

Approved MINUTES  
Carisbrooke HOA  
Board of Directors Meeting  
21691 Knolls Hill Square  
Ashburn, VA 20147  
August 25, 2011

**BOARD MEMBERS PRESENT:**

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

**CALL TO ORDER:**

Kim McComas called the meeting to order at 6:50 PM.

**RESIDENT INPUT:**

- Paige Hancock, 21720 Kings Crossing, spoke about issues with parking. She has to park out on the road even when there are empty spaces near her house. People are using the lot as a park and ride. There is a car with a flat tire that has been parked in the clubhouse lot for 2 weeks. Cars that belong to the community across the street are parked in the Carisbrooke lot. Paige's husband suggested that lines could be painted along the street by the entrance to enforce more efficient parking. Kim McComas said there is a parking policy in effect and that the attorney is currently looking at it to see what else can be done. The HOA is limited in what it can and cannot do in regards to parking.
- Paige also spoke about the issue of speeders in the neighborhood and is concerned for children's safety. Paige inquired whether the speed limit is 25. Paige's husband suggested installing speed bumps. Kim McComas will gather more information on solutions, costs, etc. This issue will be placed on the agenda for next month. Kim asked the Hancocks to attend next month's meeting. Paige will send Kim photos she's taken of the parking issues.
- Ben Valentine, 21656 Trask Place, spoke about traffic noise on Waxpool and asked about the possibility of having trees planted to create a sound barrier. Kim said there are trees there now and the budget is not in good shape for spending funds on trees. The Board could try to budget for trees next year. Michael Schimmel said that adding trees will not help reduce traffic noise but that replacing windows with double or triple insulated windows and re-insulating walls may help. Kim suggested a white noise machine.
- Kavya Kaza, 21726 Kings Crossing, asked what she could do about roots from a tree on her property that are disturbing her driveway. The Board recommended she consult a tree company and talk to the Architectural Review Committee about possibly replacing the tree with a different tree that is more appropriate to the space.

**GUESTS:**

- Roy Barnett (Van Metre Group President-Acquisition/Planning/Development/Planned Communities) and Denise Harrover (Van Metre Vice President-Planned Communities, Land Acquisition, Planning & Development), gave an update on the last part of the Broadlands Community that will be built across from Carisbrooke. They presented the approved concept plan showing a maximum of 234 multi-family homes (fee-simple townhomes). Roy hopes to start construction in the Spring. Roy will send Carisbrooke a

letter stating the size and content of the buffer area. Kim said she would have preferred that the townhomes were all brick rather than vinyl. Roy said there will be lots of screening. The next hearing is September 12. Roy said to please call with any questions before the hearing.

### **APPROVAL OF MINUTES:**

Michael Schimmel made a MOTION to approve the July 21, 2011 minutes as written. Aaron Dudek SECONDED the motion. The motion (BOD-0811A) was APPROVED (5-0-0).

### **NEW BUSINESS:**

- Kim McComas would like to know if the Board can access or compile information on violations, such as violation history and repeat violations.
- Kim McComas said the attorney is looking into any proffers necessary to protect the stream.
- The Board discussed the fire damage. Kim's waiting on a call back from the adjuster.
- The Board reviewed the proposals from Continental and Dansk for winter pump servicing.
- Audra will find out if Dansk will look at going to one pump, determining if the existing pump will last, and whether he needs to look at it before winterization is done. If work needs to be done, find out the cost for having it done off-season.
- Carol Joseph left the meeting at 8:39pm.
- Michael Schimmel made a MOTION to forgo the 2007 and 2008 audits and move forward with Auberg doing the 2009 and 2010 audits. Kim McComas SECONDED the motion. The motion (BOD-0811B) was APPROVED (4-0-0).
- Audra will find out the cost for the attorney to prepare and send a letter to DH regarding the 2007 and 2008 audits.
- Kim said that a newsletter needs to go out and it should inform residents that this will be the last hard-copy newsletter since all future newsletters will be emailed. Residents should sign up for the email list on the website. To save on postage, the newsletter should go out with the Call for Nominations letter.

### **EXECUTIVE SESSION:**

- Michael Schimmel made a MOTION at 8:48pm to enter Executive Session for the purpose of discussing the hearings.
- Executive Session was exited at 8:57pm in a motion made by Michael Schimmel.
- Kim McComas made a MOTION that a fine of \$10/day will be incurred starting with the date of the violation letter dated July 21, 2011 for the owner residing at 21839 Kings Crossing Terrace. Aaron Dudek SECONDED the motion. The motion (BOD-0811C) was APPROVED (4-0-0).
- Kim McComas made a MOTION that a fine of \$10/day will be incurred starting August 26, 2011 for the owner residing at 21644 Monmouth Terrace. Aaron Dudek SECONDED the motion. The motion (BOD-0811D) was APPROVED (4-0-0).
- Audra will find out whether the owners should contact the attorney or PMP to make payment.
- Aaron Dudek left the meeting at 9:02pm.
- The remaining members discussed the parking issues, including the possibility of gating the community.

### **ADJOURN:**

The meeting was adjourned at 9:09pm in a MOTION made by Kim McComas.

Respectfully submitted,

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

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Date