

Approved MINUTES
Carisbrooke HOA
Board of Directors Meeting
21691 Knolls Hill Square
Ashburn, VA 20147
October 21, 2010

BOARD MEMBERS PRESENT:

- Kim McComas, President; Carol Joseph, Treasurer; Michael Simmons, Secretary; Aaron Dudek, Member at Large
- Staff Members: Audra Wallace, Community Manager, PMP

BOARD MEMBERS ABSENT:

Michael Schimmel, V.P..

CALL TO ORDER:

Kim McComas called the meeting to order at 8:19pm.

APPROVAL OF MINUTES:

Kim McComas made a MOTION to accept the September 20 2010 minutes. Aaron Dudek SECONDED the motion. The motion (BOD-1010F) was APPROVED (4-0-0).

ELECTION OF OFFICERS:

Carol Joseph made a MOTION that the officer positions shall be: Kim McComas as President, Aaron Dudek as VP, Michael Simmons as Member-at-large, and Michael Schimmel as Secretary. Kim McComas SECONDED the motion. The motion (BOD-1010G) was APPROVED (4-0-0).

MANAGEMENT REPORT:

- Audra will contact the County about putting signs by the storm water drain.
- Audra will add the tennis court resurfacing information to the newsletter and move the information about signing up for the mailing list to the front.
- The snow removal contracts were reviewed and discussed.
Kim McComas made a MOTION to approve Ricky Horseman's contract for snow removal. Aaron Dudek SECONDED the motion. The motion (BOD-1010H) was APPROVED (4-0-0).
- Audra will check with HLS to see if they plan to plant the pansies soon.
- Kim McComas will get back to Audra about a few places on the fence that were not complete.
- Audra will ensure the vertical fence post that was knocked down gets repaired.
- Audra will ensure that the tot lots receive mulch now.
- The Board reviewed and discussed the clubhouse repairs proposals.
Carol Joseph made a MOTION to approve the Kastle Builders contract for \$10,950 to perform clubhouse repairs per the proposal to include vinyl rails; fans are pre-approved at \$300 each. Aaron Dudek SECONDED the motion. The motion (BOD-1010I) was

APPROVED (4-0-0). Audra will get a separate bid for the tile work in the shower area.

ACTION ITEMS/NEW BUSINESS:

- The draft 2011 budget was reviewed. Audra will email the revised budget to the Board.
- Audra will get an itemized estimate on the repairs needed to curbs, gutters, driveway aprons, and sidewalks per the Reserve Study.
- Audra will forward the new PMP contract to Kim McComas.
- Audra will get an estimate and recommendations from HLS as soon as possible on moving trees in the tree-save area behind Carol's house to appropriate areas of the community.
- Audra will talk to the lawyer about writing up an agreement regarding the moving of the trees, who will be paying for it (homeowners), warranty, etc.
- Audra will check with Michael Schimmel on his recommendation of whether to renew for 1 or 2 years for the ING CD that is maturing. Kim would like to ensure the CD gets the renewal bonus.

Aaron Dudek made a MOTION that the Board will decide on the renewal of the CD via email since it is expiring soon. Kim McComas SECONDED the motion. The motion (BOD-1010J) was APPROVED (4-0-0).

- The Board asked Audra to ensure that the draft budget will be mailed along with the Notification of the Annual Meeting next year.
- Audra will send notification letters to the houses on Staitite with lamp posts out and to the house that still has the trash cans out front.
- Aaron Dudek made a MOTION to approve Jordan Greene and Bill Hatchett as members of the Architectural Review Committee pending the resolution of the outstanding violation. Kim McComas SECONDED the motion. The motion (BOD-1010K) was APPROVED (4-0-0).

ADJOURN:

The meeting was adjourned at 9:25pm in a MOTION made by Aaron Dudek.

Respectfully submitted,

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

Date