

Approved MINUTES  
Carisbrooke HOA  
Board of Directors Meeting  
21691 Knolls Hill Square  
Ashburn, VA 20147  
November 17, 2011

**BOARD MEMBERS PRESENT:**

- Kim McComas, President (arrived 7:17pm); Aaron Dudek, VP; Carol Joseph, Treasurer (arrived 7:13pm); Michael Schimmel, Secretary; Michael Simmons, Member
- Staff Members: Audra Wallace, Community Manager, PMP

**CALL TO ORDER:**

Aaron Dudek called the meeting to order at 7:09pm.

**APPROVAL OF MINUTES:**

Michael Schimmel made a MOTION to approve the October 20, 2011 minutes as written. Aaron Dudek SECONDED the motion. The motion (BOD-1111A) was APPROVED (3-0-0).

**RESIDENT FORUM:**

- David Chesler and Paige Hancock were present to find out the status of resolving issues with speeders and parking. Audra said that the parking space lines will be painted tomorrow. The Board discussed additional options such as stop signs, three-way signs, speed limit signs, painting 'SLOW' on the street, and speed humps.
- Audra will call the painting company tomorrow morning to see if they can paint 'SLOW' on the street at the same time they paint the parking space lines. If they can don't both tomorrow, she'll see if they can do both next week. Audra has the drawing of the 'SLOW' painting and the location. Audra will find out the cost of painting 'SLOW' on the street and if it's not too expensive, then have them paint it at the other entrance also.
- Audra will put a 9mph speed limit sign on the stop signs at the entrances.
- David Chesler mentioned that he saw three cars use the front parking lot as a Park & Ride. The Board asked David to see if he can get license plate numbers if he sees this again.
- Audra will put a 48-hour warning sticker on the white truck with expired tags.

**OLD BUSINESS:**

- The Board reviewed the towing instructions for the towing company and discussed dates and whether to send an email warning. Towing will be effective November 28, 2011.
- Audra will find out if HLS can blow the leaves out of the tennis court and will find out if they plan on mowing one more time this year.
- Audra will send a letter to the resident who takes his dogs into the tennis courts.
- Audra noted that one of the tennis court nets needs replacing and the other needs to be fixed in springtime.
- Audra will adjust the signs on the tennis court fence as directed by the Board.
- Kim McComas made a MOTION to re-affirm the action without a meeting made via email to approve the redemption of the ING CD account (totaling approximately \$56K) and deposit to the ING common area money market account. Carol Joseph SECONDED the

motion. The motion (BOD-1111B) was APPROVED (5-0-0).

- Michael Schimmel talked about a CD tool that is tied to the indexes and guarantees the original investment if held til the end of the term.
- The Board discussed Castle's proposal for painting the wrought iron fence. The work can wait until spring.
- The Board discussed whether to sell outside pool memberships since there are new requirements for ADA. One pool company said a lift may cost about \$3900. Audra will check with Dansk about the cost of a lift. There is no plan to install one next year. Outside pool memberships will not be sold next year.

### **EXECUTIVE SESSION:**

At 8:17pm, Kim McComas made a MOTION to enter Executive Session for the purposes of discussing a resident issue. Aaron Dudek SECONDED the motion.

Executive Session was exited at 8:18pm.

Kim McComas made a MOTION to deny the request from account# 63205 to waive fees. Carol Joseph SECONDED the motion. The motion (BOD-1111C) was APPROVED (5-0-0).

### **ELECTION:**

Carol Joseph made a MOTION that the officer positions shall remain as they are: Kim McComas as President, Aaron Dudek as VP, Michael Simmons as Member-at-large, Carol Joseph as Treasurer, and Michael Schimmel as Secretary. Kim McComas SECONDED the motion. The motion (BOD-1111D) was APPROVED (5-0-0).

### **NEW BUSINESS:**

- Kim McComas made a MOTION to purchase a Costco membership for the HOA with additional membership cards for any other Board members who would like one. Aaron Dudek SECONDED the motion. The motion (BOD-1111E) was APPROVED (4-1-0, with Michael Schimmel voting AGAINST).
- Audra will give Joyce the email addresses so they can be added to the Constant Contact mailing list.
- Joyce will send Kim the list of residents in the mailing list so she can try to get in touch with the residents who are not on the list and urge them to join.

### **FINANCIALS:**

- Bob McComas recommended that the bad debt be written off over three years instead of in one year.
- Bob also recommended that the insurance claim payment be recorded as a deductible payment.
- Audra will find out which residents have not paid the Special Assessment.
- Carol Joseph made a MOTION to reduce the bad debt expense on the income statement to \$10K and put the rest on the balance sheet to carry over and spread out the expense over four years instead of writing it all off in 2011. Michael Schimmel SECONDED the motion. The motion (BOD-1111F) was APPROVED (5-0-0).

### **BUDGET 2012:**

- The Board reviewed and discussed the 2012 budget and adjusted line items as needed.
- Audra will get the details for line item 6127.
- Aaron Dudek made a MOTION to approve the finalized 2012 budget with the monthly fee

of \$94.06 for townhomes and \$100.43 for single family homes. Kim McComas SECONDED the motion. The motion (BOD-1111G) was APPROVED (5-0-0).

**ADJOURN:**

The meeting was adjourned at 9:31pm in a MOTION made by Aaron Dudek.

Respectfully submitted,

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

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Date