

Approved MINUTES
Carisbrooke HOA
Board of Directors Meeting
21691 Knolls Hill Square
Ashburn, VA 20147
December 8, 2011

BOARD MEMBERS PRESENT:

- Kim McComas, President; Aaron Dudek, VP; Michael Schimmel, Secretary; Michael Simmons, Member
- Staff Members: Audra Wallace, Community Manager, PMP

CALL TO ORDER:

Aaron Dudek called the meeting to order at 7:00pm.

APPROVAL OF MINUTES:

Kim McComas made a MOTION to approve the November 17, 2011 meeting minutes as written. Aaron Dudek SECONDED the motion. The motion (BOD-1211A) was APPROVED (4-0-0).

RESIDENT FORUM:

No residents were in attendance.

OLD BUSINESS:

- Beginning tomorrow, December 9th, Henry's Wrecker Service has the authority to tow any vehicle in the townhome sections that is not compliant with the Vehicle Parking Policy. This includes but is not limited to vehicles parked in a fire lane, parked at intersections, in front of mailboxes, double parked, or parked in such a manner that causes a safety hazard. Residents should reference the Policy Resolution No. 2007-01 Vehicle Parking Policy for more information.
- PMP mailed the 2012 budget that was approved by the Board of Directors at the November 17th board meeting to all unit owners on November 28, 2011.

NEW BUSINESS:

- The Board requested that PMP send a letter to the owner of 21737 Kings Crossing Terrace regarding mint growing in the front yard. Mint is not an approved ground cover and gardens are not allowed in the front of the house. In addition, the Board requested PMP send a letter regarding the landscaping border/bricks needing to be straightened out.
- The Board requested PMP contact HLS and request/make sure that they have pruned all common area trees and bushes per their contract.
- PMP will find out if HLS has completed leaf removal behind Covent Garden Drive, as Michael Simmons reported that there still appears to be a large amount of leaves along the path.
- PMP will get proposals from 3 companies for new basketball poles and nets for the upper (front) court for replacement in the spring 2012.

- Kim will purchase shelves and organizers for the clubhouse closets.
- PMP will have the drainage issue on Kings Crossing Terrace reinvestigated and get a cost for a French drain if necessary.

FINANCIAL:

- Kim McComas requested that PMP remove the D1 and D2 codes from the accounts that currently have a current or prepaid balance.
- Kim McComas made a MOTION to write off account #63170 in the amount of \$1.50 and account #63141 in the amount of \$0.09. Michael Simmons SECONDED the motion. The motion (BOD1211B) was APPROVED.
- Michael Schimmel presented 4 options for marked linked CD products to the Board of Directors for consideration. Kim McComas will do more research on the product and the board may consider this investment option at a future board meeting.

EXECUTIVE SESSION:

At 7:28pm, the Board entered Executive Session for the purposes of discussing a private hearing for a maintenance violation. Executive Session was exited at 7:35pm. Michael Simmons made a motion to impose a \$40 fine for the violation. The fine will be due within 30 days of notice to the owner. Aaron Dudek SECONDED the motion. The motion (BOD1211C) was APPROVED (4-0-0).

ADJOURN:

The meeting was adjourned at 8:15pm in a MOTION made by Kim McComas and seconded by Aaron Dudek.

Respectfully submitted,

Michael Schimmel, Secretary
Board of Directors
Carisbrooke Homeowners Association
Audra J. Wallace/PMP, Recording Secretary