

Approved MINUTES  
Carisbrooke HOA  
Board of Directors Meeting  
21691 Knolls Hill Sq.  
Ashburn, VA 20147  
August 25, 2010

**BOARD MEMBERS PRESENT:**

- Kim McComas, President; Michael Schimmel, Vice President; Carol Joseph, Treasurer
- Staff Members: Audra Wallace, Community Manager, PMP

**BOARD MEMBERS ABSENT (w/ notice):**

- Michael Simmons, Secretary; Aaron Dudek, Member at Large

**OTHERS PRESENT:**

See official sign in sheet.

**CALL TO ORDER:**

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

**RESIDENT FORUM:**

Amy Gorman & Jason Weaver were present to ask questions about and discuss Carisbrooke's parking and towing policies. The residents requested that a reminder on the parking policies be placed in the next newsletter. Jason Weaver reported that the swing set at the tot lot behind the tennis courts is in need of repair. Amy Gorman reported that the no parking sign in front of 21863 Kings Crossing Terrace is missing and needs to be replaced.

Aaron Lavigne asked the policy on homeowner trees that have branches hanging over common area sidewalks. PMP advised that tree limbs should be pruned up at least 6 feet from the ground. PMP will send notices to owners on Kings Crossing Terrace who need to trim their trees.

**APPROVAL OF MINUTES:**

Kim McComas made a MOTION to accept the July 29, 2010 minutes as written. Michael Schimmel SECONDED the motion. The motion (BOD-0810A) was APPROVED (3-0-0).

**PENDING/NEW BUSINESS:**

- Residents may return their unwanted ADS 64 gallon trash and 64 gallon recycling totes by calling ADS directly to arrange pick up. This will be communicated to residents via the next newsletter. Any homeowner who returns a toter and later requests that it be re-delivered will be charged a \$75 per toter fee by ADS.
- Carol Joseph reported that the Loudoun County Stormwater Department had not yet painted over the graffiti in the storm water drainage area behind Kings Crossing Terrace. PMP will contact Loudoun County to check status.
- A discussion was held regarding the blackberry bushes in the Carisbrooke common area that were cut by Heritage Landscape Services (HLS). Carol Joseph will devise an estimate of monetary compensation for the cut blackberry bushes.
- Tennis court and basketball court renovation proposals were discussed. The Board had

questions about the Nova Pro Bounce material and asked PMP to confer with Bishops Tennis.

- PMP will address several lifeguard issues with owner of Clear Blue Swimming Pools.
- PMP will arrange for a Henry's Wrecker Service sign to be posted at the two entrances to the townhome area of Carisbrooke.
- Michael Schimmel made a MOTION to pass Resolution No. 2010-2 regarding Action Taken Without a Meeting. Kim McComas SECONDED the motion. The motion (BOD-0810B) was APPROVED (3-0-0).
- PMP will ask HLS for proposals on a fall application of pre-emergent and seeding and aerating.
- Kim McComas made a MOTION to accept a proposal from HLS for lime application for \$1,850, so long as a 25% discount is given for the blackberry bushes that were cut by them. Michael Schimmel SECONDED the motion. The motion (BOD-0810C) was APPROVED (3-0-0).
- PMP will get estimates for removable speed bumps, painting the wooden white fence on Waxpool Road, and cost of replacing sections of the wood fence with a maintenance free material.
- PMP will request that the representative from Integrated Insurance attend the September board meeting.

**ADJOURN:**

The meeting was adjourned at 8:50 pm in a MOTION made by Kim McComas and SECONDED by Michael Schimmel (3-0-0).

Respectfully submitted,

Carisbrooke Homeowners Association  
Recorded by Audra Wallace, PMP