

Approved MINUTES  
Carisbrooke HOA  
Annual Meeting  
21691 Knolls Hill Square  
Ashburn, VA 20147  
October 15, 2009

**BOARD MEMBER ATTENDANCE:**

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

**BOARD MEMBERS ABSENT:**

Aaron Dudek, Member at Large

**CALL TO ORDER:**

Kim McComas called the meeting to order at 7:30pm.

**INTRODUCTIONS:**

Board members and attendees introduced themselves.

**QUORUM CALL:**

Audra Wallace verified that she received 25 proxies and that quorum was established.

**PROOF OF NOTICE OF MEETING:**

Audra verified that the Call for Nominations was mailed to all homeowners on record on August 21 2009 and the official Annual Meeting notice was mailed September 19 2009 as per requirements.

**APPROVAL OF MINUTES:**

A MOTION was made by Kim McComas to approve the minutes from the October 16 2008 Annual Meeting. The motion was SECONDED by Michael Schimmel. The motion (BOD-1009A) was APPROVED (4-0-0).

**BOARD OF DIRECTORS REPORT:**

- Kim McComas said there is over \$34,000 in past due assessments, with one property being responsible for about \$18,000 of the total. The HOA filed a judicial foreclosure and is aggressively pursuing the debt. Kim estimates that less than \$3,000 will be written off by the end of the year.
- Projects completed this year include: removal of dead trees, re-surfacing of the pool, pump replacement, repairs to the clubhouse due to vandalism, light poles painted, grass was 'spruced up', and the path was repaired.
- Kim McComas said that a Reserve Study has been planned. Reserve studies need to be done every five years. The Reserves is 88% funded this year.
- Michael Schimmel stated that the reserve funds are in Money Market funds and CDs.

**ARCHITECTURAL REVIEW COMMITTEE:**

Jeremy Wilcox said that the committee has consistently had three members for the past three years.

**NEW BUSINESS:**

- Kim McComas said there are plans for a new community web site, which will help with getting news out quickly to the residents. Email addresses and other information will be collected and Constant Contact will be used to communicate with residents. Content for the site will include a calendar, events, news, services, committee pages and more. The HOA would like to use it to announce events such as block parties, movies, and bike parades.
- Kim McComas explained to David Smith that VDOT now has responsibility for plowing streets in the single family home areas.
- Audra Wallace answered David Smith’s questions about trash collection. The HOA is currently using ADS and will be getting bids. There is a fuel surcharge.
- David Smith asked if assessments would be increased. Kim McComas explained that it will probably not be the maximum and that there was a six percent increase last year and a ten percent increase the year prior.
- Georgia Taylor inquired about what to do about the children playing in the street and being loud. Michael Schimmel suggested talking to the children and perhaps talk to the parents.
- Kim McComas said the Board was considering ideas for the tot lot at the end of Steatite.

**NOMINATIONS:**

- The floor was opened to nominations. There were none.
- Audra Wallace stated that there is one candidate for one position; therefore votes do not need to be counted.

**ELECTION OF DIRECTORS/ ANNOUNCEMENT OF ELECTION RESULTS:**

Georgia Taylor made a MOTION to elect Kim McComas by acclamation. David Smith SECONDED the motion. The motion (BOD-1009B) was unanimously APPROVED by a majority of the residents present.

**ADJOURNMENT:**

The Annual Meeting was adjourned at 8:00pm in a MOTION made by Kim McComas and SECONDED by Carol Joseph. The motion (BOD-1009C) was APPROVED (4-0-0).

Respectfully submitted,

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

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Date