

Approved MINUTES
Carisbrooke HOA
Board of Directors Special Meeting
21691 Knolls Hill Square
Ashburn, VA 20147
November 30, 2010

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS LATE:

Carol Joseph arrived at 7:30pm; Michael Schimmel arrived at 7:44pm.

CALL TO ORDER:

Kim McComas called the meeting to order at 7:09pm.

2011 BUDGET:

- The Board reviewed the proposed 2011 budget.
- Kim McComas was unsure about the amount for the concrete repair (sidewalks, gutter, apron) since the Reserve Study was somewhat ambiguous and bids will not be requested until spring.
- The pool pump motor should be added to the Reserve Study.
- An expense of \$2600 was added to the budget for mulching all the tot lots with playground mulch.
- The pool pump was added to the Capital Reserve Expenditures.
- Audra will ensure that HLS plants fall flowers in all the beds.
- The 133 trees that were planted near the pond will remain where they are until at least next fall.
- The reason that the increase in dues for townhomes is larger than for single family homes is because the townhomes must repay Reserves for snow removal expenses.
- The fee for single family homes was reduced because the trash cost decreased.
- The amount budgeted for snow removal for 2011 was changed to \$3600 to stay in line with previous years.
- Michael Schimmel made a MOTION to incur a one-time Special Assessment to repay the snow removal expense that was borrowed from Reserves instead of increasing HOA fees. The Special Assessment is due on March 31, 2011. Townhomes will pay \$108.36 and single family homes will pay \$27.72. Aaron Dudek SECONDED the motion. The Board held a discussion on the issue of incurring a Special Assessment versus increasing the dues to repay the snow removal expense over three years. Audra Wallace strongly advised against the Special Assessment. The Board discussed the possible impact a Special Assessment would have on buyers, and invited comments from the residents in attendance. Kim McComas said the finances were healthy enough to manage an increase in fees. Also discussed was the possibility of another large snow removal expense in 2011 and

how it would be handled.

The motion (BOD-1110B) was APPROVED (4-1-0, with Kim McComas against).

- Aaron Dudek made a MOTION to approve the 2011 budget, with the fee for townhomes at \$95.87 and single family homes at \$90.09. Michael Schimmel SECONDED the motion. The motion (BOD-1110C) was APPROVED (5-0-0).

ACTION ITEMS:

- Kim McComas said the hearing for the proposed daycare project across the street was postponed. Kim had a copy of the plans and reviewed some of the specifics with the Board. She will continue to stay up-to-date on the hearing.
- The Board discussed the letter from the resident whose clubhouse rental was missed. Audra made sure the resident's deposit and rental fees were returned and offered a free future rental, which was declined. The resident is asking for reimbursement of party materials. The party was held at another location, so since the materials were still put to use, the Board did not feel that the resident's request was valid. The Board discussed the clause in the contract which limits the HOA's liability. Audra will contact the lawyer to determine whether a letter or phone call from a Board member would be sufficient and find out the extent of the HOA's liability. Audra will email the Board with the lawyer's response.
- Aaron Dudek made a MOTION to table any further discussion on the matter involving the resident whose clubhouse rental was missed until the next meeting. Michael Schimmel SECONDED the motion. The motion (BOD-1110D) was APPROVED (5-0-0).
- Audra updated the Board on the pool winterization. The pump was returned, but the keys have not been returned yet. Audra had Dansk Concepts check over the winterization and found that it was fine overall, but that they recommended draining and plugging the skimmer lines. Audra will add this step to the contract addendum.
- Aaron Dudek made a MOTION to approve \$390 for Dansk Concepts to finish the winterization. Michael Schimmel SECONDED the motion. The motion (BOD-1110E) was APPROVED (5-0-0).
- Audra will have someone look at the baseboard heaters in the pump room to find out if they're working and if they should be turned on.
- Michael Schimmel made a MOTION to approve the additional amount of \$1,125 for the three exhaust fans in the clubhouse. Kim McComas SECONDED the motion. The motion (BOD-1110F) was APPROVED (5-0-0).
- The PMP management contract was discussed. Audra Wallace was not present for the discussion. The Board discussed issues such as financial management, keeping records for a longer period of time, new fees, administrative costs such as prices for copying, and that payment books should be at no cost. A counter-offer will be made.
- The Board would like for the Special Assessment to be sent out along with the budget so as not to incur additional fees for a separate mailing.

ADJOURN:

The meeting was adjourned at 9:50pm in a MOTION made by Kim McComas.

Respectfully submitted,

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

Date