

Approved MINUTES
Carisbrooke HOA
Board of Directors Meeting
21691 Knolls Hill Square
Ashburn, VA 20147
September 22, 2011

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS PRESENT:

Kim McComas, President; Michael Simmons, Member

CALL TO ORDER:

Aaron Dudek called the meeting to order at 7:10 PM.

RESIDENT INPUT:

- David Chesler and Paige Hancock, 21720 Kings Crossing, asked for an update on fixing the parking situation and addressing the issue of speeders. Aaron said there are plans to discuss marking the six spots near the entrance. Michael Schimmel said the Board is planning to look at various options such as closing an entrance, and making the entrances one-way. Audra has costs for traffic calming measures such as permanent and temporary speed bumps. Carol said that raising awareness about speeding is the first step and this can be published on the website, in the newsletter and in a community-wide email. Audra will make copies of the Resolution for Paige that states the speed limit of 9mph for the community. Communication with the community should 1) inform residents to report fire lane and double-parking violations to the sheriff's non-emergency number: 703-777-1021; 2) inform residents that they are subject to towing for those violations and that the towing company has been authorized to tow vehicles. Audra will contact the sheriff's office to request a targeted watch for speeders in the community.
- Robene' Fleming, Monmouth Terrace, had received violation letters regarding parking her vehicle on the curb and wanted confirmation on whether parking her vehicle there is allowed. The parking policy only allows parking in lined spaces. Audra will need to check on the fire code to see if parking is allowed on Monmouth. Residents who are going on vacation and leaving their car parked on the street for more than 48 hours should contact Audra to let her know.
- Paige inquired about the \$2600 that was spent on tot lot mulch in May since it appears that there is very little mulch in the tot lots now. Michael Schimmel said that it is a special type of biodegradable mulch. Audra will have the lots inspected to see how much is needed.

APPROVAL OF MINUTES:

Aaron Dudek made a MOTION to approve the August 24, 2011 minutes as written. Carol Joseph SECONDED the motion. The motion (BOD-0911A) was APPROVED (3-0-0).

NEW BUSINESS:

- Aaron Dudek made a MOTION to affirm that the Board is aware that the HOA account at

ING exceeds the FDIC limit. Michael Schimmel SECONDED the motion. The motion (BOD-0911B) was APPROVED (3-0-0). The Board will re-visit this issue quarterly, so the next time it will be discussed is at the December meeting.

- Michael Schimmel made a MOTION to close the Carisbrooke HOA Capital Money Market account with Mutual Bank of Omaha and transfer the funds to the capital reserve account at ING. Carol Joseph SECONDED the motion. The motion (BOD-0911C) was APPROVED (3-0-0).
- Audra mentioned that a CD comes due on 10/27 – the Board will discuss via email and revisit at the October meeting.
- Aaron Dudek made a MOTION to proceed with asking Bill Mason to write a letter to Georgen Scarborough. Carol Joseph SECONDED the motion. The motion (BOD-0911D) was APPROVED (3-0-0).
- Aaron Dudek made a MOTION to renew the snow removal contract with Ricky Horseman. Michael Schimmel SECONDED the motion. The motion (BOD-0911E) was APPROVED (3-0-0).
- Aaron Dudek made a MOTION to approve the architectural application for 21647 Kings Crossing for removal of the tree in the front yard. Carol Joseph SECONDED the motion. The motion (BOD-0911F) was APPROVED (3-0-0).
- Aaron Dudek made a MOTION to approve the architectural application for 43384 Covent Garden for a storm door on the back of the house. Michael Schimmel SECONDED the motion. The motion (BOD-0911G) was APPROVED (3-0-0).
- Aaron Dudek made a MOTION to approve the proposal from Dansk for up to \$2250 for repair of the four pool filters to be completed next year prior to pool opening. Michael Schimmel SECONDED the motion. The motion (BOD-0911H) was APPROVED (3-0-0).
- Audra will ensure that a line item for the repair of the four filters is in the budget.
- Aaron Dudek made a MOTION to approve the proposal from Dansk for re-caulking the perimeter of the wading pool for \$448. Michael Schimmel SECONDED the motion. The motion (BOD-0911I) was APPROVED (3-0-0).
- The Board discussed winterization of the pool and decided it was not needed at this time.
- All communications in regards to raising awareness should address the three issues of speeding, parking in the fire lanes, and double parking. The Board agreed about informing the community that towing will be enforced.
- Audra will ensure that the speeding issue is on next month's agenda.
- Audra will get the fire marshal to check the community to find out which curbs should be painted yellow.
- Audra will contact Kastle to get a full estimate on clubhouse repairs, including replacing two doors, repairing holes in the walls, and replacing carpet.

ADJOURN:

The meeting was adjourned at 8:43pm in a MOTION made by Aaron Dudek.

Respectfully submitted,

Michael Schimmel, Secretary

Date

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