

BARRISTER'S KEEPE (BK) HOMEOWNER'S ASSOCIATION (HOA), INC.

www.barristerskeepeshoa.org

Minutes HOA Board Meeting

November 19, 2013

Woodson High School (Room C-159) 9525 Main Street Fairfax, VA 22031

I. Opening of the Meeting

The meeting was called to order at 7:05 PM by the HOA President, Tom Burrell. Board Members present were Tom Burrell, David Herrington Vice President, Brian Knapp Treasurer, Grant Barmby Secretary and Nancy Webster Member at Large. Sixteen BK households were represented.

II. Review of Minutes of September 3, 2013 Annual Meeting

Because this was our 2013 Annual Meeting, approval of the September 3, 2013 minutes was deferred to the 2014 Annual Meeting in September.

III. Old Business

Tom Burrell stated that there was no old business.

IV. New Business

a) Approval of Grounds Maintenance Contract

Tom Burrell reported that bids were solicited for the grounds maintenance contract and we received three, including from our current vendor Community Landscape Services (CLS). Tom said the Board compared the other two vendors with CLS, discussed quality of service and proposed expense and decided to stay with CLS. Brian Knapp expressed his disagreement with that decision. One argument was that, since the beginning of the development, BK has used only CLS and a new vendor would provide for a set of 'fresh eyes' to the neighborhood. David Herrington made a motion to continue with CLS and approve the proposed contract; Grant Barmby seconded the motion and the motion was passed with a vote of 4 to 1, with Brian Knapp voting no.

b) Approval of 2014 Budget (see motions below)

Brian Knapp reviewed the 2014 budget vs. 2013. Two significant differences were a decrease in Tree Maintenance expense (\$9,000 in 2013 to \$2,000 in 2014) and an increase in General Repair/Maintenance (\$2,000 in 2013 to \$3,701 in 2014). Brian also recommended that the Board review the Reserve Study to better prepare for future expenses.

c) Approval of Annual Audit for 2012 (see motions below)

Brian Knapp reported that we had a very clean audit.

MOTIONS: Brian Knapp made all motions below required in conjunction with approval of the 2014 Budget; David Herrington seconded #1 through 4, Grant Barmby seconded #5 and 6. The motions were unanimously approved.

(1) **Motion** - Approve a maximum annual assessment of 10% over and above the regular HOA dues (consistent with BKHOA governing documentation).

(2) **Motion** - Defer the 10% Annual Maximum Authorized Assessment; and allow its enactment to be subject to Board discretion.

(3) **Motion** - Approve BKHOA's tax filing method will be the "exempt method"

(4) **Motion** - Identify excess revenue funds for FY-13 from the 2013 Operating Budget as retained earnings, which are eligible for transfer into the BKHOA managed Reserve Accounts.

(5) **Motion** - Approve the FY2014 BK HOA Budget as submitted.

(6) **Motion** - Approve the BKHOA FY2012 Financial Audit by Goldklang & Group, CPAs, P.C.

V. Reports of Committees

Communications Committee

Frank McGann stated that there was nothing to report.

Finance Committee

Woody Long commented on our BK volunteerism, which we need, because we do not contract for a "full service" property management agency. We save money by contracting with AAA Management Company to help us with financial matters only.

Grounds Committee

Linda Sebastyn is the new head of the grounds committee and the Board thanked her for volunteering. The committee had a meeting with CLS and will send an e-mail shortly with details

Social Committee

Bob Petersen reported for Barbara Petersen. This year's Oktoberfest was a success with 29 people and 15 homes represented. The BK Annual Holiday party was scheduled for December 8, 2013 from 4 to 7pm, at Tom and Bonnie Burrell's home. As always, we ask for a donation for Toys for Tots of Fairfax. Barbara plans to step down as social chair after December 8, 2013. Frank McGann will send an e-mail to notify everyone that we are in need of a new chair. Many thanks to Barbara for 7 years of great work!

Covenants Committee

Annie Patenaude reported on the 2013 community walk around. A few homes are in need of serious repair and the committee will follow up with the homeowners. The BK houses are getting older and there are issues such as significant wood rot, vents that are rusted and need paint, garage doors that need repairs, etc. Homeowners have been notified; some were given 30 days to fix, others by spring 2014. The Covenants Committee will put together suggestions for the spring Newsletter. Annie also emphasized that erosion issues around the neighborhood need to be addressed by Board.

Other comments: Tom Burrell opened the floor for discussion -

Woody Long asked about the status of the CLS Snow Removal Contract. Brian Knapp made a motion to approve the proposed CLS Snow Contract and that the annual snow removal amount is not to exceed \$3,500. The motion was seconded by David Herrington and unanimously approved.

Homeowners are requested NOT to throw their old pumpkins over the fence onto Army Navy Country Club property.

With no other business, Tom Burrell moved to adjourn the meeting at 7:45 PM. The motion was seconded by David Herrington and unanimously approved.

Minutes prepared by: Grant Barmby – Secretary, BK HOA