

Approved MINUTES
Carisbrooke HOA
Board of Directors Meeting
21691 Knolls Hill Square
Ashburn, VA 20147
January 20, 2011

BOARD MEMBERS PRESENT:

- Kim McComas, President; Aaron Dudek, V.P.; Carol Joseph, Treasurer; Michael Schimmel, Secretary; Michael Simmons, Member at Large
- Staff Members: Audra Wallace, Community Manager, PMP

BOARD MEMBERS LATE:

Aaron Dudek arrived at 7:15pm; Carol Joseph arrived at 7:23pm.

CALL TO ORDER:

Kim McComas called the meeting to order at 7:08pm.

APPROVAL OF MINUTES:

Michael Schimmel made a MOTION to accept the November 30, 2010 minutes and November 18, 2010 minutes. Michael Simmons SECONDED the motion. The motion (BOD-0111A) was APPROVED (3-0-0).

ACTION ITEMS:

- The Board decided, based on the attorney's opinion letter, to have Audra continue to research the process of amending the proffer regarding the trees near the pond. Audra will email her findings to the Board.
- Michael Schimmel made a MOTION to write off account #63214 for \$75, account #8167101 for \$64.25, and account #5167301 for \$3387.99. Aaron Dudek SECONDED the motion. The motion (BOD-0111B) was APPROVED (4-0-0).
- Audra will follow up on the violation involving the property with the non-operational car and van parked across the sidewalk. Audra will also check into the house with the pile of building materials and planters.
- Michael Schimmel inquired whether homeowners are required to replace trees that were originally on their property if the tree dies or has to be removed. Audra replied that homeowners are required to replace trees however, if they want to replace with a different type or they do not want to replace it, they must get approval from the ARC.

FINANCIALS:

- Since no progress has occurred with the current auditor, Bob McComas is going to request that the company respond within a week; Audra will get bids.
- Michael Schimmel had some questions on when deposits are made into the Reserve and Capital accounts and also was wondering why there still appear to be errors on the reports. Audra referred Michael to Ed Thomas, who was scheduled to attend tonight's meeting.
- Michael Schimmel made a MOTION to move \$10K from Capital Reserves account ending

in 9590 into the ING Capital Money Market account ending in 9846. Carol Joseph
SECONDED the motion. The motion (BOD-0111C) was APPROVED (5-0-0).

- Kim McComas noted that she would like to request that Ed Thomas do an independent review of the association's books and make recommendations.

NEW BUSINESS:

Kim McComas asked Audra to have the light pole at Trask and Staitite repaired since it is continuously going on and off.

ADJOURN:

The meeting was adjourned at 8:03pm in a MOTION made by Kim McComas.

Respectfully submitted,

Michael Schimmel, Secretary
Board of Trustees
Carisbrooke Association
Joyce L. Cimbalista, Recording Secretary

Date