

Approved MINUTES
Carisbrooke HOA
Board of Directors Meeting
21691 Knolls Hill Square
Ashburn, VA 20147
June 16, 2011

BOARD MEMBERS PRESENT:

- Kim McComas, President; Carol Joseph, Treasurer; Michael Schimmel, Secretary (arrived 7:54pm); Michael Simmons, Member
- Staff Members: Audra Wallace, Community Manager, PMP; Ed Thomas, CEO, PMP

BOARD MEMBERS ABSENT:

Aaron Dudek, V.P. (Excused).

CALL TO ORDER:

Kim McComas called the meeting to order at 7:10 PM.

ARCHITECTURAL APPLICATIONS:

- Kim McComas made a MOTION to approve the second story deck for 21682 Kings Crossing Terrace. Michael Simmons SECONDED the motion. The motion (BOD-0611A) was APPROVED (3-0-0).
- Kim McComas made a MOTION to approve the fence for 21630 Monmouth. Michael Simmons SECONDED the motion. The motion (BOD-0611B) was APPROVED (3-0-0).
- Kim McComas made a MOTION to approve the ground level deck for 21667 Staitite. Carol Joseph SECONDED the motion. The motion (BOD-0611C) was APPROVED (3-0-0).

APPROVAL OF MINUTES:

Kim McComas made a MOTION to approve the May 19, 2011 minutes as written. Michael Simmons SECONDED the motion. The motion (BOD-0611D) was APPROVED (3-0-0).

ACTION ITEMS:

- Gillian Lavigne, chair of the Events Committee, gave an update on the 4th of July event. The committee has 9 volunteers so far and a Facebook page has been set up. There will be a meeting for volunteers on Tuesday. The committee will meet regularly on the second Wednesday.
Audra will find out about getting email addresses and names from the Account Login so Joyce can populate the HOA Constant Contact mailing list.
Audra will find out whether the Account Login site can link to the HOA website.
- Audra will talk to pool management about offering swim lessons.
- Kim McComas made a MOTION to move \$1000 from seeding and aerating to the Social Committee budget. Michael Simmons SECONDED the motion. The motion (BOD-0611E) was APPROVED (4-0-0).
- The Board discussed and agreed not to proceed with planting summer annuals.
- The Board discussed whether to redo the basketball court. Michael Simmons and Michael Schimmel will assess it this weekend and discuss further by email.

- The Board agreed to proceed with painting the sections of adjacent curbs.
- Audra will try to find out who knocked down the mailbox unit and whether a police report was filed. If a report wasn't filed, Audra should file one.
- The Board discussed the pool pump filtration system. Audra will find out the cost and will find out if something can be negotiated since the motor was just replaced.
- Audra will prepare a letter asking Georgen Scarborough for the return of documents and for reimbursement of funds for work not performed. Audra will forward the letter to Kim for review and signature.

EXECUTIVE SESSION:

The board entered Executive Session at 8:37 PM for the purpose of discussing delinquent accounts and write-offs. The board exited Executive Session at 8:42 PM.

Michael Schimmel made a MOTION to write off the balance in the amount of \$18,690.74 for prior owner RUN account # 4174800 per Segan Mason & Mason's recommendation and allow the judgment to stay on record. Kim McComas SECONDED the motion. The motion (BOD-0611F) was APPROVED (4-0-0).

ADJOURN:

The meeting was adjourned at 8:59 PM in a MOTION made by Kim McComas.

Respectfully submitted,

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

 Date