



## **BARRISTER'S KEEPE HOMEOWNER'S ASSOCIATION (BKHOA)**

[www.barristerskeepeshoa.org](http://www.barristerskeepeshoa.org)

**2015 Annual Meeting Minutes**

**September 8, 2015 7:30 p.m.**

**Woodson High School, 9525 Main Street Fairfax, VA 22031**

**Rooms 116 A & B**

- I. Call to Order—Tom Burrell called the meeting to order at 7:32 p.m. after the annual ice cream social. Four of the five Board members were present: Tom Burrell, Grant Barmby, Mike Sebastyn, and Aaron Fox. Nancy Webster was absent. Nancy and Tom assigned Kathleen Fisher to write the minutes for the meeting.
- II. Certification of Quorum/Proof of Meeting Notice—Seventeen homes represented by the homeowners and three proxies received by the Board established a quorum. Tom announced that he emailed the “Proof of Notice” in August. The Board had a working session last week to establish the agenda. There was no Barrister’s Keepe business discussed at that meeting.
- III. Old Business
  - a) The Board moved and seconded with no discussion to approve unanimously the minutes for the Annual Meeting held on September 9, 2014.
  - b) The Board also moved and seconded with no discussion to approve unanimously the minutes for the last Board meeting on June 9, 2015.
- IV. Annual Elections
  - a) Tom and Grant’s positions expired with this meeting. The Board received no nominations in writing for the two three-year vacant positions.
  - b) Mike Sebastyn nominated Tom Burrell and David Herrington. Several from the floor seconded both nominations and both candidates accepted their respective nominations. The homeowners unanimously voted “aye” for both candidates.



- c) There will be two positions held by Nancy and Aaron that will be vacant and up for election next year.

V. Reports of Committees

- a) Covenants Committee—Tom reported for Annie Patenaude (Chair) that the Covenant's Committee is still working with a few homes to correct noted problems.
- b) Grounds Committee—Lynda Sebastyn (Chair) reported that our grounds contractor (Community Landscaping Service—CLS) will continue with turf treatments—fertilizer, grubs, weeds, lime. They will also change the flowers and do five leaf pickups in November/early December. Lynda noted that the backs of our houses are not well kept. Grant commented that the trees often keep the grass from growing. The committee will investigate replacing the benches in the fountain area. There were several comments from the floor. Andy Andresen suggested that the Army Navy trees along the north row of our houses be trimmed. Lynda suggested that anyone who knows Carmen at the Club should contact him. Artie Andresen discussed dead and distressed trees near her house and on her row. Larry Machabee mentioned that the wood fence along the church parking lot needs a long-term plan for maintenance. The immediate problem can be fixed.
- c) Communications Committee—Christine McGann asked the homeowners present to check all the names in the directory for accuracy. All the homeowners thanked Christine and Frank for the communications work they do for the community. Grant volunteered that he would continue maintaining the Barrister's Keepe webpage.
- d) Finance—Tom reported that the committee rolled over a CD in August to a risk free \$60,000 CD that allows withdrawal. It requires a \$5,000 balance. The HOA has \$155,000 in reserve.
- e) Social—Barbara Petersen (Co-Chair) reported that she and Arte Andresen (Co-Chair) had put together our ice cream cone social this year. They were thanked. Our seventh annual October Fest will be October 11 with no rain date. Our holiday party will be December 6 at a to-be-decided place.



VI. New Business

- a) New homeowners at 3482, Shef, Lamia, and Lina, and at 3449, Kate, were introduced and welcomed.
- b) Grant moved, Aaron seconded, and the Board approved the 2014 Audit. Aaron mentioned that there remains a minor accounting technicality.
- c) Aaron suggested that the Board table the auditor's proposal for 2015 and 2016, which is \$50 more than 2014. Aaron would like to check the price for the best bargain. The Board agreed.
- d) Patty McMenemy presented to the Board (via Tom) written concerns about the Design Standards and the Community Reference Document. Tom said that the Board would check if yearly review is required. Reading excerpts from the documents, Patty presented the case that an Architectural Change Form to replace garage doors is not required. The current documents are not specific about what model has replaced the existing doors. She recommended that specific requirements should be in the documents, which would negate the need for a signed form. Tom agreed that the process for review and approval of garage doors needs to be studied.
- e) Frank McGann questioned the Board whether AAA is "closing the loop" with Covenants for a house sale. Tom acknowledged an overlooked item, but he confirmed that AAA is working with Annie (Chair) at this time. The Covenants committee defines "sufficient repair" for the house sale.

VII. Tom adjourned the meeting at 8:09 p.m.

Submitted by: Kathleen Fisher (3464) for Nancy Webster

Approved: September 13, 2016 at the 2016 BK HOA Annual Meeting