



**Quarterly HOA Meeting**

**November 13, 2018 7:00pm**

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

**Room E204**

- I. **Meeting Call to Order:** The meeting was called to order at 7:00pm by President David Herrington. Members present were Vice President Frank McGann, Treasurer Aaron Fox, Member Brian Knapp and Secretary Jim Meyer.
- II. **Reading & Approval of Minutes:** A motion was made by David Herrington to approve the minutes of 12 June HOA meeting. Motion seconded and approved unanimously.
- III. **New Business:**
  - A. **Financial Services Proposal:** Aaron Fox detailed board discussion to select a financial service/management company to provide administrative function as our contract with Triple A expires. Three requests for bid were let and, after discussion with Treasurer Fox's recommendation, the board selected Gates Hudson Management Services, Inc. Member Knapp asked if the one time initiation fee could be negotiated and Treasurer Fox reported this had been done. It was moved and seconded to approve Hudson Management for a period of five years to be BKC's management company. Gates Hudson contract takes effect in January 2019 and will notify the homeowners about upcoming transition.
  - B. **Landscape Services Proposal:** David Herrington prefaced landscaping ground contract renewal efforts with a request by the Grounds committee to input selection in one of three received contract extension proposals as the current contract expires. Mikal Meyer, Chair of Grounds, reported the committee's review & preference for continuing Community Landscaping Services (CLS) as provider for another five years. It was noted that CLS cost increases are consistent with prevailing market. After further discussion concerning contract wording clarification, the motion to continue with CLS was accepted, seconded and approved unanimously.
  - C. **2019 Budget and Related actions:** Aaron Fox discussed the updated 2019 draft budget and answered queries from the floor on line items as proposed. Treasurer Fox explained that the draft budget does not require an increase in HOA dues for 2019. It was noted that the line items for gate maintenance and landscaping have increased. It was moved and seconded to accept the 2019 budget as presented. Motion approved unanimously.
  - D. **Following are motions required in conjunction with approval of 2018 budget:**



1. Motion was made to approve a maximum annual assessment of 10% over and above the regular HOA assessment (consistent with BK HOA governing documentation). Motion seconded and approved unanimously.
2. Motion made to defer 10% annual maximum authorized assessment and allow its enactment to be subject to board discretion. Motion seconded and approved unanimously.
3. Motion made to approve BKHOA's tax filing method to be "exempt method". Motion seconded and approved unanimously.
4. Motion made to identify excess revenue funds for FY18 from the Operating Budget as retained earnings, which are eligible for transfer into the BKCHOA managed Reserve Accounts. Motion seconded and approved unanimously.

E. Covenants Committee Process endorsement: David Herrington introduced the draft Covenant procedures detailing the approach and actions to be used in future covenant compliance. It was moved and seconded to accept the procedures as presented. Motion approved unanimously.

**VI. Appointment of committee members and reports from Chair:**

**A. Covenants:** Chair Annie Patenaude reported on re-vitalization of the committee. The Covenants procedures were prepared by the Covenants Committee and recommended to the Board for approval. It was moved and seconded to accept the proposed members, their term length & liaison as presented. Motion approved unanimously. Committee members, their term length and Board Liaison are as follows:

Annie Patenaude	Chair	Term: 1 year
Jim Fulbrook	Vice-Chair	Term: 1 year
Artie Andreson	Member	Term: 3 years
Leslie Kenne	Member	Term: 2 years
Bob Petersen	Member	Term: 2 years
Chris McMenemy	Member	Term: 3 years
Judy Nolan	Member	Term: 2 years
George Prattes	Member	Term: 2 years
Grant Barmby	Member	Term: 3 years
Brian Knapp	Board Liaison	



## *Barrister's Kepe Homeowners Association*

**B. Grounds:** Chair Mikal Meyer detailed efforts of the Grounds committee and reports having 4 members with David Herrington named Board liaison. Brian Knapp proposed selecting a vice chair to cover for absences. It was moved and seconded to accept the proposed members and liaison as presented. Motion approved unanimously. Committee members and Board Liaison are as follows:

Mikal Meyer	Chair
Artie Andreson	Vice-Chair
Rosemary Patterson	Member
Vicki Herrington	Member
David Herrington	Board Liaison

**C. Social:** Chair Christine Prattes reported on recent committee activities noting the success of the communities Sept Oktoberfest. Announcement was made of the forthcoming 9 December BKHOA Holiday Party hosted at the Schnabel home (3444 BK). Chair reports 4 committee members with Jim Meyer named Board liaison. It was moved and seconded to accept the proposed members and liaison as presented. Motion approved unanimously. Committee members and Board Liaison are as follows:

Christine Prattes	Chair
Nancy Webster	Member
Patty McMenemy	Member
Kathleen Fisher	Member
Anna Pfeifer	Member
Jim Meyer	Board Liaison



**VI. Citizen Time:** Frank McGann led discussion of the ongoing stormwater management to include future necessary expenditures to better channel water into the designated holding pond on the neighboring ANCC golf course. Grounds Chair Meyer said the committee would do better in ensuring CLS perform to standard in the contract. Residents were asked to forward concern or complaints to the committee and that the committee would take more enforcement action. Aaron Fox responding to questions about the new management company noted that Gates Hudson has an on-line payment option and that further information is shortly forthcoming. David Herrington discussed moving the scheduled future meetings to other than a work night. The board will consider this request. It was announced that 2019 HOA meetings are scheduled for 12 March, 10 September & 19 November. The meeting in June is yet to be finalized. Other topics of concern were the ongoing travail with the gate system and the likely increase in necessary maintenance.

**VII. Adjournment:** There being no further business, Aaron Fox moved to adjourn with the motion be seconded by Jim Meyer, the meeting was adjourned at approximately 8:25 pm.

Respectfully submitted,

Jim Meyer

BKHOA Board Secretary