

Approved MINUTES
Carisbrooke HOA
Board of Directors Meeting
21691 Knolls Hill Square
Ashburn, VA 20147
March 17, 2011

BOARD MEMBERS PRESENT:

- Kim McComas, President; Aaron Dudek, V.P.; Carol Joseph, Treasurer; Michael Schimmel, Secretary
- Staff Members: Audra Wallace, Community Manager, PMP; Edward Thomas, CEO, PMP

CALL TO ORDER:

Kim McComas called the meeting to order at 7:20pm.

APPROVAL OF MINUTES:

Kim McComas made a MOTION to approve the January 20, 2011 minutes as written. Aaron Dudek SECONDED the motion. The motion (BOD-0311A) was APPROVED (4-0-0).

ACTION ITEMS:

- Michael Schimmel made a MOTION to close Community Association Banc Capital Reserve Account ending in 9590 and deposit the funds to ING Money Market Capital Reserves Account ending in 9846. All future monthly capital reserve contribution payments will be made to the ING account. Kim McComas SECONDED the motion. The motion (BOD-0311B) was APPROVED (4-0-0).
- Kim McComas made a MOTION to accept the proposals from Ahlberg & Company for 2007-2010 audit and 2010 tax services. Michael Schimmel SECONDED the motion. The motion (BOD-0311C) was APPROVED (4-0-0). *see below for amended motion
- Kim McComas made a MOTION to approve the HLS proposal to install ADA approved wood carpet mulch at the tot lot locations for \$2,600. Aaron Dudek SECONDED the motion. The motion (BOD-0311D) was APPROVED (4-0-0).
- Carol Joseph made a MOTION to approve the proposal from Continental Pools for 2011 swimming pool management with the hours of operation to be 12-8 on weekdays and 11-8 on weekends and holidays. On public school days the pool will be open from 4-8 PM. Kim McComas SECONDED the motion. The motion (BOD-0311E) was APPROVED (4-0-0).
- Kim McComas made a MOTION to approve the HLS proposal to remove 2 trees to the left of the clubhouse due to squirrel activity. Aaron Dudek SECONDED the motion. The motion (BOD-0311F) was APPROVED (4-0-0).
- *Aaron Dudek made a MOTION to AMEND motion BOD-0311C. Georgen Scarborough to complete audits for 2007 and 2008 as contracted and Ahlberg & Company will be retained to complete audits for 2009 and 2010. Carol Joseph SECONDED the motion. The motion (BOD-0311C) was APPROVED as amended (4-0-0).

FINANCIALS:

- PMP will provide the Board with prior owner delinquent account and prepaid account spreadsheets.

- PMP will notify Georgen Scarborough that another accountant has been retained for preparation of the 2010 tax returns. PMP will provide missing year end CD documentation to Georgen Scarborough by April 10, 2011 and will request that Georgen Scarborough provide complete audit reports for 2007 and 2008 by May 19, 2011.
- Ed Thomas reported that starting in May homeowners will have the option to set up recurring automatic assessment payments through the cabanc.com website.
- PMP will be sending out website login information to homeowners where they can view account balance, payments, and compliance information.

NEW BUSINESS:

The outside pool membership rate will remain at \$400 per family for the season. The Board discussed reserving several spaces in the clubhouse parking lot for pool patrons only. The discussion was tabled for a future meeting.

PMP will invite contractors to attend HOA meetings to discuss future major projects and bid specifications.

ADJOURN:

The meeting was adjourned at 10:10pm in a MOTION made by Kim McComas.

Respectfully submitted,

Michael Schimmel, Secretary
Board of Trustees
Carisbrooke Homeowners Association
Recorded by Audra J. Wallace, PMP