

## Minutes of Carriage Lawn HOA Annual Meeting of 24 February, 2015

(Rescheduled from 27 January due to snow storm/school closure)

- 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. Treasurer, G'Ann Zieger
  - d. Member-at-large, Mary Van Mullekom
  - e. Member-at-large/ARB Chairman, Hiranya Maru
- IV. Minutes of the 2014 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. FiOS. The easements have been signed and Verizon has begun the final installation of cable to make FiOS service available to remaining homeowners.
    - ii. Snow Removal. Reports from the community indicate people are generally pleased with the snow removal services provided by CAS. One homeowner sent a comment on Facebook that the snow on Lismore had not been pushed to the end of the street. The CAS snow plow was in the neighborhood at the time and corrected it right away.
    - iii. Invasive Vines. The board is monitoring the problem with invasive vines along the western property line and will continue to look for ways to abate them.
    - iv. Playground. The board continued making improvements to the playground with the installation of two benches and a picnic table.
    - v. Masonry Repairs. Repairs were made to the brickwork at the community entrances. The mortar repairs are much whiter than the existing mortar, but after cleaning the brick work this spring, the cleaned mortar will match more closely.
    - vi. Asphalt Repairs/Parking Area Painting. Pothole patches and asphalt repairs were performed in several areas of the community. Additionally, all parking areas were restriped and visitor and residence curb parking signs were repainted.
    - vii. Social Events. Two social events have been budgeted for 2015 which will probably consist of a cookout this spring or summer and another Halloween party in the fall.
    - viii. Renewed GHA Contract. The board has been pleased with the support from GHA and recently signed a contract to renew their services.
    - ix. Reserve Study. The board will be contracting for a reserve study this year to support the five year requirement for these studies. The purpose of the reserve study is to assess long-term capital maintenance requirements and the adequacy of the HOA's reserves to support that maintenance.

- x. Tree Trimming. The board will continue to conduct tree trimming in the community. Homeowners should contact the property manager if they identify trees in need of trimming and are asked to provide photos if possible. Items will be combined and addressed once or twice a year, if needed.
  - xi. Bylaws. The board may be reviewing the community bylaws this year to consider the need for changes.
  - xii. Garbage and Recycling. Homeowners are asked to send the property manager an e-mail if they have problems or compliments for the services provided by our trash and recycling companies. The community continues to have problems with debris blowing around the neighborhood as a result of some homeowners failing to adequately secure their garbage. We can arrange the services of a community cleanup contractor at a reasonable price, but preventing the problem by securing the trash is the preferred alternative.
- b. Treasurer's Report:
- i. The community continues to maintain a sound financial condition and the board saw no need to increase annual fees.
  - ii. The board determined that the community has sufficient operating funds to cover the cost of the community lighting project.
  - iii. The delinquency rate for homeowners falling behind in paying their monthly assessments remains very low.
- c. ARB Chairman Report:
- i. Hiranya advised that Brian will be conducting the community inspection this spring and sending out violation notices as necessary. Homeowners were reminded that they are required to submit an ARB Design Application for any change that affects the exterior appearance of their home.
- d. Property Manager's Report:
- i. CAS continues to perform lawn care and landscaping services for the community. Homeowners were asked to contact Brian if they have any problem with their services.
  - ii. Brian pointed out that the community has been maintaining Fairfax County property that adjoins Carriage Lawn property along Lee Highway and that we have been doing this at very little additional cost in order to provide a consistent, well-manicured appearance of the frontage lawn. For legal reasons, and in case of future changes to this arrangement, the Board directed Brian to obtain a letter from the county granting us permission to perform this service. The letter has been received from Fairfax County.

**VII. Old Business**

- a. American Disposal. A homeowner asked if American Disposal would provide replacement recycling bins. Brian responded that they would, although there may be a charge, and that homeowners should contact American Disposal directly.
- b. Community Lighting Project. Dave reported that the board was very close to finalizing the community lighting project and that they have been working with the contractor that provided the best proposal, Kolb Electric. Items that Dave addressed included:
  - i. Light post locations: Light posts will be installed in 20 locations around the community, as well as two floodlights at the Nipper Way entrance similar to those at the Saxon Flowers

entrance. Installation of power lines for these floodlights may also serve to power an irrigation system for the Nipper Way entrance at a future date.

- ii. LED vs metal halide lamps: The board has decided to use LED lamps rather than metal halide. Although initially more expensive, LED lamps last much longer (8-10 years compared to 1-2 years for metal halide) and will save approximately \$1000 annually in the community's electric bill.
- iii. Light poles: 14-foot fiberglass light poles will be buried two feet in the ground in concrete footings, resulting in a fixture height of approximately 12 feet above ground. The board is awaiting estimates from Kolb for straight vice tapered fiberglass poles, as well as the availability of decorative bases that can be mounted on these poles. If the board does decide to purchase these bases, they can be installed after light pole installation.
- iv. Lighting fixture: A fixture style has been selected by the board that is complimentary to existing driveway lights. Fixtures will have clear glass lenses for better light output, and two methods of shading are available (lamp shading and blackout panels) in case any homeowners experience excessive illumination into their homes from the street lights.
- v. Installation: Because full funding is available, and to benefit from Kolb's full installation discount, the board had decided to do the complete installation at one time rather than a phased installation. Kolb anticipates the project will take 4-6 weeks after work begins. They plan to power and control the lights from four power meter locations that would be installed in inconspicuous locations in the community. Kolb has offered to walk through the community with board members to provide details of the installation prior to commencing work.

#### **VIII. Board Elections**

a. The two nominees to the board, Hiranya Maru (re-election) and Mark Walker were elected to the board by acclamation. [At the board meeting immediately following the annual meeting, the board elected the following board officers for 2015: President, Gay Ashley; Vice President, Mary VanMullekom; Secretary, Hiranya Maru; Treasurer, G'Ann Zieger.]

#### **IX. \$50 Gift Card Drawing**

As stated in the annual meeting announcement, the board conducted a drawing for all members in good standing who were in attendance or who had submitted a properly completed proxy. The winners of these gift cards were Dana D'Aniello, Mark Walker, Mike Noonan, Sonya Raikar and the Winston Group.

**X.** Meeting was adjourned at 7:50 pm.