

# **Carriage Lawn at Barkley HOA**

## **Board of Directors Meeting**

### **Meeting Minutes**

April 10, 2018

#### **Board Members in Attendance**

Gay Ashley, President

Mary Van Mullekom, Vice President

Lisa Colten, Secretary

Zaki Horany- Member at Large

#### **Board Member Not in Attendance**

Jim Ryan, Treasurer

Brian Heisler, GHA Community Manager

#### **Call to order at 6:32 p.m.**

This meeting represents the rescheduled meeting from March 21, 2018.

#### **General comments before went through Agenda Order**

1. Brian Heisler to be onsite property either week of April 16<sup>th</sup> or 23<sup>rd</sup> re: community inspection and review of any violations- e.g. Christmas lights still up/ inappropriate landscaping, missing lights, etc. Brian will send out note to all homeowners to expect this. Gay to put a note on the community Facebook page as well.
2. Will create an Action Items Section within this document to summarize action steps needed by either Brian or the Board.

#### **Review Minutes from Previous Meetings**

Minutes from October 30, 2017 and January 29, 2018 were approved.

### **Entrance Signage at Saxon Flowers:**

The Board approved the expenditure of the new Kline Memorial Signage for the front of the property at main entrance. There has not been one on left hand side of entrance. The granite and color and typeface will match the one on the right.

### **New and Unfinished Business**

- a. **2018 Goals-** Gay asked if there were any items we would like to add to 2018 goals. She discussed the Saxon Flowers irrigation system and some subsequent damage to some of the heads. They have not been turned on yet and will do so towards the end of April. There will be a more detailed inspection with the landscaper in May. Additionally, she asked for ideas on how to use the fitness corner more effectively. Maybe some better signage was suggested.  
For the playground area, someone suggested some additional plantings. Also, the county is interested in keeping the storage drains clean. She asked that if we hear of complaints, for homeowners to tell us/Brian re: things blocking it. Brian will talk to county to see what they can do/want to do.
- b. **Community Wide Inspections-** as above- Brian to do inspections. If a violation is noted, a first note will be sent to homeowner and given 30 days to fix. If not done, a second note is sent with notice that a meeting with board is needed to address the issue.
- c. **Front Light Inspections-** Gay asked board members to do a front light inspection of all homes. We divided up the streets in the development and will let her know- re: either missing or completely out of lights for those homes that have them.
- d. **Spring Cookout-** We'd like to do a cookout at the Community Playground. Zaki will take the lead on this and get some other volunteers from the community. Discussion on when is best time-earlier in summer or later in fall. Ramadan is May 5-June 14; so this may be challenging.

- e. **Common Area Trees-** Brian will take the lead on this as he does his community wide inspections. Homeowners can also notify Brian directly if they think trees should be cut down, etc. and he can add to list for review.
  
- f. **American Disposal-** Gay asked for a motion to accept a new 5 year Contract with American Disposal. Received and approved. Recycling Cans with Lids- Much discussion on whether we require all homeowners to get new larger cans- both regular and recycling ones. We decided not to make this mandatory. We would continue to review and have in contract the option for them to provide all new cans. The 64 gallon one is too large. Brian to check if they have a smaller one- 32 gallon? More discussion on addressing those folks who are not following the rules re: timing of putting out recycling or those who regularly have items blowing about. **Resolution:** Gay/Brian to identify those homeowners who seem to be in violation. They will talk to them and provide some solutions so trash is not blowing around. Tell them they must buy a recycling bin with a lid.
  
- g. **Irrigation Systems-** Entrances only at Saxon Flowers and Nipper Way. They need to be fixed- re: placement of heads- they are watering the streets/ not the flowers.
  
- h. **Asphalt Project-**Much discussion of the three bids that were presented in our Board Meeting documents. We reviewed the specifics. Most people liked the Brothers proposal. Gay was not very pleased with the quality of the work of the other two companies based on past work they did for the community. We did want power washing of the fire curbs to be included and believed that 2-inch milling is best. We would pay 50% at beginning and 50% at the total end of the project. Brian thought this may be able to be done by Memorial Day.
  
- i. **Common Area Parking and Towing-** Dead/expired tags on cars will be towed-per community guidelines. We will uphold the policy, despite the conversation at the January 2018 Annual Board Meeting with all homeowners.

## Miscellaneous Topics

Brian will update the Operations Calendar as needed with new vendor names, etc. People were pleased with the new snow removal people. New Landscaper and budget approved. Will look at seeding at certain common areas and will see what can be done within budget. Will also suggest strategic plantings as needed. Try to do seeding as needed every other year.

## Financial Review

Brian reviewed financials- Funds available in the checking account to be used for the paving project. A couple of the CD's were coming due. We are in fine shape.

## Action Items Summary Listing and Update

Item	Assigned To	Anticipated Completion Date	Actual Completion Date	Comments
Community Wide Inspections	Brian Heisler	April 2018	?? Front lights done by May	As part of this, Board members performed front light inspections in late April/May and shared info with Brian Does more need to be done by Brian?
Entrance Signage at SF	Brian Heisler	April/May 2018	Done – May 2018	
Irrigation Systems-	Brian Heisler	April/May 2018	Done-May 2018	Drainage heads were fixed
Cookout	Zaki Horany	Spring/Summer	In process	Will be a fall event
Common Area Tree Trimming	Brian Heisler	Spring/Summer 2018	In process	Inventory completed; to get vendor quotes and

				then present to board for approval
American Disposal	Brian Heisler	Spring/Summer 2018	In process	The board did decide that larger can too big; Brian working through this with AD as part of new contract negotiations
Asphalt Project	Brian Heisler and Board	Summer 2018	In process	Agreed to go with Brothers/ working through details and expected date
Operations Calendar	Brian Heisler	Spring/Summer 2018	In process	To be presented to board at next mtg

Meeting adjourned at 8:42 pm.

Respectively submitted,

Lisa A. Colten  
Secretary

Reviewed and Approved by the Board on September 26, 2018.