

**Carriage Lawn at Barkley HOA, Inc.
Board of Directors Meeting Minutes**

September 26, 2018

I. Meeting called to order at 12:33 PM

II. Attendees:

Gay Ashley – President
Mary Van Mullekom - Vice President
Lisa Colten - Secretary
Jim Ryan - Treasurer
Zaki Horany - Member at Large
Brian Heisler - GHA Property Manager

III. Meeting Minutes

Board previously reviewed Minutes from April 10, 2018 by email. There was discussion on how to capture and summarize action items to create checks and balances between the Board and GHA. New approach re: identifying the appropriate person with action item delivery will be included within each said item at end and then will summarize actions at end of Minutes. A **Motion** to approve the April 2018 Minutes with amendments was made and a second was received. Vote 4 in Favor, 1 Abstained.

IV. New and Unfinished Business

- A. Fairfax County Walkway from Fairhill Elementary School to Lismore Lane:** The agreement between Carriage Lawn at Barkley HOA, Inc. and Fairfax County was reviewed by our attorney, then signed by the Board President and Notarized, as the Board previously approved the sidewalk implementation at Fairfax County expense. A letter was received from Fairfax County announcing that they will survey the area for the project. Management will update the Board on this FFXCO funded project once additional information is received. **September Update:** This project is projected by Fairfax County to begin in April 2019.
- B. Sidewalks/Curbs:** Lisa suggested it would be nice to power wash curbs and sidewalks. Gay mentioned that we have sidewalks and possibly other Reserve Study items which may take precedence in funds expenditure. **ACTION: Brian to canvas the community sidewalks, review the Reserve Study breakdown of replacement items and report back to the Board.**
- C. Additional Lighting in Community:** The Board is considering additional lighting within the community. Areas considered include, but are not limited to, the work-out area, playground, Saxon Flowers between Lismore and Royal Worcester, and the mailbox areas such as that on Royal Hannah. **ACTION: Board Members to review community for need. Brian to research cost of additional lighting.**

- D. Mailbox Numbers:** Numbers on over half of the mailboxes had been replaced about a year ago. The remaining boxes are of different sizes, but also need replacing because of fading. Brian reviewed the requirements and plans were to replace the remaining numbers. It was suggested that we consider lighted mailbox replacements which could provide additional light. There are approximately 10 mailboxes in all throughout the community. Gay expressed concern that we allow our funds to recover a bit after the expensive and large milling and paving project of our roads for 2018 – and to review suggested Reserve Study improvements prior to new investments. Board Members felt that the mailbox replacement could improve the look of the neighborhood. and – with a lighting option present – possibly save on the installation of additional lighting.
- ACTION: Brian** to research both items concurrently and report back to the Board for further review and consideration.
- E. Unlocked Car Entry in General Area of Fairfax County:** Discussion ensued concerning overnight entry of 3 unlocked cars in the neighborhood over a couple of days. Only 1 of the 3 entries was reported to Fairfax County Police, according to the county reporting system. Discussion again took place that residents should have exterior lights on at their homes to help brighten the areas. **Note:** Later in the meeting, discussion took place on forming a Neighborhood Watch. This will be discussed at a future meeting.
- F. Community Beautification:** The Board is searching for community interest in upgrading the workout area. Discussion ensued concerning the addition of benches to the playground area and repurposing our perennials when thinned out, etc. Discussion also took place concerning replacement of some trees/bushes around the community.
- G. Front Light Inspections:** Board members completed the functioning light audit for the community in May. Gay gathered the information and provided it to Brian. Brian audited the lighting from the standpoint of cleanliness, maintenance, painting and cross bars being present. The combined audit was then released to the community through ARB Violation letters, as needed. **ACTION: Brian** to conduct a fall-season audit.
- H. Cameras and Video Doorbells:** Discussion on whether a video doorbell and security cameras will need approval from ARB, and the same for motion detectors. If placed outside of a person’s home, all items installed do need ARB approval since considered an external modification. **ACTION: Board** will discuss wording for consideration at an upcoming meeting.
- I. Tree Trimming:** Brian provided proposals for tree service to Board via email in September. The Board approved a vendor for the work to be performed. **UPDATE:** Tree Trimming was done in late October; for discussion on quality and such to be done at November meeting.
- J. Garbage and Recycling:** The contract renewed in September. We again discussed the few problem properties. Our vendor has lidded garbage and recycling bins, but both are large and would take up space in our garages. **ACTION: Brian** to discuss again with our vendor to see if any other options are available.

