

Approved MINUTES  
Carisbrooke HOA  
Board of Directors Meeting  
21691 Knolls Hill Square  
Ashburn, VA 20147  
January 19, 2012

**BOARD MEMBERS PRESENT:**

- Kim McComas, President; Aaron Dudek, VP; Michael Schimmel, Secretary; Carol Joseph, Treasurer
- Staff Members: Audra Wallace, Community Manager, PMP

**CALL TO ORDER:**

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

**RESIDENT FORUM:**

See official sign in sheet for residents in attendance. Residents expressed concern that there are fewer places to park now that the mailbox areas have been designated as no parking. It was suggested that parking be prohibited in these areas only between the hours of 9am – 5pm or to move the mailboxes to the opposite side of the street where there is already an existing fire lane. The Board agreed to purchase signs to install near 3 mailboxes on Kings Crossing Terrace that will state “no parking between 9am – 5 pm.” Residents also expressed their concern over the aggressiveness of Henry’s Wrecker Service. Some residents were allegedly told by Henry’s that the association gets a “kick back” on the tow fee collected by them. The Board and PMP ensured the residents that the association receives no compensation for vehicles that are towed from the community. PMP will contact the manager at Henry’s Wrecker Service to discuss these allegations and to find out their rules for towing a vehicle when their car is partially parked in a fire lane but not completely. The Board asked PMP to solicit bids from contractors to widen the existing parking bays between 21611 and 21659 Kings Crossing Terrace in order to create more spaces.

Audra Wallace announced that a Public Notice was received by PMP; there will be a Planning Commission Public Hearing on January 25<sup>th</sup> at 6 PM in Leesburg for Heritage Baptist Church which has applied for two Special Exceptions.

**APPROVAL OF MINUTES:**

Kim McComas made a MOTION to approve the December 8, 2011 meeting minutes as written. Michael Schimmel SECONDED the motion. The motion (BOD-0112A) was APPROVED (4-0-0).

**NEW BUSINESS:**

- Kim McComas will make revisions to the existing clubhouse agreement and forward to PMP/the board for final review.
- The Board discussed the drainage issues on Kings Crossing Terrace and Knolls Hill Square. In the area across from 21643 Kings Crossing Terrace and across from the clubhouse on Knolls Hill Square there is constantly a wet area in the road which freezes to ice in the

winter. HLS had provided an opinion that the asphalt is improperly graded and that is why the water is pooling on the road. The Board disagreed with this opinion and asked PMP to contact a drainage and erosion control expert to provide an opinion and proposal to correct the issue.

- PMP will ask Modern Mechanical to provide a quote for semi-annual servicing of the 2 HVAC units at the clubhouse.
- The Board discussed the letter received from Georgen Scarborough & Associates. The Board will take no further action in collecting the refund as the legal charges associated with collection of such payment may exceed the amount owed to the HOA.
- PMP will forward the list of fluridone products to Kim McComas so she can order the fluridone that will be applied to the pond in early spring.
- PMP will ask HLS to remove the tubes from the trees planted on the side of the pond.
- The buffer around the pond was discussed. The buffer was completely cut in the late fall; however, this has created a problem with geese encroaching further up the property lines. The Board will discuss the issue with the pond buffer again in late winter so that proper directions can be given to HLS when mowing season arrives.
- PMP will confirm that the cost of the flooring at the clubhouse that exceeded the insurance allowance for flooring was paid out of common area reserves.

**ADJOURN:**

The meeting was adjourned at 8:35pm.

Respectfully submitted,

Carisbrooke Homeowners Association  
Audra J. Wallace/PMP, Recording Secretary