

Carriage Lawn at Barkley
Board of Directors - Meeting Minutes
January 30, 2017

Meeting was called to order at 6:31 p.m.

Attendees:

Gay Ashley, President
Mark Walker, Secretary
Jim Ryan, Treasurer
Carrie Wakefield, GHA Property Management

Not in Attendance:

Mary VanMullekom, Vice President
Hiranya Maru, Member-at-Large

Opening Comments: An agenda was prepared and the overall format and content was discussed. Gay discussed the institution of an agenda (included in Board Member's packet) and the desire to have a more predictable timetable for efficiency.

Hearings:

- 1. Property #H-1:** No ARB Application was submitted for front yard modifications and installation of brick border. Modifications are in violation of CC&R's, encroached on the neighboring property and was a safety concern. The owner representative was present and indicated he was unaware of the process. He stated that the changes will be corrected and a new plan submitted to the ARB. Carrie and the Board explained the process for review and possible approval of exterior modifications and offered to assist with any process information needed to correct this issue.
- 2. No further owners were in attendance to address violations as of 6:47 p.m.** Gay instructed Carrie not to schedule individual times for future hearings. All hearings will be scheduled for the same time, with hearings occurring in order of member arrival, in order to conserve Board time and maintain the flow of the meeting.

Minutes Review: Gay presented the Draft November 14, 2016 Minutes, a compilation of Hiranya's and Gay's Minutes, for review and discussion. Mark asked that the Board review the Minutes when Mary was also available, as he had been new to the Board. **A Motion was made by Gay to defer review and discussion of the November 14, 2016 Minutes until Mary was also present.** Mark seconded the Motion. **The Motion passed unanimously.**

The December 15, 2016 draft meeting minutes (special meeting) was reviewed and no additional revisions were proposed from attendees. **A Motion was made by Mark to approve the December 15, 2016 meeting minutes;** Gay seconded the motion. **The motion passed unanimously.**

Gay proposed that a brief Board meeting occur at 6:15 p.m. at the upcoming Annual Meeting to finalize the November 14, 2016 meeting minutes to be on record and to more clearly define a Motion to move excess funds from Operations to the Reserve Account – along with any other administrative needs at that time. All attendees present agreed to convene at this time. Additionally, there will be a brief Board of Director's Meeting following the Annual Meeting, in order to set Board positions for 2017.

Management Report: Summary financial information was provided for review. November and December financials were reviewed. The process for review of drafting of upcoming financial statements, for Carrie's initial review, was discussed. After the Board addressed issues with GHA management, Brian Heisler has been assigned as a mentor to assist in improvement of the quality and accuracy of reports and functions. Laddering of our investment CD's will continue. GHA (Carty) will provide recommendations for investment funds.

Motion: Gay motioned that we move \$80K from our operating funds (currently at approximately \$211K) to our Reserve Account based on previous discussions and to reimburse those funds associated with the completion of the community lighting project. Jim seconded the motion. **The motion passed unanimously.**

Carrie reminded the Board that we have additional funds in the operating account that were due to maturation of CD's. Per our Association Articles of Incorporation, we require a minimum of \$40-60K in our operating account. Jim proposed that we move an additional \$30K into CD investments to decrease our operating account funds and conservatively maximize our investment accounts. Jim emphasized the need for efficient laddering of the CD investments (goal of quarterly), all agreed. In addition, CD's were selected for 12 month terms.

Motion: Jim moved that we move to invest \$30K in a Freedom Bank 12 month CD at 1.16%. Gay seconded. **Motion was passed unanimously.**

Details with regards to some errors and inconsistencies for expenses in the Balance Sheets (PDBS) for November and December 2016 were discussed. Carrie will provide updated Balances Sheets for review at the Annual Meeting. The allocation of Social and Office Administration Expenses were discussed. The institution of a Meeting Expense code was discussed and will be reviewed at the Budget Meeting, if it does not currently exist.

Jim was briefed on Water and Sewer expenses (all if this was billed proactively in November 2016, but will be billed monthly going forward).

The under-budgeting of the Dog Station Contract was discussed. The 2017 budget will account for the increase in expense due to the addition of the new station and overall actual charges in the contract.

Moving forward the cash disbursement report and the summary report will provide to the Board, with the detailed reports being sent to the Treasurer and President prior to the meeting for detailed review.

Management Report:

Per Gay's request, the Agenda was arranged and the meeting reports were prepared to match the Agenda, to maintain focus and make the most of the Board's time.

Financials and Resales (by address) will be provided for review. The HomeWise resale documents list, as a sample, was provided on Page 21 of the report. Carrie will confirm that the all Policies (including parking policy of 2003) are posted along with required documents in this system for CLAB.

Action List: The action list was reviewed and organization/details explained. It will be used as a living document and categorized; when completed, items will move to a "completed" section. The action list will be provided monthly via email to the Board by Carrie. Prominent issues will then be discussed at the scheduled Board meetings for focus and efficiency.

Operations Calendar: Gay suggested Board meetings be targeted for the first month of every quarter (i.e., January, April, July, October). Carrie is inspecting the property each Wednesday, in an effort to be more efficient and to maintain the community. The Board may be asked to assist in the inspection of light fixtures after GHA hours (with assigned small areas) using a spreadsheet with guidelines.

The Nipper Way irrigation project is targeted for completion by the end of March 2017. The frequency of watering (currently daily) will be revisited to conserve water. The Board discussed watering less frequently.

The first Draft of the FY2018 CLAB Budget will be available for our review in September 2017. The Board requested data more current than June 2017 for this process, this year.

The Budget and Annual Meeting Notice will be mailed to residents in December, in order to decrease costs, if possible.

