

Approved MINUTES  
Carisbrooke HOA  
Board of Directors Meeting  
21691 Knolls Hill Square  
Ashburn, VA 20147  
May 19, 2011

**BOARD MEMBERS PRESENT:**

- Kim McComas, President (arrived at 7:25 PM); Aaron Dudek, V.P.; Carol Joseph, Treasurer; Michael Schimmel, Secretary; Michael Simmons, Member
- Staff Members: Audra Wallace, Community Manager, PMP

**CALL TO ORDER:**

Aaron Dudek called the meeting to order at 7:08 PM.

**GENERAL COMMUNITY ISSUES**

- Gillian Lavigne was present and volunteered to chair an Events Committee. She would like to organize a 4<sup>th</sup> of July event.
- Thomas Pax was present to discuss the pond and its current condition with an abundance of water lilies.
- Tom Land was present and turned over numerous plats and documentation for the Farmwell Section of Carisbrooke, including information on the pond and pond treatment. Land recommended the community purchase Fluridone to treat the pond for water lilies in early spring 2012. The pond is currently overrun with water lilies which are an invasive species, and if not treated, they will continue to take over the pond.
- The board discussed topics for an upcoming newsletter: introduction of Events Committee chairperson, advertising for odd job squad, seeking volunteers for Events Committee and ARC, signing up for HOA e-mail updates, reminder about trash and using 3 mil black trash bags/labeling cans with address, reminder about parking rules, courtesy to neighbors regarding dog walking, extinguishing cigarette butts on neighbor's property, etc.

**APPROVAL OF MINUTES:**

Aaron Dudek made a MOTION to approve the March 17, 2011 minutes as written. Michael Schimmel SECONDED the motion. The motion (BOD-0511A) was APPROVED (5-0-0).

**ACTION ITEMS:**

- Kim McComas made a MOTION to accept the Continental Pools proposal for repairs/maintenance as previously agreed upon via e-mail vote. Aaron Dudek SECONDED the motion. The motion (BOD-0511B) was APPROVED (5-0-0).
- Kim McComas made a MOTION to accept the Continental Pools proposal for parts and supplies as previously agreed upon via e-mail vote. Aaron Dudek SECONDED the motion. The motion (BOD-0511C) was APPROVED (5-0-0).
- Kim McComas made a MOTION to accept the Continental Pools proposal for replacement of the main pool pump motor for \$2,100, to be paid from reserves, as previously agreed upon via e-mail vote. Aaron Dudek SECONDED the motion. The motion (BOD-0511D) was APPROVED (5-0-0).

- Kim McComas made a MOTION to accept the Bishops Tennis change order proposal for installing 4 new net post footers on the tennis court (to be paid from reserves), as previously agreed upon via e-mail vote. Michael Schimmel SECONDED the motion. The motion (BOD-0511E) was APPROVED (5-0-0).
- The board discussed the proposal from Continental Pools for replacing the filter tank sand trap for \$900. The decision was tabled until the end of the current pool season, or at any future date in which the repair proves to be necessary.

### **OLD BUSINESS/NEW BUSINESS:**

- The tot lot equipment behind Trask Place is missing some screws. Michael Simmons will check it out and determine what is needed.
- PMP will contact a fence and/or lock company to determine options for replacing the tennis court door/lock mechanism. PMP will send a list of homeowners who have been issued a key to the board.
- PMP will purchase a sign for the tennis court that reads: “Private Property/No Trespassing, Tennis Only, Strictly Enforced. Any other use besides tennis is considered trespassing.”
- The Bishops Tennis basketball court renovation proposals were discussed. PMP will find out the charge for recoating the court with Titan Trax Shield every 5 years as indicated in the proposal. PMP will also find out how much it would cost for option #3 on the upper court proposal plus painting of the entire court vs. only the repaired sections.
- The Association Management Services Agreement was discussed. Final decision and signature on the agreement is tabled until next meeting so Kim McComas can review notes and ensure all items have been addressed.
- The August 2011 BOD meeting is moved from August 18<sup>th</sup> to August 25<sup>th</sup>.
- PMP will coordinate for the water fountain at the pool to be fixed (upper water fountain).
- PMP will get more details on the pond treatment proposal from Aquatic Environment Consultants: what type of treatment is it and how long does it last, how often does it need to be done, is a permit needed for fluridone?
- PMP will find out how much money was given to Carisbrooke HOA in 2007 from K Hovnanian Homes for maintenance/repairs to the pond.
- The board plans to budget \$25,000 reserve expense for resurfacing the basketball courts and installing new basketball goals at the upper court in 2012.
- PMP will get a revised proposal from HLS for installing summer annuals only at the 2 large brick entrance monuments (Ashburn Rd/Shellhorn and Ashburn Rd/Waxpool). PMP will remind HLS not to make applications near the pond and find out if post-emergent treatments have been applied along Waxpool Road as there appear to be an abundance of dandelions and weeds.
- Kim McComas will purchase pots and flowers for the pool deck using the Carisbrooke’s petty cash account.

### **FINANCIALS:**

- PMP reported that Georgen Scarborough has not replied to inquiries regarding status of the 2007 and 2008 audits.
- PMP will contact Bill Mason, PC for advise on how to handle the issue of non-response from Georgen Scarborough and the uncompleted audits for 2007 and 2008.

### **EXECUTIVE SESSION:**

The board entered Executive Session at 9:20 PM for the purpose of discussing delinquent

accounts and write-offs. The board exited Executive Session at 9:30 PM.

**RETURN TO OPEN SESSION:**

- PMP will find out if regular payments are being received on account #63263 per the approved payment plan.
- Audra Wallace will check with Ed Thomas of PMP on how the board should handle a prior owner account write off in the amount of \$18,690.74: should it be done in the same year or over several years?

**ADJOURN:**

The meeting was adjourned at 9:35 PM in a MOTION made by Kim McComas.

Respectfully submitted,

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