

**Minutes of 28 October, 2014 Meeting of the
Carriage Lawn at Barkley Board of Directors**

- I. Meeting called to order at 6:35 pm.
- II. Attendees:
 - A. Gay Ashley, President
 - B. Dave Armstrong, Vice President/Secretary
 - C. G'Ann Zieger, Treasurer
 - D. Hiranya Maru
 - E. Mary VanMullekom
 - F. Brian Heisler, GHA Property Manager
- III. The board voted unanimously to approve the minutes of the 20 August, 2014 board meeting.
- IV. Public Forum
 - A. A homeowner asked about community leaf collection. Brian replied that two leaf collections are included in the contract. The first would take place in November and the second most likely in December. Additional leaf collection can be arranged if necessary.
 - B. A homeowner asked about having trees trimmed. Brian replied that at least one tree trimming is conducted annually and that he had compiled a list of trees in the community to be trimmed. Several homeowners and board members cited additional trees to be added to Brian's list. The board also stated that, if requested, they would include trimming of community trees that were overgrowing a homeowner's property as part of the annual tree trimming contract.

Board Decision: The board voted unanimously to approve a not-to-exceed amount of \$3,000 for Freedom Tree Care to perform tree trimming throughout the community.
 - C. A homeowner addressed a problem with recurring late receipt of the monthly assessment statement, often as late as the 25th or 26th of the month which is after the date that he usually mails his payment. Brian said he will contact the billing department to see if the mailing date can be moved up. The homeowner stated he was unwilling to use the direct debit option. Board members mentioned he could also use the online payment option or set up a recurring payment with his bank.
 - D. A homeowner mentioned the problem with trash in the neighborhood. Brian stated that board employs a community cleanup contractor on a case basis. He also asked to be notified if whenever a homeowner can be identified who is not adequately securing their garbage and he will contact them about the problem. A homeowner also mentioned trash and broken glass in the vicinity of the playground. The board asked Brian to see if he could arrange the cleanup contractor to pick up this area prior to the Halloween party.
 - E. A homeowner expressed concern about young people hanging out in the vicinity of the playground. Gay indicated they can request additional police patrols, but that the most

effective solution would be for the homeowners to contact the police directly at their non-emergency phone number (703-671-2131).

V. Meeting Topics

A. Community Lighting Project

Dave provided an overview of the community lighting project using an aerial photo display board that the board of directors had made for this purpose. He explained that board members had conducted several surveys of community lighting needs and assigned a priority of 1, 2, or 3 based on how critical the need was for a streetlight. The board was primarily concerned with poorly illuminated mailboxes, walkways and intersections. The board proposed a total of 20 street lights: ten priority 1, six priority 2, and four priority 3. The board also included two flood lights for the Nipper Way entrance similar to those installed at the Saxon Flowers entrance.

GHA solicited bids from several contractors and requested that they provide quotes for installation in three phases based on priority, as well as a quote for installing all lights at one time. Those bids have been received and are being evaluated by the board. The board will also be considering options for the type of lighting (metal halide vs LED), styles of light fixtures, and options for material and style of the lamppost. At this point, it appears the project can be funded using HOA operating reserves and that no special assessments will be required.

The board intends to present a final plan for the lighting project at the 2014 Annual Meeting.

B. Financial/2015 Annual Budget

Brian provided the proposed 2015 budget with options for 0%, 3%, and 5% increases in the annual assessment. Brian discussed several lines items in the budget, and after some deliberation, the board voted unanimously to approved the 2015 budget as presented with no increase in the annual assessment.

C. GHA Property Management Contract Renewal

The board discussed renewal of the GHA contract and expressed concern for some assurance that Brian would remain the community's property manager. Gay stated she would contact GHA to discuss this matter. [Action: Gay]

D. Fencing

Brian presented several options for installing fencing along the western property to create a physical separation between Carriage Lawn and the Barkley properties. The board determined this was not a high priority project and deferred a decision until the spring.

E. CAS Contract Renewal

The board tabled this contract renewal decision since the contract does not expire until December 2015.

F. Playground Benches and Picnic Table

The board approved the CAS proposal for \$2900 to install two benches and a picnic table at the playground. The board vote was four affirmative votes and one abstention.

G. Verizon FiOS Easement Request

The board unanimously approved Verizon's request for easements in the community that would permit all Carriage Lawn homeowners to have FiOS installed.

H. Masonry Repairs

The board unanimously approved the StoneScape proposal for \$1375 to perform masonry repairs on the four flower bed retaining walls at the Saxon Flowers and Nipper Way entrances.

I. Lighting Project Proposals

The board discussed the lighting project proposals and tentatively agreed upon the contractor submitting the lowest bid subject to final decisions on the types and styles of lights, light fixtures, and lampposts.

J. Assessment Billing

The board voted unanimously to use coupon books for 2015 assessment billings.

VI. ARB Hearing

The board conducted ARB hearings for several homeowners with outstanding ARB violations.

VII. Meeting was adjourned at 8:37 pm.