



**BKHOA Board Meeting**  
(Virtual Meeting)  
**November 17, 2020 7:00pm**

**Meeting Call to Order:**

The virtual ZOOM meeting was called to order at 7:00pm by President Frank McGann. Present were members President Frank McGann, Treasurer Brian Knapp, Member George Prattes, and Secretary Jim Meyer. David Herrington was not present.

**Reading & Approval of Minutes:**

The minutes from the September 2020 Annual Meeting will be considered for approval at the September 2021 Annual Meeting, as required by our documents.

**Report of Board of Directors:**

President McGann first thanked the four other Board members for excellent service and solicited others to participate as able.

Treasurer Knapp summarized efforts to terminate our contractual relationship with Gates Hudson (our management agent for the last two years). This relationship will terminate on December 31<sup>st</sup>. At the same time, our Board is ramping up efforts to work with our new financial accountant and recently established new banking arrangements at Capital One in Oakton. Knapp asked homeowners to complete the questionnaire previously circulated, inviting homeowners to indicate how they will be paying HOA assessment dues on January 1<sup>st</sup>. Options include mailing a check to our financial accountant and executing online banking transfers. The Board will be approving tonight an advance to our financial accountant to pay for start-up costs.

**Committee Reports:**

**Covenants:** Chair K. Fisher provided the following report: There have been 3 ACFs submitted since the September 15 HOA Annual meeting with very good turn-around time. Since September one home has sold and another has a pending contract. There has been one Zoom meeting to set the Covenants' agenda and work assignments. Some inconsistencies have been noted in our documents regarding the initials used to identify the Application for Architectural Change--ACF vs AAC. All of our documents are reviewed every couple of years and the CC plans to appropriately update the Community Reference and Design Documents and to standardize the worksheet for the BK spring homes walk-around. The CC will address the "initials" discrepancies with the updates. The Tree Policy also needs to be compatible with the new City requirements. This update work should be completed in 2021.

The CC is working on parking enforcement procedures. It was discussed whether parking should remain in Covenants and it was affirmed the CC will retain responsibility for the community parking.

**Facilities Committee Report:** Board VP F. McGann reports that a UPS truck hit the brick wall surrounding the entrance center island. The responsible driver reported the accident and UPS contacted the Board. The Board is working with the insurance company and repairs will soon be completed.

**Budget & Finance Committee:** Bob Petersen reports: All is good and a review of expenses and forecasted expenditures indicate no increase in the quarterly dues needed in 2021.

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

CLS will continue leaf collection through December. Residents will be notified prior to their arrival.

The shrub-trimming project aimed at addressing long-neglected areas was a success. CLS continues to complete contracted trimming in cul-de-sacs and common areas.

CLS has repaired the sprinkler broken during their ground maintenance. CLS will close and clean the fountain before Thanksgiving to allow for seasonal decorations.

Tom Burrell is recognized for his efforts in winterizing the fountain.

Finally, any resident having concerns with the CLS efforts are encouraged to contact the Grounds Committee.

**Social Committee:** Chair C. Prattes reported on the significant events completed and planned by the Social Committee. The Social 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 BKC calendar are several charitable endeavors that we have participated in annually, so make a note of the following dates.

**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 & 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.

**New Business:**

The following motions were presented to the Board.

1. Treasurer B Knapp moved that we authorize payment to State Farm in the amount of \$553 for a policy to cover bonding for our Association. Second by Secretary J Meyer. Motion approved.

2. Secretary J Meyer moved that we authorize Frank McGann and Brian Knapp to sign a contract with Wendy Tagama for a one-year term, to commence on January 1, 2021, to perform bookkeeping for our HOA. Second by Member G Prattes. Motion approved.
3. Treasurer B Knapp moved that we pay Wendy Tagama, our new bookkeeper who starts handling our HOA finances on January 1<sup>st</sup>, the amount of \$400 to cover start-up costs and the January bookkeeping fee. Second by Member G Prattes. Motion approved.
4. Treasurer B Knapp moved that we adopt the 2019 audit, as prepared by the Goldklang Group and presented to us on October 26, 2020. Second by Member G Prattes. Motion approved.
5. Treasurer B Knapp moved that we establish our 2021 HOA assessment at \$540 per homeowner, per quarter, as recommended by the Budget/Finance committee. Second: Secretary J Meyer Motion approved.
6. Treasurer B Knapp moved that we approve a maximum annual assessment of 10% over and above the regular HOA assessment, consistent with the Barrister's Keepe HOA governing documentation. This is to provide flexibility to the Board if we have an unforeseen crisis. Second by Member G Prattes. Motion approved.
7. Treasurer B Knapp moved that the Board defer the 10% annual maximum authorized assessment increase and allow its enactment subject to Board approval. Second by Member G Prattes. Motion approved.
8. Treasurer B Knapp moved that the Board approve the Barrister's Keepe HOA tax filing method as "exempt method." This is not a change from current policy. Second by Secretary J Meyer. Motion approved.
9. Treasurer B Knapp moved that we identify excess revenue funds for the FY2020 Operating Budget as retained earnings, which are eligible for transfer into the Barrister's Keepe HOA managed Reserve Accounts. Further, I move that this action be taken no later than February 1, 2021. Second by Secretary J Meyer. Motion approved.
10. Treasurer B Knapp moved that we approve the 2021 budget that has been recommended by the Budget and Finance Committee and circulated to homeowners for information. Second by Secretary J Meyer. Motion approved.
11. Treasurer B Knapp moved that we approve the following dates for HOA meetings in 2021: March 9<sup>th</sup>, June 8<sup>th\*</sup>, September 14<sup>th</sup> and November 16<sup>th</sup>. These dates are subject to change, and if changed, the HOA community will be so notified. The Board will look at the June 8<sup>th</sup> meeting date later in the year and assess the possibility of moving it to a weekend for an outdoor meeting as we have done in previous years. Second by Member G Prattes. Motion approved.
12. Treasurer B Knapp moved that we amend "Administrative Resolution No. 4" (Procedures for the Collection of Routine Assessments and Late Fees)

to reflect the change of the additional \$25.00 Late Fee to a \$19.00 Late Fee. Second by Member G Prattes. Motion approved.

13. Treasurer B Knapp move that we agree to the CLS Snow Plowing Services Agreement for the 2020-2021 season. Second by Secretary J Meyer. Motion approved.

14. Treasurer B Knapp moved to approve up to \$75.00 for the winter holiday decorative luminarias to be used in the fountain area. Second by Secretary J Meyer. Motion approved.

**Citizen Time:**

Angela Bedard reported that she and other volunteer neighbors are arranging an outdoor Winter Wonderland party to be held on December 21<sup>st</sup> from 3:30pm to 5:00pm at the Fountain for the youngsters and all residents of BK.

More information will be provided when available.

(While this is not an official BK sponsored event, it is very nice to see our neighbors take the initiative do something nice for our neighborhood.)

**Adjournment:**

There being no further business, Treasurer Knapp moved to adjourn with the motion be second by P McGann, the meeting was adjourned at approximately 7:40 pm.

Respectfully submitted,  
Jim Meyer/HOA Board Secretary