- K. Paving Project Update:** Board was generally satisfied with the street paving project. Some corrections were addressed with the vendor. At time of meeting, final payment had not been sent to contractor. Needed corrections included power washing of curbs, repainting and clear stenciling of curbing. **ACTION: Brian** to speak with vendor to complete this project and upon satisfaction, pay vendor final payment.
- L. Vehicles in the Community:** The police have been given permission to ticket and tow cars within the community. The Community Affairs Officer with Fairfax County Police will be invited to an upcoming meeting for discussion on safety, speeding, methods of controlling safety and speeding, etc. **ACTION: Gay** to invite an officer to an upcoming meeting.
- M. Little Free Library:** Lisa asked if people were interested in having a Little Free Library for the community. It could be placed at either the playground or the workout area. Some interest. It is not expensive. **ACTION: Lisa** to research and share at an upcoming meeting.
- N. Community Cookout and Bring-A-Dish Event:** Zaki is organizing the cookout. Notices will be placed around the neighborhood and on the CLAB Facebook page. The cookout will be held on October 21st at 4 pm. **ACTION: Zaki** is authorized to purchase and advertise the event within the community. Costs must stay within budget and receipts are to be provided to Brian for reimbursement.
- O. OTHER/EXECUTIVE SESSION TOPICS:**
- 1. Contract Analysis/Calendar:** Brian shared the chart with the Board. Suggestions were made to update and include more information on the chart. **ACTION: Brian** to update and provide again to the Board.
 - 2. Financial Information:** We reviewed Financial Statements to date and looked briefly at 2019 Draft Operating Budget. Gay reminded Brian that we review in November, after the October actuals are recorded, in order to better anticipate where we stand on expenses for the current year and to project for the upcoming year. The approved Budget is sent to residents in December. **ACTION: Brian** to update the Draft Budget with October actuals and distribute to the Board for review and discussion.

The next meeting is anticipated to be scheduled for November 29, 2018 at Fairhill Elementary School. Brian will coordinate and report back to the Board.

Meeting adjourned at 2:35 PM

Respectfully Submitted,

Lisa A Colten, Secretary

Reviewed and Approved by the Board on February 26, 2019

SUMMARY OF ACTION ITEMS

- IV-B-SIDEWALKS/CURBS-Brian has a to do.
- IV-C- ADDITIONAL LIGHTING in COMMUNITY- Board Members and Brian must do's.
- IV-D-MAILBOX NUMBERS- Brian has a to do.
- IV-E- UNLOCKED CAR ENTRY IN GENERAL AREA OF FAIRFAX COUNTY-- Bring ideas for discussion on a Neighborhood Watch group.
- IV-F-COMMUNITY BEAUTIFICATION- Bring ideas for replacements for dead trees.
- IV-G-FRONT LIGHT INSPECTIONS- Brian to conduct fall season audit.
- IV-H –CAMERAS AND VIDEO DOORBELLS- Board will discuss wording for consideration at an upcoming meeting.
- IV-J- GARBAGE AND RECYCLING-Brian to review options with vendor.
- IV-K-PAVING PROJECT UPDATE- Brian to speak with vendor to complete project.
- IV-L- VEHICLES IN THE COMMUNITY- Gay to invite officer to come to an upcoming meeting.
- IV-M- LITTLE FREE LIBRARY- Lisa to present research.
- IV-N- COOKOUT- Zaki to summarize event for board.
- O-1- CONTRACT ANALYSIS/CALENDAR- Brian to update and provide to Board
- O-2- FINANCIAL INFORMATION- Brian to update budget and share with Board.