



## **Barrister's Keepe Homeowners' Association Meeting Minutes**

November 15, 2016 7:00pm

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

Room E204

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

The meeting was called to order at 7:00pm by Tom Burrell, President. Members present were: David Herrington, Vice President, Aaron Fox, Treasurer and Nancy Webster, Secretary. Jim Meyer incoming Secretary was also present.

II. Approval of meeting minutes from September 2016 Annual meeting – deferred (Approval of the minutes is deferred to 2017 Annual Meeting)

III. Old Business: None to report

IV. New Business:

a) Guidance to Covenants Committee to review BK Design Standards and Community Reference Document. Chris McMenemy is in the process of reviewing the Design Standards and Community Reference Document. The Covenants Committee will make any recommendations to the Board at the March 2017 meeting.

b) After discussion of the pending expiration of the community's entrance/exit gate warranty, it was moved by David Herrington and seconded by Aaron Fox to approve an offered one year Gate Logic maintenance contract at a cost of \$1200. Further the Board approved the budgeting of an additional \$1800 to be placed in the 2017 operations expense account for gate maintenance.

c) After discussion of the 2016 Budget, it was moved and seconded to approve the 2016 Budget. To finalize the 2016 Budget, the following motions were needed to be approved:

(1) It was moved by Aaron Fox and seconded by David Herrington to approve a maximum annual assessment of 10% over and above the regular HOA assessment (consistent with BK HOA governing documentation). The maximum allowable will be \$528 per quarter.

(2) It was moved Aaron Fox and seconded Nancy Webster to defer the 10% Annual Maximum Authorized Assessment and allow its enactment to be subject to Board discretion.

(3) It was moved Aaron Fox and seconded by Jim Meyer to approve BKHOA's tax filing method as the "exempt method"

(4) It was moved Aaron Fox and seconded by David Herrington to identify excess revenue funds for FY16 from the 2016 Operating Budget as retained earnings, which are eligible for transfer into the BKHOA managed Reserve Accounts.



(5) After considerable discussion, it was moved Aaron Fox and seconded by Jim Meyer to approve the FY2017 BK HOA Budget with a modification to set the quarterly assessment at \$499 per quarter rather than the proposed \$500.

The above motions were approved unanimously

#### V. Committee Reports:

- a) Covenants: No representative was present.
- b) Communications: Frank McGann had nothing to report from the Communications Committee.
- c) Finance: Aaron Fox reported previously on the work of the Finance Committee to develop the draft 2017 budget.
- d) Grounds: No representative was present.
- e) Social Committee: Barbara Petersen, Co-Chair acknowledged residents involved in making BKC Octoberfest social a success. She noted 25 residents attended from 14 BKC homes. It was also announced that the Seasonal Christmas Party would occur on 11 December and be hosted by Nancy Webster.

VI. Citizens' Time: Ron Beckwith requested review of the current seasonal mulching program conducted by Community Landscape Services (CLS) noting that much of the mulch around plants/trees in his area are infested with grubs and mold. He requested consideration be given to the seasonal mulching program be expanded to include removing the mulch and treating the ground to hinder mold/grub growth. His concerns are being past to the grounds committee for consideration and costing information.

Larry Machabee discussed the deteriorating condition of fence line bordering his property and the adjacent Metro Church. He noted that because of the tree growth crowding the fence that it is near-term danger of falling over. He requests the issue be closely inspected and corrective action taken as appropriate.

VII. Adjournment: There being no further business, the meeting was adjourned at approximately 8:15 pm. The next meeting will be held on March 13, 2017 at a location to be determined.

Respectfully submitted,  
Jim Meyer  
HOA Board Secretary