Contract Analysis Table: The Insurance provided (Mutual Insurance) cost will be revisited to assure we are getting the best price. All contact information will be complete and updated by Carrie. Cleaning for Dog Station and Special Cleaning will be separately tracked and identified, as General cleaning is upon request only by the Board.

CAS Landscaping Discussion: Due to the Board's overall dissatisfaction with the quality of their service, we will explore a new provider. The irrigation and snow removal contracts are already contracted separately, as a first step. Sweet Garden's work was well received, but the Board needs to discuss either managing the plantings, lawn maintenance/general landscaping, and tree trimming separately or rolled into a landscaping contract. The Board discussed having some landscaping services to be quoted "on demand" (such as aeration/mulching) rather than at the convenience of the Vendor. **Motion:** Jim made a motion to seek multiple RFP's for basic landscaping (mowing, trimming, edging, leaf removal, mulching, etc.) separated from irrigation, spring and fall planting, and an annual/biannual tree survey (Arborist). CAS will not be part of the bidding process. Mark seconded. **The motion passed unanimously.** The timing of the RFP solicitation was discussed and will be further discussed after the 2017 Annual Meeting (separate portion).

Signage: Prior to implementing the new, lower profile stop signs, Gay confirmed with Providence District that the height of the sign is just as legal as if taller. The wind blowing over the signs has been a problem. The lower profile is activated to fight the wind and need for repair. As stop signs throughout the community are repaired, the lower profile will be implemented as the standard.

Motion: Jim motioned that we conduct our Annual CLAB Association/Board meeting on February 28, 2017. Mark seconded. **The motion passed unanimously.** The \$50 gift cards have been very popular in the past, and discussion ensued about whether to include or exclude the Board Members from the drawing. **Motion:** Jim motioned that we have five \$50 gift cards for the drawing at the annual meeting and that Board members would not be included in the drawing. Gay seconded. **The motion passed unanimously.**

There is a significant amount of time that Carrie and Gay spend to address CLAB Community matters during the year. Jim suggested that the Association support a quarterly luncheon for them to discuss these matters, as a business expense. The November meeting lasted 5 hours and processes and revisions were reviewed in detail. These meetings happen outside of the regular Board of Director's Meetings and are necessary to ensure meeting of requirements by the Association. **Motion:** Jim motioned that CLAB reimburse a quarterly luncheon (excluding alcohol), not to exceed \$50, for a meeting between Gay and Carrie. Mark seconded, Gay abstained. **The motion passed.**

Mark requested that the bench in the exercise area (at the entrance on Saxon Flowers Drive) be replaced with the same unit used in the main playground. This bench is rotting and a safety hazard, as well as unsightly. **Motion:** Mark proposed that this bench be replaced, using the same vendor/materials as the main playground. Jim seconded. **The motion passed unanimously.** Carrie will follow up and provide details, including associated costs.

New Business:

Parking violations: Discussion around the consistent and fair enforcement of parking of commercial vehicles (taxicabs, limousines, other commercial vehicles) and those less identifiable vehicles of this type (Uber and Lyft drivers) occurred. It was agreed they all need to be treated the same. The specific use of pink parking tags will continue to be used for these vehicles and information will be sent to Carrie for follow up. Jim was reminded of the violation process.

Retaining Wall Assessment Quote: This was reviewed, and the quote is only from an engineering and project management standpoint. Carrie is going to reach out to companies who actually perform identified repairs (including the repair and replacement of the railings) and get 3 quotes for the Board's review. Carrie asked that the Board Members send to her their individual and visual assessment of retaining walls that are of most concern. Discussion ensued that this had been addressed and Item J was among the items to be addressed first.

Jim offered to repair the wood fencing of the fence line along the path behind Lismore Lane. All agreed, and thanked Jim for addressing this issue.

Tree Service Quotes: Carrie presented all 3 quotes and they were discussed. Gay indicated that JL Tree Service, Inc., has had a good track record and reputation. **Motion:** Jim motioned that we select JL Tree Service for our tree survey and arborist service; Mark seconded. **The motion passed unanimously.**

Executive Session:

Motion: Mark proposed that we moved to Executive Session at 9:17 p.m. Jim seconded, motion passed.

ARB Violations:

Property #1 – Remove the brick wall and restoration of the landscaping to as close to the original as possible. A letter requiring the ARB application and requirements will be sent.

Property #2 – Letter has been sent. A follow up letter will be sent to immediately require the replacement of the gate and repair of the fence with a 15 day period before being charged \$10/day. If not completed CLAB will make the repairs and bill the owner for all expenses. All were in favor of this action.

Property #3 – Chronic trash violations and containers left on the street. It was agreed that a violation letter will be sent each time, with an immediate \$10/day fine until resolved and GHA is notified in writing/email/photograph.

Property #4 – A light above the garage was noted to be out of compliance with the ARB guidelines. It will be reviewed to determine if this was present before the new owners purchased the home. A letter will be prepared if this is found to be a violation, with 15 days to remove.

Property #5 – Trash violation, will be handled the same as above.

Property #6 – Trash violation, also has late fees. Owner has contacted GHA asking to resolve this. Trash has been there for a long period of time, it is suspected to be an unoccupied unit at this time. The fence is also broken, and the gate is not closed. This will be addressed as well.

Property #7 - (not listed on the Executive Session Report) – Recessed garage lights have been installed without ARB approval and are not in compliance with ARB guidelines. A violation letter will be sent.

Delinquency Report:

Two accounts are in collection status and were discussed.

Motion: Jim motioned that we adjourned from executive session at 9:47 p.m. Mark seconded, **motion passed.**

Minutes Respectfully Submitted: Mark Walker February 27, 2017

Minutes Reviewed by Board: May 16, 2017

Minutes Approved: May 16, 2017 (Yes – Gay & Jim; Abstention – Mary)