Action Brian**].
5. Asphalt Assessment. Brother Paving conducted an assessment of the community's pavement and determined that no pavement replacement was currently necessary and probably would not be required for another one to two years.
6. Trash/Recycling Contract. Brian reported the new contract had been renewed and was now in place.
7. Revised Architectural Guidelines. The board reviewed and discussed Chadwick & Washington's comments from their review of the guidelines. Based on the board's discussions, Dave will make further revisions and send out an updated version to the board for review [**Action Dave**].
8. Property Survey/Encroachment Issue. The board confirmed the previous approval of the BW Smith proposal to conduct a survey, mark the community's outer property lines and provide a plat showing the property lines. The board also agreed to delay the survey until late fall or early winter in order to receive the 15 percent cost reduction from B.W. Smith.
9. Fire Lane and Assigned Parking Space Painting. Brian is obtaining quotes from CAS and two other vendors. The board decided to defer curb painting until spring since snow plowing is likely to damage newly painted curbs. The board discussed a homeowner's request to have their address repainted on their assigned parking space, but it wasn't clear how many spaces may need to be re-painted. Dave and Brian offered to check around the community to determine how many addresses needed to be repainted [**Action Dave and Brian**].
10. Common Area Cleanup. Brian provided a quote from Premium Cleaning to pick up litter in the common area for \$125 per visit. The board agreed to have them come, assess the quality of their work, and then use them future cleaning on an as-needed basis if their work was acceptable.
11. Parking/Common Area Lighting. The board discussed several options for installing lighting around the community. One option discussed was to install solar-powered, motion sensing lampposts. The other option was a long-term plan to run cabling throughout the community to provide power for fixed lighting. Brian and the board agreed to investigate further.

12. Tree Trimming. Brian reported several homeowners had asked to have community trees trimmed and suggested that the board consider setting aside an annual budget for trimming services. As he did previously, Brian offered to use a community map to show the trees to be trimmed and send it to the board to see that it covered all necessary trimming. [Action Brian]

13. Vine and Undergrowth Removal. The board discussed options for dealing with regrowth of weeds and the planting of trees in the area cleared out by CAS along the western property line. The board agreed to authorize up to \$500 for CAS to cut back and treat this area as necessary. Brian also stated he would work with CAS to develop a proposal for planting trees, such as Leland cypress, in this area [action completed by Brian subsequent to board meeting].

14. Parking Violations. The board discussed several parking violations that have been observed, primarily residents parking in visitor parking. The board agreed to reiterate the community's parking policy in a forthcoming newsletter.

15. Next Board Meeting. Gay will send out a proposed list of dates for the next meeting [action completed subsequent to board meeting].

V. Executive Session Topics:

- A. Status of delinquent accounts.
- B. A homeowner requested reimbursement of towing charges. The request was denied due to a lack of supporting documentation.
- C. A homeowner requested that their late fees be waived. The board denied the request because no justification was provided.

VI. Meeting Adjourned at 7:37 p.m.