



Barrister's Keepe HOA Board of Director's Meeting
March 9, 2021 7:00PM (Virtual via ZOOM)
DRAFT MINUTES

Meeting Call to Order:

The meeting was called to order at 7:00pm by President Frank McGann. Present were members George Prattes, Treasurer Brian Knapp, and Secretary Jim Meyer. Residents of 18 BK homes were present.

Reading and approval of Minutes:

Regarding the November 17, 2020 Board Meeting minutes, President McGann noted typically the reading of the previous Board meeting Minutes is waived as they are available on the BK website.

A motion to waive the reading of the November 2020 Minutes was made by Member George Prattes seconded by Treasurer Knapp.

Secretary Meyer made a motion that the Board approves the Minutes of the November 17, 2020 BK Board Meeting. Motion seconded by Member Prattes and approved.

Report from the Board of Directors:

President McGann thanked the Board for their continued efforts noting particularly the efforts of Treasurer Knapp who masterly oversaw the transition from G-H to our new management arrangement.

Treasurer Knapp reported on the following items:

- Finishing management contract with Gates Hudson: The long-pending final issue with BK HOA termination of contract with G-H has been resolved. The security deposit that G-H was holding (approx. \$6000) for possible further expenses has been deposited with BK HOA. Treasurer Knapp reports BK HOA is free and clear of G-H.
- April Quarterly Assessment payments: After the shift from G-H management to BK's new financial agent, residents have been provided extensive instruction on quarterly HOA payments with a selection of options. Treasurer Knapp urged resident to pay the April 1st assessment on time and avoid any late fees.
- Resale Documents: With Covenants Committee assistance, the Board is finalizing the documents presented to an incoming buyer. The HOA Treasurer will be the Board's POC for any homeowner who decides to sell their home.
- Taxes: Federal and Virginia State Tax filings for 2020 have been completed. The amount owed exceeded slightly what was projected in the HOA budget. Acknowledgement was given to former resident and HOA Board Treasurer A. Fox who provided these filings.

President McGann reported on the following:

- ANCC meeting: Board members have requested a meeting with ANCC Club Manager to: Discuss the repair of the fence on the golf course side of our property that was damaged by a golf cart accident.
Meet the new course superintendent to discuss tree-trimming which was agreed to by the previous superintendent.
Compare notes on the EYA development of the Metro Church property.
- Storm Water issues background: In 2018, growing serious storm water issues drew more attention in the City. Effective 2019, the City of Fairfax was required by the Commonwealth to implement annual inspections of underground storm water facilities. Debris/leaves accumulation must be cleaned out. In 2019 and 2020, BK complied with the clean out (annual cost is now approx. \$1600). BK Board will meet with the City's storm water management to discuss what the Board might do to prevent the debris build up and hopefully defer the expense of the clean ups, if they are necessary.
- BK's Management Model and a call for Volunteers: President McGann voiced concern about diminishing BK community involvement; specifically residents declining to participate in managing our community. The upcoming September Annual HOA meeting will see three (3) Board vacancies. BK needs willing residents to step up and participate. McGann noted that if a professional management company has to assume the role of the Board for lack of participation, the HOA costs for residents will likely increase by a factor of 3...possibly 4.
- Future Meetings: June 8th Board Meeting and September 14th Annual Meeting
- Annual Meeting --- three vacancies on the Board (elections to be held)

Committee Reports:

- **Covenants:** Chair K. Fisher reports (CC) submitted two documents for Board approval, which is a biennial requirement—the Tree Policy and the Community Reference Document. The community can thank Chris McMenomy specifically for doing the research, conferring with other members from our HOA, and writing the documents.
- There has been a suggestion to form an ad hoc committee to meet with Fairfax City to permit BK discretion on tree replacement with a smaller variety rather than the same tree. This would assist in future potential damage our road and sidewalks. Formation of such an ad hoc committee needs Board approval. The CC will continue to address one tree at a time after a homeowner has submitted an application that needs to go to the City.
- We received one Application for Architectural Change this year so far. Since our documents use the initials AAC when referring to this form, the committee has decided that AAC will be the only initials used when referencing this form.
- We are doing the walk around in stages this year starting with the homeowners who are still working on the 2020 maintenance issues. No date has been set for the community-wide walk around.
- The neighborhood needs to be commended for following the BK parking regulations. We have not had to use any “no parking” stickers.

