



Barrister's Keepe Homeowners' Association Meeting Minutes

November 10, 2015

Woodson High School, 9525 Main Street Fairfax, VA 22031

Rooms 116 A & B

www.barristerskeepehoa.org

- I. The meeting was called to order at 7:03pm by HOA President, Tom Burrell. Board members present included Tom Burrell, Nancy Webster, Aaron Fox, and David Herrington. Michael Sebastyn was absent. Tom made a couple of announcements:
 - a. Acknowledgement of the 240th birthday of the U.S. Marine Corps
 - b. Change of trash pickup this week due to the holiday
- II. Approval of September 2015 Meeting Minutes: Because the September meeting was our Annual Meeting, approval of the minutes was deferred to the September 2016 Annual Meeting.
- III. Old Business: None to report
- IV. New Business:
 - a. After discussion of the Management Contract with AAA it was moved and seconded to approve the new contract which locks in the new rate of \$4,095 per year for 3 years. It is slightly higher than the previous one, which was last signed in 2010.
 - b. A motion to approve the 2015 and 2016 Audit proposal by Goldklang Group was approved after discussion about minor changes. The amounts approved were for \$1,525 to do the audit of our 2015 financial position and \$1,550 to do the audit of our 2016 financial position. Aaron Fox, our HOA Treasurer, negotiated with Goldklang and, as a result, has agreed to do the 2015 and 2016 taxes for the HOA. This reduced the cost of the audit by \$350 each year.
 - c. Community Landscape Services (CLS) provided a proposal to do work on our irrigation system. There are currently 10 different zones that are part of the common areas. They are controlled by system located behind the brick wall at the front gate and has been modified greatly over the years. Until now, our able bodied resident team has done the repairs but it is overdue for an overhaul. The motion was made to approve the CLS proposal in the amount of \$1,713. It will include replacement of sprinkler heads. This Motion was approved unanimously.

d. Bench acquisition and installation. David Harrington reported that the Grounds Committee has selected new benches for the common area. These are metal, with slats made from recycled plastic bags. The support structure is such that they will not sag as has happened to the current set of benches. The Board unanimously approved a motion to purchase the benches for a total cost not to exceed \$3,300. The Board approved a companion proposal by CLS to install the benches with new footers in the spring. The CLS proposal was for \$1,028. The Board approved the proposal for an amount not to exceed \$1100. The benches will be procured and stored by CLS at their facility they can be installed.

e. Approval of 2016 Budget. The Board has looked at the Reserve Study of our development which will be done in 2012. Tom Burrell reported that from a financial perspective, the HOA is in good shape to meet the work specified in the coming years by the study. However, there are a couple of items that must be accounted for in the coming years that the Board will have to consider. The first is a new Reserve Study. This will be done in 2017 and could cost around \$4,000. The second item is the maintenance of the gate system. The 5 year warranty we got runs out at the end of 2016 so routine yearly maintenance of the gate will have to be budgeted for from 2017 and out. As is done each year, there were several motions made in the course of approving the 2016 budget:

(1) A motion was made to approve a maximum annual assessment of 10% over and above the regular HOA assessment (consistent with BKHOA governing documentation. This is to provide flexibility if we have an unforeseen crisis. The motion was approved unanimously.

(2) A motion was made to defer the 10% annual maximum authorized assessment and allow its enactment subject to Board approval. At this time the current \$480 assessment per quarter will stand. The motion was approved unanimously.

(3) A motion was made to continue the current BKHOA tax filing method (this is not a change from current policy). The motion was approved unanimously.

(4) A motion was made to identify excess revenue funds for FY 2015 Operating Budget as retained earnings, which are eligible for transfer into the BKHOA managed Reserve Accounts. The motion was approved unanimously.

(5) The FY 2016 Budget, as handed out at the meeting, was approved unanimously as submitted.

V. Committee Reports

a. Covenants: Committee is continuing to do spot checks on homes that had significant issues on the annual Walk Around in the spring. Most issues have been corrected.

b. Communications Committee: Nothing to report. Fall Newsletter was recently published on line.

c. Finance Committee: No report.

d. Grounds Committee: CLS is currently involved in their fall leaf gathering and mulching.

e. Social Committee: The annual Christmas Party will be December 6 from 4-7 PM at the home of Paul and Jeanne Schwartz

VI. Citizen Time:

a. One neighbor asked about the timing of mulching and leaf collection – which comes first. This will be discussed with CLS but we never know when the last big dump of leaves will take place versus when we need to have the fall mulching done.

b. One neighbor asked if the mulching beds in the rear of our homes will be mulched this year. They were missed last year in some areas but CLS will ensure it's done in 2016.

c. One neighbor had a question about excess funds at the end of the year. It was explained that there are some variable costs in the budget so we may have excess revenue over expenses. These funds are either used to defray the cost of projects that would normally be done by reserve account funds (thus preserving the reserve funds) or are transferred to our reserve account

VII. Adjournment: There being no further business, the meeting was adjourned at approximately 7:32pm.

Respectfully submitted,
Nancy Webster
HOA Board Secretary