

Carriage Lawn at Barkley HOA  
Annual Meeting of the Members  
Minutes  
February 28, 2017

Board Members in Attendance

Gay Ashley, President

Mary Van Mullekom, Vice President

Mark Walker, Secretary

Hiranya Maru, Member-at-Large

Board Member not in attendance:

Jim Ryan, Treasurer

Purpose of Meeting

The purpose was to conduct the required annual meeting Homeowners Association of Carriage Lawn at Barkley.

A quorum of members was confirmed by Gay and Carrie and the meeting was called to order at 6:58 p.m. Introductions of the Board, Committee Chairpersons, and community residents attending the meeting were made.

The Annual Meeting Agenda was presented and a voice approval was made to proceed without any additions or corrections.

Agenda

1. Approval of the minutes of the 2016 Annual Meeting. The Meeting Minutes were reviewed by the attendees. A motion was made to accept the minutes. The minutes passed unanimously as written.
2. State of Association Reports. Carrie was introduced as the current Property Manager from GHA.
  - a. President's Report. Gay provided a brief summary of actions and initiatives since the last General Meeting.
    - i. David Tran was introduced as the webmaster and his service was recognized.

- ii. The change in Treasurer from G'Ann Ziegler to Jim Ryan was presented, and G'Ann was thanked for her valuable service to the Community.
- iii. The new contracts for snow removal and the details of this enhanced and specialized service was discussed. GHA's contract for 2017 was renewed, and no cost increase was implemented for the calendar year.
- iv. Quarterly meetings were the target for 2016, but there were challenges in achieving those goals. The November 14 2016 meeting approved the 2017 budget, and discussion of Board membership occurred at the December 2016 meeting. The Board has a goal of meeting the first month of every quarter.
- v. Some additional key actions by the Board during the year included the award of a new landscaping contract for the flower beds in the entrances to the Association, based on inadequate service in 2016 by CAS (current general landscaping contractor). The reserve study was explained, along with the outstanding capital improvements that these funds support (i.e, retaining wall and associated railing replacements). Three estimates are required for all capital improvements, when feasible, to make decisions about the contract awards. Street sign modifications, repairs and improvements (specifically the stop signs) are ongoing to make them shorter and more compact; these changes have been confirmed to be in compliance with the District and County rules and regulations for communities.
- vi. The details and scope of tree trimming throughout the community using JL Tree Services (professional Arborist) as a new and unique contract. These activities are planned within the next 2 months. The plan is to perform the tree trimming twice per year. Larger trees in resident's back yards and within their property lines were discussed; it was clarified that removing these landscape elements represents an exterior improvement, and the ARB needs to be contacted to determine if there is a need for approval.
- vii. The lighting project, which was completed in 2015 has been a positive community addition as well as cost-effective to operate. Some of the LED lights are beginning to need replacement and residents were asked to notify Carrie if burned bulbs were detected.
- viii. A new dog waste station was installed on Blue Royale to address overfilling problems with the one on Saxon Flowers (Lee Highway entrance).

- ix. A new irrigation system will be installed at the Nipper Way entrance. This is part of a long range plan that included the lighting project and associated electrical supply. We are awaiting installation this spring. The water supply will allow for power washing of these entrance retaining walls. The irrigation system at Saxon Flowers has needed repairs and as a result this irrigation company will be hired to maintain both irrigation systems.

b. Treasurer's Report (covered by Gay due to Jim's absence)

- i. Management of funding from the operating account of 2016 to investment accounts activities was discussed. Other details of the total operating account, investments, and ongoing capital improvement fund allocations were reviewed.
- ii. The month association dues have been raised to \$91.00/month for the first time in X years. The increases in service contracts and concerns about the costs of additional capital improvements, repairs, and inflation were factored into this increase to avoid future special assessments. The two major capital improvements include repaving of the community and repair and replacement of retaining walls. It was asked that the members assist in identifying areas that need repair and replacement.
- iii. A motion was made from the floor that the members be supplied the proposed budget with major line items for the upcoming year (which is sent to owner's in December each year), and financial report with summary income and expenses for the year preceding the annual meeting, a priori to allow for questions and comments with sufficient notice to the community. The motion was seconded and passed unanimously.

c. ARB Report

- i. Any changes to the exterior of your home generally require an ARB application per the Association by-laws. Please fill out an application, get appropriate signatures from adjacent neighbors, and include supporting documentation of the planned changes (including colors). Building permits are required from the County prior to this application. The ARB design guidelines are on the Association website ([www.carriagelawn.org](http://www.carriagelawn.org)). Challenges with replacing siding that is failing, and matching discontinued colors, were discussed. Positive experiences with major home repair contractors (in particular roofing replacement, HVAC, and other exterior repairs) were discussed and will be shared with interested residents as interested via social media.

#### d. Old Business

- i. Visitor Parking space use was discussed. Residents are not allowed to park in these spaces, unless for very specific exceptions (such as sealing driveways). The by-laws and overall procedure used by the Parking Committee were reviewed. Volunteer participation is welcome to assure rules are fairly and consistently applied. There is frustration that chronic violations by some residents need to be addressed. Direct mailings, in addition to towing notices, are being made in an ongoing basis to help address this issue. It was pointed out that Mainstone Drive is a public street available for overflow parking.
- ii. The walkway between CLAB and the adjacent HOA has reopened. It is open to use by our community.
- iii. Mail issues (errors in delivery) were discussed. The Postal Service has been contacted and is working to address the issues. The names of residents need to be added inside the individual mailboxes for help in delivery addressee.
- iv. The community map was on display for reference and will be at each annual meeting. The playground locations were confirmed and any suggestions to improve the small area at the Saxon Flowers entrance are welcomed. The bench at this area will be replaced by the plastic composite type used in the main playground.

#### e. Elections

i. Two Board positions are up for election. Both Gay Ashley and Mary Van Mullekom expressed interested in being considered for re-election for the upcoming term. No additional nominations were made. A motion was made by Carrie to re-elect Gay and Mary to the Board. The motion was approved by acclamation. Their continued service and diligence for the community was expressed by the Community. The Board will meet following the annual meeting to determine the specific service positions.

#### f. Drawing

The annual drawing for the \$50 gift cards was conducted. Winners who were not at the meeting were provided their notification of the win and gift card at by mail. Winners were:

- 1) Frank T. – Franciscan
- 2) Amy L. – Royal Doulton
- 3) Kendra J. – Langdon Gate

- 4) Charles T. – Nipper
- 5) Tahir A. – Saxon Flowers

Adjournment of Annual Meeting – A motion was made and seconded. Motion was passed unanimously. (Approximate time was 8:05 p.m.)

Minutes Respectfully Submitted: Mark Walker May 6, 2017

Minutes Reviewed by Residents: Delivered with Notice of the 2018 HOA Annual Meeting

Minutes Approved: By the membership on January 29, 2018