Facilities: President McGann reported a near-term assessment of the condition and likely repair and refurbishment costs for front entrance pavers. The Board is scheduling a walk around the asphalt street to assess need for contracting a sealcoat for the new surface completed 2 years ago. The asphalt contractor suggested a sealer application after a year.

- The Board considered replacing the dated lighting fixtures illuminating the BK entrance with a more efficient spot lamp variety.
- BK emergency calls are answered by both Fairfax County and Fairfax City resources, both of which have a different community entering capabilities. To facilitate entry for these emergency responders, the Board has agreed to modify our key access to either gate.

Grounds: Chair M. Meyer reported CLS has just completed spring tree trimming and is preparing yard beds for spring mulch.

- When BK requires landscaping beyond the CLS contract, a separate proposal is requested from CLS or another company.
- President McGann, Treasurer Knapp, and Chair Meyer met with CLS to assess areas not within the current contract. A proposed list was created for CLS to cost as included in the motions the Board will address later in this meeting.

Social: Chair C. Prattes noted a likely future improvement in current state of covid restrictions before consideration of community social activities can start.

Budget & Finance: R. Petersen thanked Treasurer Knapp for efforts making Finance Chair's tasks easier, and echoed Knapp's comment about everything financial is now under the control of our new management model.

Motions

1. Treasurer Knapp made a motion that the Board authorizes CLS to restore the areas of erosion along the hand railings on the steps near the fountain area. CLS will backfill with soil, compact and seed as necessary at a price Not to Exceed (NTE) \$110.00. The motion was seconded by Member Prattes and approved.
2. Treasurer Knapp made a motion the Board authorize CLS to restore the grassy area in the immediate area of the fountain by installing topsoil and compost as needed and installing seed and straw for a price NTE \$605.00. The motion was seconded by Secretary Meyer and approved.
3. Treasurer Knapp made a motion that Board authorize CLS to install a 5 to 6 feet tall Nelly Stevens Holly along the Pickett Road side just outside the fence behind the 3496 BKC property for a price NTE \$612.00. The motion was seconded by Member Prattes and approved.
4. Treasurer Knapp made a motion that Board authorize CLS to install 5'' to 8'' of River Rock in front of the (2) storm sewer openings along the East side of BK just outside the fence along Pickett Road at a price NTE \$210.00. The motion was seconded by Secretary Meyer and approved.

5. Treasurer Knapp made a motion that Board authorize CLS to install (6) Light Miscanthus Grasses (3 Gallon) to screen the new electric meter installed last summer at a price NTE \$357.00. The motion was seconded by Member Prattes and approved.

6. Treasurer Knapp made a motion that Board authorize the removal of 5 tree stumps in the common area for a price NTE \$1000.00. The motion was seconded by Secretary Meyer and approved.

7. President McGann made a motion that Board authorize AutoGate Electric to replace the Knox Box and key switch at the Entrance Gate with a Knox Key Switch that will allow both the City and the County First Responders to enter the BK property using the same key for the Entrance and Exit Gates at a price NTE \$1350.00. The motion was seconded by Treasurer Knapp and approved.

8. President McGann made a motion that Board authorize the installation of two new LED spot lamps to illuminate the large Barrister's Keepe sign at the entrance at a price NTE \$400.00. The motion was seconded by Member Prattes and approved.

Citizen Time: Nancy Webster informed the Board of a large likely oil spill in the middle of the circle road probably attributable to the CLS truck. All agreed it wasn't done by the garbage pick-up as that truck tends to remain well to the left side of the street. Annie reported another similar spill just inside the exit gate where CLS routinely parks. CLS was informed and has agreed to power wash those stains.

Annie Patenaude inquired about the plans to address and refurbish the unsightly exit area with the one tree on the east side of the swing gate completely dead on its backside. Chair Meyer responded awareness of issue and plans to work on it in the future.

Nancy Webster solicited inputs for the forthcoming BK Services Directory. She and Grant Barmby are compiling a service and trade providers' booklet based upon residents using them.

Annie Patenaude suggested the Board publish a community-wide, more-specific e-mail detailing the current management model and likely costs and consequences if assistance is not forthcoming.

New Business: There was no new business.

Adjournment: It was announced that the next HOA Board meeting is scheduled for June 8th. Details will follow. There being no further business, Treasurer Knapp moved to adjourn with the motion seconded by President McGann. The meeting was adjourned at approximately 8:00 pm.

Respectfully submitted,
Jim Meyer/HOA Board Secretary