

Approved MINUTES  
Carisbrooke HOA  
Board of Directors Meeting  
21652 Trask Place  
Ashburn, VA 20147  
June 24, 2010

**BOARD MEMBERS PRESENT:**

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

**BOARD MEMBERS ABSENT:**

Aaron Dudek, Member at Large, arrived at 7:15 pm.  
Carol Joseph, Treasurer, left at 8:55 pm.  
Michael Schimmel

**OTHERS PRESENT:**

Chandra Walters, Architectural Review Committee  
Jeremy Wilcox, Architectural Review Committee

**CALL TO ORDER:**

Kim McComas called the meeting to order at 7:05 pm.

**APPROVAL OF MINUTES:**

Kim McComas made a MOTION to accept the May 20, 2010 minutes as written. Michael Simmons SECONDED the motion. The motion (BOD-0610A) was APPROVED (3-0-0).

**ARCHITECTURAL REVIEW:**

Two members of the Architectural Review Committee (ARC) presented draft changes to the Architectural Guidelines and Standards. Guideline changes were proposed for decks and storage sheds. The committee is working on guideline changes for garage doors, storm doors, and fences. A discussion was held on how/when to distribute the new guidelines, once they are approved by the Board of Directors. Jeremy Wilcox requested that PMP add the HOA declaration, by-laws, articles of incorporation, and guideline resolutions to the new Carisbrooke website. The ARC members encourage homeowner attendance at ARC meetings for any complex or atypical change requests. The members of the ARC left the board meeting after the Architectural Review portion of the meeting ended.

**PENDING/NEW BUSINESS:**

- The Board discussed three (3) estimates on replacing the HVAC unit in the clubhouse meeting room. The Board requested PMP get several more quotes from R.A. Dobson, B&B Air, AirServ, and/or Arlington Heating & Air. PMP will send the quotes to the Board via e-mail. PMP will also ask the bidders how much it would cost to replace the hot water heater in the clubhouse.
- K Hovnanian re-seeded the common area behind Trask Place but they did not install the missing cedar trees. PMP will ask K Hovnanian if they still intend to do this and if it would make more sense to install in the fall rather than the summer.

- The Board discussed needed repairs to the exterior of the clubhouse building and trim. PMP will find out exactly what work was done by Kastle Builders within the last couple of years.

### **EXECUTIVE SESSION:**

The Board went into Executive Session to discuss a homeowner request for waiver of late fees and legal fees on account#63282.

### **EXIT EXECUTIVE SESSION AND RETURN TO OPEN SESSION:**

- Aaron Dudek made a motion to waive late fees of \$80 plus interest on account #63282 and requested PMP absorb legal charges imposed on this account. Michael Simmons seconded the motion. The motion (BOD-0610B) was approved (4-0-0).
- Kim McComas requested a printout of all Carisbrooke homeowner/property addresses listed in PMP's records.
- PMP will request that All Recreation adjust the tot lot swings down because they were set too high. Aaron will replace one of the regular swings with a bucket swing at the Waxpool tot lot.
- The Board discussed the delivery of trash cans and toters from American Disposal Services, which is scheduled for June 25, 2010. PMP reported that two townhome homeowners called to opt out of the toter delivery that was announced in the May newsletter.
- The mowing of the grass in the upland forest area near the pond was discussed. Carol Joseph reported that it took HLS 4 hours to mow this area and that some trees may be dying now that the grass has been cut. The tubes around the trees need to stay on for at least 2 years after planting.
- The Board discussed the Chesapeake Bay Protection Act and the possibility of Loudoun County adopting all or part of the Act, and how it would affect certain homeowners wishing to make changes to their properties. No final decisions have been made by Loudoun County yet.
- The Board discussed an inquiry made by a single family homeowner who wanted to know if it is required to keep their front yard post lamp on after dark. Kim McComas reported that all single family homes are required to keep their front post lights lit after dark since the single family sections do not have street lighting and the builders installed the posts with a photocell for that purpose. The Board requested PMP to check with Bill Mason that keeping front the front yard post lamp lit would fall under "lot maintenance" as defined in the Declaration of Covenants.
- Aaron Dudek requested PMP contact the Ashburn Post Office regarding a mailbox cluster near 21667 Kings Crossing Terrace that is broken.
- The Board consensus was to put off the tennis court restoration until mid September. PMP stated that in order for the tennis courts to be scheduled for repair in mid September, a decision will need to be made by the Board no later than July or early August.
- There is a piece of weather stripping missing at the bottom of the men's bathroom pool deck exit door that needs to be replaced.
- The basketball nets at both courts need to be replaced.
- Kim McComas made a motion to accept the Southern Electric proposal to replace a damaged light pole in the townhome section with a single head light pole for \$3,513. Aaron Dudek seconded the motion. The motion (BOD-0610C) was APPROVED (4/0/0). This amount to be paid by insurance company for Ricky Horseman Companies. PMP will

coordinate with insurance company and vendor for payment.

- Kim McComas requested that Southern Electric order 3 globes for townhouse lighting. There are 2 globes currently missing and 1 globe should be kept on hand for future replacement.
- PMP will inquire the price of replacement globes from Southern Electric and ask if there is a discount provided if they are given the preferred supplier/electrical maintenance provider status for Carisbrooke.
- Kim McComas made a motion to approve the HLS estimate to cut the grass in the upland forest section near the pond, for a price not to exceed \$1,000. Aaron Dudek seconded the motion. The motion (BOD-0610D) was APPROVED (3-0-0).

**ADJOURN:**

The meeting was adjourned at 9:15 pm in a MOTION made by Aaron Dudek and SECONDED by Michael Simmons.

Respectfully submitted,

Michael Simmons, Secretary/Board of Directors  
Carisbrooke Homeowners Association  
Recorded by Audra Wallace, PMP