



**Barrister's Keep HOA Annual Meeting**  
**September 15, 2020, 7:00 pm**

**Meeting Call to Order:**

The electronic ZOOM meeting was called to order at 7:00 pm by President David Herrington. Present were members President David Herrington, Vice President Frank McGann, Treasurer Brian Knapp, Member George Prattes, and Secretary Jim Meyer.

**Roll Call and Certification of a Quorum:**

A roll call of all members was waived since Frank McGann took attendance and stated a quorum was present for the meeting. 21 homes were present. Given a quorum, the meeting was certified.

**Proof of Notice of Meeting:**

Board President Herrington stated that proof of notice of the meeting had been appropriately sent out via community e-mail, dated September 14, 2020.

**Reading & Approval of Minutes:**

President Herrington asked if there were any additions or corrections to the minutes of June 7, 2020 BK HOA Board meeting. Hearing none, Secretary Meyer made motion for approval, Member Prattes seconded, and approved unanimously. The reading of the previous annual meeting minutes was waived. Resident Angela Bedard made a motion for approval of meeting minutes from September 10, 2019 Annual Meeting, Board Member Prattes seconded, and the minutes were approved unanimously.

**Report of Board of Directors:**

President Herrington thanked the 4 other Board and 20 Committee members for excellent service and solicited others to participate. In particular, he cited all the excellent work on the mailboxes, storm water management, and the electrical work in the fountain area.

Member Prattes reiterated the need for the residents to become familiar with the governing documents and noted that contentious issues arising to the various committees, many then requiring Board action, could be mitigated if residents become familiar with the community's governing documents and the allowances/restrictions we all agreed to live under and abide when moving into the BK community.

Treasurer Knapp expressed the community's appreciation to outgoing Treasurer Aaron Fox, noting that the community is in good financial shape because in large part of Aaron's efforts. Brian reported on a meeting that the Budget & Finance committee recently held and welcomed new members to the committee. He further reported that Bob Petersen has agreed to serve as committee chair and thanked him for his service. Brian announced that the Budget & Finance committee discussed whether to discontinue the relationship with our management agent (Gates Hudson) and evaluated other options. The Committee recommended the hiring of a bookkeeper to take over the duties of our financial management, and the Board has endorsed this recommendation. Brian assured residents that the Board will make this transition as seamless as possible, and a note to the community will be forthcoming describing payment options (the new hire will begin on January 1, 2021). The Gates Hudson relationship

would end on Dec 31st. Brian said that the Budget & Finance committee has also started developing a draft 2021 budget for the board to consider and has more work to complete. At this time, the committee has recommended to the Board that HOA dues remain at the 2020 level. The Board will approve the 2021 budget at our HOA meeting in November. Brian said that our 2019 audit is going well; we expect a clean audit. Brian concluded by announcing that the Board will make several motions this evening, approving expenditures for our community-wide insurance, landscaping improvements, and the cleaning of our stormwater structure. We remain optimistic that we will be able to make a generous contribution at year's end to our Reserves.

VP McGann made a motion to approve the following individuals as chairs of our HOA committees:

Bob Petersen for Budget and Finance  
Christine Prattes for Social  
Mikal Meyer for Grounds  
Kathleen Fisher for Covenants

Knapp seconded the motion. The motion was approved unanimously.

### **New Business:**

The following motions were presented to the Board:

Treasurer Knapp made a motion that Gates Hudson Company's management of BK community not be renewed at contract's end on December 31, 2020 and that Wendy Tagama be contracted to manage finances of the BK community, effective January 1, 2021. The motion was seconded by Secretary Meyer and approved.

Treasurer Knapp made a motion that the State Farm insurance covering the Board's general insurance policy be approved for \$1841. The motion was seconded by VP McGann and approved. Knapp noted that an additional insurance policy for bonding will come due in December.

Treasurer Knapp made a motion that barristerskeepetehoa.org domain name be renewed for 10 years at cost of \$249.90. The motion was seconded by VP McGann and approved. The Board thanked Grant Barmby for arranging this renewal.

VP McGann made a motion to approve \$1600 for the City-mandated cleanup of our storm water detention structure on ANCC by Busy Service, Inc. Motion was seconded by Treasurer Knapp and approved.

Treasurer Knapp made a motion to approve two contracts with our groundskeeper, CLS. One contract will replace a sprinkler sensor for \$375.00; the other contract will address tree trimming and tree removal in common areas for \$750.00. Motion was seconded by President Herrington and approved.

### **Committee Reports:**

#### **Covenants Committee:**

Chair A. Patenaude provided the following report.

-Walk-around. Thank you to all residents who put energy into maintaining a beautiful property. We have a couple owners who have outstanding issues after 30 days, without a plan to mitigate. The Board is working on these directly with the homeowners.

-Requests for Architectural Change. As directed by the Board, Covenants has been working on certifying ACFs. We have found two homes not in compliance with intent of the committee, and the Covenants Board liaison is working these issues. In July, a resident submitted an ACF after their newly installed siding was noted to be out of compliance. The ACF was reviewed, and an overwhelming majority of

Covenants (representing 10/40 homes) denied the request. The resident then appealed to the Board, who endorsed the CC decision.

