



Barrister's Keepe Homeowners' Association Meeting Minutes

March 8, 2016

Providence Community Center
3001 Vaden Drive, Fairfax, VA22031

I. The Meeting was called to order at 7:03 by HOA President, Tom Burrell. In attendance were Board members: David Herrington, Aaron Fox, Michael Sebastyn and Nancy Webster

II. David Herrington moved to approve the November 2015 meeting minutes; Aaron Fox seconded the motion and it was approved unanimously.

III. Old business: None

IV. New Business:

a Approval of 2015 Audit Engagement.

Aaron Fox moved to accept the 2015 Audit Engagement letter; it was seconded by David Herrington. Aaron explained that the 2015 audit will be conducted by the same firm the Association has used in past years but he will be doing the Association's taxes this year. That will save us approximately \$300. The motion was approved unanimously and Aaron will report when it is completed.

b. Increase in late fees for quarterly HOA payments.

The issue of late fees for past due accounts was discussed. At the end of 2015, there was approximately \$3000 owed to the Association by residents who have not paid their assessments. Currently Association policy is to charge a \$25 Late Fee for assessments that are more than 10 days past the due date. This policy was implemented with our Association's Declaration and has not been changed in over 20 years. After discussion, David Herrington moved to increase the Late Fee to \$50 and have the increase take effect with the next assessment due date (July 1, 2016); the motion was seconded by Aaron Fox.

NOTE: *Subsequent to the meeting, Tom Burrell put out an e-mail to all Association owners and AAA Management that the Late Fee would be increased and the increase would go into effect on July 1, 2016*

Management informed the Board that there was not collection policy in place and that we should have that prior to implementation of the increase. AAA Management offered a draft policy which is being reviewed by the Board. It is the goal of the Board to approve the policy at the June 2016 meeting and have the new policy go into effect with the October 2016 due date.

c. Approval for common area light improvements

David Herrington reported that improvements were being made to the community light poles in the common area. The current ones have not been working properly. The poles are being retrofitted with LED technology which will provide approximately 50,000 hours of use, compared to the current lights which were installed 15 years ago. The new lights use environmentally friendly technology. The price for the lights and installation is approximately \$1500. David made the motion to have the new lights installed by a certified contractor (rather than community volunteers!) install the new lights; the motion was seconded by Mike Sebastyn.

Additionally, David reported that the sprinkler system in the common area has also been repaired and upgraded to allow for better accuracy in reaching all areas where there is grass or plants. Finally, the new benches are ready and will be installed as soon as weather permits.

V. Committee reports:

a. Covenants Committee: Chairman Annie Patenaude reported that the Annual Spring Walk Around will take place in the next few months. The committee will be looking at general upkeep of Barristers Keepe residences, and specifically mildew on siding. Our community is nearly 20 years old and many homes need upgrading on outside fixtures.

b. Communications Committee: Tom Burrell reported for Frank McGann that there was nothing to report at this time

c. Finance Committee: Aaron Fox will be reviewing the AAA Management monthly Financial Report for those homeowners who are late on HOA dues. In addition he is involved with the 2015 Audit Engagement and taxes

d. Grounds Committee: Lynda Sebastyn reported that CLS has been busy doing spring cleanup, trimming bushes and trees and putting down mulch.

e. Social Committee: Barbara Petersen reported the Holiday party at the home of Paul and Jean Schwarz was a great success. 28 neighbors attended representing 16 homes. The committee will plan a late spring/summer gathering at the fountain as soon as the weather warms up.

VI. Citizen Time

Bonnie Burrell announced that Tom Burrell has been appointed to the Fairfax City Planning Commission. His term runs until December 31, 2018.

VII. Adjournment: There being no further business, the meeting was adjourned at approximately 7:32pm. The next meeting will be held on June 14th and we hope to meet again at the Providence Community Center.

Respectfully submitted,
Nancy Webster
HOA Board Secretary