

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

BOARD MEMBER ATTENDANCE:

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

BOARD MEMBERS ABSENT:

Michael Schimmel, VP.

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 October 5 2010 and the official Annual Meeting notice was mailed September 17 2010 as per requirements.

APPROVAL OF MINUTES:

A MOTION was made by Bill Hatchett to approve the minutes from the October 15 2009 Annual Meeting. The motion was SECONDED by Georgia Taylor. The motion (BOD-1010A) was APPROVED by a majority vote.

BOARD OF DIRECTORS REPORT:

- Kim McComas gave a synopsis of the past year. The \$24,000 snowplowing bill caused the budget to be over by \$20,000. The funds were borrowed from Reserves and will be repaid over three years. A Reserve Study was completed and the overall condition of the community is good. The Reserves is 88% funded and needs to be 100%. The number of past due accounts is down from last year. The Staitite tot lot was closed and the equipment was moved to another tot lot. There were clubhouse A/C and pool pump repairs. Next year's projects include resurfacing the tennis court, repairing sidewalks, clubhouse roof, fascia, and railing repairs, all of which are all planned replacements. No special assessment is expected.
- Carol Joseph said that the financial status is good. Reserves are being invested.
- Carol replied to Bill Hatchett's question that the amount budgeted for snow plowing in

previous years was indeed close to the actual.

- Audra answered Georgia Taylor's question about new parking signs and stated that one sign had been installed and no additional ones were planned.
- Bill Hatchett suggested that since the tennis court was going to be resurfaced, a new lock should be installed. Audra will ensure a new lock is purchased and that residents who already have keys will not be charged for a new key.
- In response to Bill Hatchett's question about replacing trees, Kim replied that trees from the pond area will be re-distributed to other areas.
- The Broadlands/Faulkner intersection is still dangerous and may be shut down.
- Bill Hatchett made a MOTION that the Association instruct the President to object to the Special Exception for the property across from the community. The hearing is Wednesday at 7pm and Kim urged residents to view the plans online. Aaron Dudek SECONDED the motion. The motion (BOD-1010B) was APPROVED by a majority vote.

ARCHITECTURAL REVIEW COMMITTEE:

The Board asked for volunteers to join the committee since two of the three members are moving and the third cannot continue to volunteer due to a schedule change. Bill Hatchett and Jordan Greene volunteered.

NEW BUSINESS:

None.

NOMINATIONS:

- The floor was opened to nominations. Bill Hatchett made a MOTION to nominate Michael Simmons and Georgia Taylor SECONDED the motion. Bill Hatchett made a MOTION to close nominations. Kim McComas SECONDED the motion. The motion (BOD-1010B) was APPROVED by a majority vote.
- Audra Wallace stated that since there are two candidates for two positions so votes do not need to be counted.

ELECTION OF DIRECTORS/ ANNOUNCEMENT OF ELECTION RESULTS:

- Bill Hatchett made a MOTION to elect Michael Simmons by acclamation. Kim McComas SECONDED the motion. The motion (BOD-1010C) was unanimously APPROVED by a majority of the residents present.
- Bill Hatchett made a MOTION to designate this meeting to serve as the official meeting as required to keep the Neighborhood Watch Committee active. Carol Joseph SECONDED the motion. The motion (BOD-1010D) was unanimously APPROVED by a majority of the residents present.
- Bill Hatchett suggested that for future Annual Meetings the draft budget should be mailed to all residents with the Annual Meeting notice.

ADJOURNMENT:

The Annual Meeting was adjourned at 8:11pm in a MOTION made by Kim McComas and SECONDED by Bill Hatchett. The motion (BOD-1010E) was APPROVED.

Respectfully submitted,

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

Date