

Minutes of Carriage Lawn HOA Annual Meeting of 13 January, 2014

- 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. Member-at-large, Hiranya Maru
 - e. Absent board member: G'Ann Zieger (Treasurer)
- IV. Minutes of the 2013 Annual Meeting were approved by acclamation.
- V. Self-Introduction of Community Members in Attendance
- VI. State of the Association Reports
 - a. President's Report:
 - i. HOA Assessments. As previously announced, the HOA fees for 2014 will remain at the same level as for 2013, \$90 per month.
 - ii. Main Entrance Upgrades. The board completed the project to bring in electrical power to the main entrance in order to replace the old solar lighting with more reliable utility-powered lighting fixtures and to provide power to the flower bed irrigation systems on either side of the entrance.
 - iii. Property Survey. The board has contracted with a surveying firm to identify the community's external property lines. The purpose of this survey is to ensure there are not encroachment issues with neighboring homeowners and communities and to help identify landowner responsibilities for property maintenance. Preliminary work has already begun on the survey and it is anticipated it will be completed in the next month or two.
 - iv. Feasibility Study for Community Lighting. The board has requested a feasibility study for installing and upgrading lighting in the community, particularly around mail boxes and parking areas. The study has not yet begun, but it is anticipated that the plan will provide for installation of a number of utility-powered street lights in the community. Since this will be an expensive project, it will most likely be accomplished in phases in order to spread out the costs over several years, if approved by the Board. Once the study has been completed, the board will present the plan at a public meeting for community comment.
 - v. Cleanup Along Western Property Line. The board contracted for the removal of trash, small trees, underbrush, and invasive vines along the community's western property line (adjoining Barkley). A number of Leland cypress trees were then planted in the area to enhance the appearance and provide some natural privacy between the communities.
 - vi. Tree Maintenance. Trees throughout the community were trimmed, excess mulch removed, and new mulch put down.

- vii. Community Cleanup. The board has arranged litter pickup around the community on as-needed basis. Homeowners were reminded that they are responsible for securing their trash and recycling to ensure it does not get blown around the community.
 - viii. Board Resolutions. The board passed one resolution in 2013; Policy Resolution No. 5, Cost Schedule for Providing Copies of Books and Records. The resolution is required by the Virginia Property Owners' Association Act if fees are charged for copies of books and records.
 - ix. Chadwick & Washington's Legal Seminar. 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, including the review of the proposed revision to the ARB Guidelines.
 - x. Unburied Cables. The board reported recurring problems with Verizon failing to bury cables that they install in the community. Most of the issues have now been resolved, but if any homeowner sees any unburied cables they are asked to report them to the property manager.
 - xi. CAS Property Services has been performing landscaping and snow removal services for the past year. Since taking over, there have been very few complaints, and the company has been very responsive to the community's needs.
- b. Property Manager's Report:
- i. Annual Community Inspection. GHA performed the annual community inspection to confirm homeowners are in compliance with the ARB guidelines and the HOA's governing documents. HOA contacted homeowners who were not in compliance and the majority of those homeowners corrected their deficiencies. Homeowners who did not correct deficiencies were offered an opportunity to appear before the board to appeal the violations. As a result of that hearing, homeowners who remained in violation were assessed a violation charge of ten dollars per day per violation.
 - ii. Playground and Fitness Area Improvements. Upgrades were completed to the playground, including removal of the sand pit in the former volleyball court, sodding of the area, installation of a new swing set, and installation of tot buckets in the old swing set. The drainage problem at the fitness area was also corrected by installing a drainage line to the street and replacing the existing mulch with sand reclaimed from the old volleyball court.
 - iii. Asphalt Repairs. It appears that some asphalt repairs will be necessary in the coming year, but no major restoration should be required for some time.
- c. Treasurer's Report for 2013: (Preliminary report as all expenses for 2013 had not yet cleared the HOA account)
- i. Total income: \$ 143,550
 - ii. Total expenses: \$ 139,436
 - iii. Contribution to reserves: \$ 34,837
- 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.). Thus far, expenditures for capital maintenance has been less than projected and we have been able to fund maintenance reserves at higher levels than planned. As a result, the community appears to be in a good position to deal with future capital maintenance requirements.

VII. Old Business

- a. Large appliance/bulk garbage pickup. Homeowners disposing of large appliances or other bulky items can arrange for this pickup directly with American Disposal.
- b. Social events. Following the success of the community Halloween Party, the board will be discussing a community cookout at the playground area in the spring.

VIII. New Business

- a. Revised ARB Design Guidelines. The board updated the status of the draft revision to the community's ARB Guidelines and reported that HOA's legal counsel provided comments that resulted in several minor changes. This latest version of the draft revision has been posted to the community website (www.carriagelawn.org) and homeowners were asked to provide any comments by the end of March to the HOA Secretary (Dave Armstrong).
- b. Parking Guidelines. The property manager reviewed the current prohibitions on the parking of commercial vehicles and the use of visitor parking by community residents. Homeowners were asked to notify the property manager if they observe any violations.

IX. Board Elections

- a. Mary Van Mullekom and Gay Ashley were nominated and re-elected by acclamation to serve additional three-year terms on the board of directors. [Note: subsequent to the Annual Meeting, the board elected the following board officers for 2014: President, Gay Ashley; VP/Secretary, Dave Armstrong; Treasurer, G'Ann Zieger.]

X. Open Forum

- a. A homeowner asked about when community cleanups would be conducted and mentioned trash problems near his home on Modano Place. The board responded that they would arrange for cleanups when necessary and asked that homeowners identify any trash problems to the property manager.
- b. A homeowner on Nipper Way (non-garage townhouse) reported that American Disposal was not returning their trash barrel to the front of their home where they pick it up, but instead putting it in a community area a few houses down. Brian stated he would report the issue to American Disposal for resolution.
- c. A homeowner on the southeastern side of the community asked about getting the brush and small dead trees cleaned up in the community area near his home. The board said they would look at taking care of this after completing the property survey in order to determine if the area in question was a part of Carriage Lawn or an adjoining property.

d. A homeowner reported that they see Savings Now publications from the Washington Post littering the community. The board stated they would contact the Post's distribution services department in an attempt to have these deliveries stopped.

e. A homeowner asked about getting a listing of reliable contractors providing services to homeowners in the community. It was suggested that the community's Facebook page would be a good place to exchange this sort of information.

f. A homeowner stated concern about consideration of window fans being allowed in the Revised ARB Guidelines, if approved. He stated that current documents do not allow for the installation of fans in windows, and – as a former President of the HOA Board – he stated that previous Boards considered window fans prohibited under the air-conditioning portion of the documents. He requested a public meeting of the Board and that the community members are updated on this topic.

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 the annual meeting or who had submitted a properly completed proxy. The winners of these gift cards were Marisa Lazatin, Vivekananda Mukku, Mary Van Mullekom, Jim Ryan and Gay Ashley

XII. Meeting was adjourned at 8:20 pm.