-Parking. The community continues to have residents who park in visitor parking. Covenants will issue notices to the offending vehicles, along with information if the vehicle is towed. Owners are responsible for all towing and storage charges.

-Tree Policy. Covenants will work with the City of Fairfax to clarify any changes in the City tree policy and incorporate that into our BK Tree Policy.

-Covenants Leadership. Annie announced her leaving the CC and thanked all for support of the Covenants Committee. Kathleen Fisher has agreed to become the CC Chair. The Board thanks her for her willingness to assume this responsibility and thanks Annie for her fine contributions during her long tenure.

#### **Facilities Committee:**

Board VP McGann reports: Walk-around in August to assess condition of the facilities found the general condition of the property is good. All assets in our common areas: road, curbs, gutters, fences, gates, retaining walls, underground wiring, railings, irrigation system, fountain, common electrical service, lamp post lighting, benches, mail boxes, etc.

-The condition of the pavers in the entrance area seems to be okay, but we continue to monitor this. Will likely do some type of a refresh next year or the year after. We will likely do some repair work at the south retaining wall.

-We considered seal-coating the road but determined that it wasn't necessary this year. Will monitor this as well.

-We will be replacing the two spot lights at the Barrister's Keepe brick wall in 2021 with LED lighting.

-Storm water Detention Vault must be cleaned out after City inspection discovered blockages.

-We don't see the need for any major projects in 2021.

#### **Finance Committee:**

Chair B. Petersen reports: We recommend that the board appropriate \$1600 to clean our Water Detention facility located on the golf course. The contractor is Busy Service, and this may have to be added to the budget as an annual expenditure. We received recommendations from the Grounds Committee for \$750 for tree trimming and removal. This will be done by CLS along with \$375 for a new sprinkler controller. Grounds was allocated an additional \$1000 since there was no snow removal expenses this year. Our Domain name needs to be renewed, and we recommend that \$250 be allocated to register our name for an additional 10 years. We will be holding a meeting soon to discuss the 2021 budget which we hope to submit a draft proposal to the board before the November Meeting.

#### **Grounds Committee:**

Chair M. Meyer reports that the Grounds Committee conducted several walk-arounds to observe common areas in neighborhood. The following were identified:

-The community common area power washing was deemed a success but was recommended not to be repeated every year but rather evaluated and done as needed.

-A community e-mail was sent advising of the forthcoming aggressive trimming of individual yards and requesting a reply by September 15 if residents do not wish their shrubs trimmed. CLS will be informed of those requesting no trim.

-Residents will be notified prior to the commencement of trimming and Fall mulching. Community trees will be pruned as per their usual schedule.

-CLS presented a bid of \$750 for tree trimming not covered under the current contract. It was approved by the board.

#### **Social Committee:**

Chair C. Prattes reported on the significant events completed and planned by the Social Committee.

-The committee is working on a planned activity that would still comply with the social distancing we are all practicing at the moment. It will be announced via email as a last-minute opportunity based on the current COVID climate.

- Remaining on the BK calendar are several charitable endeavors that we have participated in annually, so make a note of the following dates.

-October 4 - 10: FOOD DRIVE. Donate nonperishable canned and packaged goods to be contributed to the Prosperity Avenue Food Bank; please, no glass items. Donation boxes are located on the Burrell (3484) and the Prattes (3466) front porches for that week Sept 1 thru Dec 11.

-2021 CALENDAR DRIVE. Many of us receive numerous calendars in the mail from various organizations and they usually get thrown away. The Lamb Center for homeless men and women always appreciates these calendars to distribute to individuals. Please place any calendars you would like to share on the front porch table of the Prattes home (3466). They will be delivered to The Lamb Center the week of December 15.

-December 6 - 12: TOYS FOR TOTS. Donate 'unwrapped' gifts for children of all ages which will be delivered to the Fairfax Fire Station for distribution through the Toys For Tots program. There will be a box for donations located on the Burrell (3484) and the Prattes (3466) porches for that week.

**Citizen Time:**

Treasurer Knapp spoke for the Board and the community in recognizing and thanking Angela Bedard for her chairing the effort to publish the now semi-annual community newsletter. It adds significantly to our information sharing and bringing BK residents closer together.

Nancy Webster offered to revise and update the dormant contractor's listing. Her offer was contingent upon someone volunteering to assist with the technical aspects of the spreadsheets.

Several residents asked if an update could be provided regarding the Metro Church property. Knapp stated that the City of Fairfax has approved the EYA development proposal, and construction could start in the spring of 2021.

**Adjournment:**

It was announced that the next HOA Board meeting is scheduled for November 17. Details will follow. There being no further business, Treasurer Knapp moved to adjourn with the motion be seconded by VP McGann, the meeting was adjourned at approximately 8:30 pm.

Respectfully submitted,  
Jim Meyer/HOA Board Secretary