

Approved MINUTES
Carisbrooke HOA
Board of Directors Meeting
21691 Knolls Hill Square
Ashburn, VA 20147
July 29, 2010

BOARD MEMBERS PRESENT:

- Michael Schimmel, V.P.; Carol Joseph, Treasurer; Michael Simmons, Secretary; Aaron Dudek, Member at Large
- Staff Members: Audra Wallace, Community Manager, PMP

BOARD MEMBERS ABSENT:

Kim McComas, President.

CALL TO ORDER:

Michael Schimmel called the meeting to order at 7:01pm.

HEARING:

The resident with account# 63135 was present and apologized for the delay in repairing the items that he received violation letters for. The resident stated that he plans to have the items repaired tomorrow and will email photos of the completed work.

RESIDENT INPUT:

- Jeremy and Stacey Wilcox were present to discuss the new trash totes. They stated that having two large trash totes in front of each townhome on trash day is not nice to have to look at and that storage of the totes is a problem. Carol Joseph explained that the goal of getting the new totes was to cut down on loose trash and animals getting into trash bags. Audra mentioned Kim McComas' suggestion of allowing residents to return the totes if they do not want them, having those residents sign the Trash Policy, and requiring a \$75 payment if residents change their mind and want the toter back.
- Mrs. Reardon was present to discuss her request to remove the pine tree next to her house at her expense since the roots are growing towards her house. The Board advised Mrs. Reardon to submit an architectural application and she stated that she had recently done that. Additionally, Mrs. Reardon requested that the curb in front of the mailbox unit be painted and the handicap parking marked.

APPROVAL OF MINUTES:

Carol Joseph made a MOTION to accept the June 24 2010 minutes. Michael Schimmel SECONDED the motion. The motion (BOD-0710A) was APPROVED (4-0-0).

MANAGEMENT REPORT:

- The Board discussed the wording for the electronic voting policy. The reason for the policy is that the Bylaws need clarification. Kim McComas is reviewing the policy and it will be discussed at the next meeting.
- Aaron Dudek made a MOTION to document in the minutes the Action Without a Meeting

when a motion was made to have Kastle Builders replace the HVAC in the clubhouse for \$3950. In the electronic vote, Michael Simmons seconded the motion and the motion was approved (3-2-0) with Aaron Dudek and Michael Schimmel voting No. Michael Schimmel SECONDED the motion. The motion (BOD-0710B) was APPROVED (4-0-0).

- The Board discussed the trash toter issue that was raised during the resident input portion of the meeting. Audra will schedule one day for residents who no longer want to use their toters to leave them at the clubhouse. Residents will have to pay \$75 if they change their mind later and want the toter back.
- The Board discussed the HLS site report. Carol asked Audra to contact HLS and request that the blackberry bushes they cut down be replaced.
- Audra will contact Stormwater Maintenance about having them paint over the graffiti.
- Michael Schimmel made a MOTION to approve having Clear Environmental provide an analysis of the pond for \$1472. The funds are to be taken out of the Reserves which have been designated for the pond. Carol Joseph SECONDED the motion. The motion (BOD-0710C) was APPROVED (4-0-0).

EXECUTIVE SESSION:

At 8:20pm, Michael Schimmel made a MOTION to enter Executive Session for the purpose of discussing violations.

Executive Session ended at 8:23pm in a motion made by Michael Schimmel.

Michael Schimmel made a MOTION that the resident with account# 63135 will be fined if the promised work is not completed by close of business on July 30 2010. Carol Joseph SECONDED the motion. The motion (BOD-0710D) was APPROVED (4-0-0).

PENDING/NEW BUSINESS:

- Michael Schimmel asked Audra to contact the pool management company and request that the pool be vacuumed prior to pool opening time, that it be skimmed every day, that the guards should sit in the guard chair and not on the deck, that one guard should be on the deck at all times, and that the men's room paper towels be refilled.
- The Board authorized Audra to use Southern Electric to replace the light pole and ask if they will do the work at the rate of \$80/hour. Audra will find out if the globes are green or just discolored and how much it will cost to clean and tighten them.
- The Board discussed putting towing signs on the stop signs at the entrance.
- The Board discussed the basketball nets, backboards and poles, and tot lot swings. Michael Simmons will check the height of all the swings.
- Audra will request that the Reserve Study be adjusted for the basketball hoop maintenance, clubhouse railings, and widow's walk.
- Audra will get a third estimate for the clubhouse railing work.
- Audra will check with Kim McComas about re-scheduling the next meeting for August 25.
- Audra will ask Southern Electric for an estimate on lower wattage bulbs.
- Audra will get the handyman to paint the curb by the mailboxes and will check to ensure that the curbs by all the mailboxes are painted.

FINANCIALS:

Audra will check and make sure that the ING account was set up for the townhouse reserves.

ADJOURN:

The meeting was adjourned at 9:13pm in a MOTION made by Michael Schimmel and SECONDED by Aaron Dudek.

Respectfully submitted,

Michael Simmons, Secretary

Board of Trustees

Carisbrooke Association

Joyce L. Cimbalista, Recording Secretary, PMP

Date