

BARRISTER'S KEEPE (BK) HOMEOWNER'S ASSOCIATION (HOA), INC.

Minutes Annual Meeting

September 3, 2013

Woodson High School 9525 Main Street Fairfax, VA 22031

I. Opening of the Meeting

Following the annual BK Ice Cream Social, the meeting was called to order at 7:30PM by the HOA President, Tom Burrell. Board Members present were Tom Burrell, David Herrington, Bob Petersen, Grant Barmby and Frank McGann.

II. Certification of Quorum

Artie Andreson of the Communications Committee reported that 20 owners were present. With 50% of the owners present a quorum was certified and declared.

III. Old Business

- a) A motion was made by Bob Petersen and seconded by Frank McGann and approved unanimously by the Board to approve the September 2012 Annual Meeting Minutes.
- b) A motion was made by Bob Petersen and seconded by Frank McGann and approved unanimously by the Board to approve the June 4, 2013 Board of Directors meeting minutes.

IV. Annual Election Proceedings

With the completion of the terms of Frank McGann, David Herrington and Bob Petersen, three Board positions needed to be filled.

Tom Burrell announced that there were no nominations received from the Community for Board positions.

Accordingly, Tom Burrell appointed three individuals to the Board of Directors as follows:

Brian Knapp, for a term of 3 years;

Nancy Webster, for a term of 3 years;

David Herrington, for a term of 1 year;

Tom Burrell and Grant Barmby have two years remaining on their terms.

V. New Business

- a) The Community Reference Document (CRD) had been revised primarily to reflect the new standards for garage lamps and garage doors. A motion was made by Grant Barmby and seconded by David Herrington to approve the updated CRD. The motion was approved unanimously.
- b) A motion was made by Bob Petersen and seconded by David Herrington to approve the \$1025.00 expenditure to remove the dead tree from the front island of the entrance area and replace it with a new tree. The motion was unanimously approved.

- c) A motion was made by Bob Petersen and seconded by Grant Barmby to approve the \$2025.00 expenditure to power wash the common areas of the Barrister's Keepe neighborhood. The motion was unanimously approved.
- d) A motion was made by Bob Petersen and seconded by Grant Barmby to approve the \$6046.00 expenditure to crack-seal, sealcoat, paint the curbs and restripe the visitor lots and crosswalk. The motion was unanimously approved.

VI. Reports of Committees

- a) *Covenants Committee*: Annie Patenaude reported that there have been some problems with trash in the Visitor Lots. She said that there have been no requests for visitor parking permits, yet there are vehicles parked in the visitor lots on a regular basis. She said that something must be done about the chronic offenders. The Committee is developing a list of companies for new garage door replacements. The Committee has a list of Applications for Architectural Change (AAC) that have been submitted over the years and approved. This list will be used to determine what exterior changes have been approved when the Committee does its walk-around later this month. It is tentatively scheduled for September 20th and 21st. Annie requested that anyone who has made modifications to their exteriors, they should submit an AAC to be considered for approval by the Committee. If a home is not in compliance with the Covenants when the owner attempts to sell their home the Documentation will note the items of non-compliance and they must be corrected before the sale of the home.
- b) *Budget and Finance Committee*: Bob Petersen reported that the finances are in good shape. Woody Long, Committee Chairperson, noted that the Committee anticipates that expenses will be at or below our revenue plan for FY 2013. There was a revenue surplus of approximately \$10,000 through August 2013 due to less-than-planned general maintenance repairs and no snow removal expenses. The street repair (approx. \$6000) will be funded out of our Reserve Account. There was an unplanned expense in August for the removal and replacement of a dead tree in the entrance area. This was funded from the Operating Funds account. Snow Removal, Landscaping and Management Company contracts are coming up for renewal. Price increases in each of these three contracts are anticipated by the Committee. Our Retained Earnings Account of \$20,000 can be used to offset the differences over the 2013 prices, if necessary. Woody suggested that it would be wise to request pricing for the base contract plus line-item prices for optional services whenever possible in negotiating the new contracts. Once the three new contracts have been finalized, the Committee will be able to prepare the Budget for 2014.
- c) *Grounds Committee*: David Herrington reported that a 4-page Request for Proposal has been prepared and sent out to various prospective bidders for our

property maintenance contract. Responses are expected to come in over the next week or two. Another dead tree has been identified in the front area near the entrance. This may need to be removed and replaced. There is a continuing problem with grass being killed by dog urine near the front gate area. If anyone knows who is doing this they should let the Board know. There was some discussion about replacing the fountain. One resident noted that she saw an attractive black fountain at the corner of 123 and West. David said that the last quote for a replacement fountain was \$4800 and that time the Board did not feel that the expense was justified due to other priorities. It was reported that work on the BK roadway would begin on September 4th. This work includes asphalt crack-filling, seal-coating, repainting the curbs and re-stripping the visitor lots and crosswalk. Four companies were considered and two were found to be highly competent and the contract was awarded to Dominion Paving. Work should be completed by September 12th, weather permitting.

- d) *Social Committee:* Barbara Petersen announced that the Oktoberfest is in the planning stages and will be held at the fountain on either October 6th or 13th. She also noted that the Holiday Party is also being planned and may take place at Army Navy Country Club. It should take place on either December 7th or 8th. Barbara also announced that after chairing the Social Committee for six years. She will be happy to remain as the Chairperson through December. After that, we will need to find a new Chairperson for the Social Committee.
- e) *Communications Committee:* Christine McGann reminded all to keep the committee informed of any changes to residents' phone numbers and email addresses.

With no other business to report or consider, Bob Petersen made a motion to adjourn the meeting at 8:25PM. The motion was seconded by Frank McGann and unanimously approved.

Minutes prepared by: Frank McGann – Recorder of the Minutes, BK HOA