

Approved MINUTES
Carisbrooke HOA
Board of Directors Meeting
21691 Knolls Hill Square
Ashburn, VA 20147
August 16, 2007

BOARD MEMBERS PRESENT:

- Kim McComas, President; Bill Hatchett, VP; Aaron Dudek, Secretary; Carol Joseph, Treasurer
- Staff Members: Audra Wallace, Community Manager, PMP; Ed Thomas, President & CEO, PMP

BOARD MEMBERS ABSENT:

Pasi Vorimo.

CALL TO ORDER:

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

ARCHITECTURAL REVIEW:

- Application #07-0023 for black shutters was returned because of missing signatures from neighbors and the plat is missing. The Board will vote by email if the application is corrected.
- The application for landscaping lights was returned with a recommendation to space the lights closer to six feet apart and to have all the lights of the same style.
- Application #07-0021 for a fence was approved as long as the applicant follows the rules for allowed colors.
- Application #07-0022 for a patio was approved.

RESIDENT INPUT:

Tom Land was present to speak on behalf of his neighbor, Amit Shah, who was also present. Mr. Shah said that his siding has blown off twice now, and he explained that he has had difficulty with the insurance company and with finding matching siding. The Board wants a signed contract for the siding repair faxed by Mr. Shah to PMP within fifteen days, and wants the work completed by September 15th.

Audra will document the Board's request in a letter to Mr. Shah.

PENDING BUSINESS:

The Board discussed the deck that was being built without an approved application. Audra will send a response letter to the resident stating that his letter was received, that the Board stands by their original decision and the deck is unacceptable in the current condition and must be taken down. The letter should also request the resident's appearance at a hearing on September 20th where an agreement will be reached that some portion of the deck can remain or the entire deck is to be removed. Audra will submit the letter to Kim for review before sending.

APPROVAL OF MINUTES:

Bill Hatchett made a motion to approve the July 19, 2007 minutes as written. Aaron Dudek SECONDED the motion and the motion (BOD-0807A) was APPROVED (4-0-0).

MANAGEMENT REPORT:

- Audra will find out who was involved in the auto accident that damaged the mailbox so the responsible party can be found.
- Audra will check on the status of the situation regarding the house with the gutter hanging loose.
- The Board discussed the three auditor proposals. Carol preferred Swart, Lalande and Associates' proposal because it gave more information. Carol Joseph made a MOTION to approve Swart, Lalande and Associates as the HOA auditor. Aaron Dudek SECONDED the motion. The motion (BOD-0807C) was APPROVED (4-0-0).
Audra will notify Swart, Lalande and Associates immediately and request that the HOA taxes be completed.
- The Board discussed staying with Nationwide for their business insurance.
- Aaron Dudek made a MOTION to research new council for the HOA. Bill Hatchett SECONDED the motion. The motion (BOD-0807D) was APPROVED (4-0-0).
Ed Thomas stated that he will get proposals quickly so the Board can vote by the end of August.

ACTION ITEMS:

- Audra brought the second proffer to the meeting for the Board to review.
- Audra is working on writing the Resolution for the assigned parking plan. Bill will be working on it too and will send Audra his document.
- Ed Thomas gave an update on the United Bank deposit slip.
- The Board discussed the two proposals for seal coating.
Bill Hatchett made a MOTION to accept Dominion's proposal for seal coating. Kim McComas SECONDED the motion. The motion (BOT-0807B) was APPROVED (4-0-0).
Audra will get a price on power-washing and will make sure Dominion has a clear and accurate layout.

FINANCIAL REPORT

Audra will get pool management bids.

ADJOURN:

The meeting was adjourned at 9:00pm in a MOTION made by Bill Hatchett and SECONDED by Kim McComas.

Respectfully submitted,

Aaron Dudek, Secretary
Board of Trustees
Carisbrooke Association
Joyce L. Cimbalista, Recording Secretary, PMP