

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

Minutes HOA Board Meeting

December 4, 2012

Woodson High School 9525 Main Street Fairfax, VA 22031

I. Opening of the meeting

The meeting was called to order at 7:00PM by the HOA President, Tom Burrell. Members present were Tom Burrell, David Herrington, Bob Petersen, Frank McGann and Grant Barmby.

II. Approval of the minutes from the September 11, 2012 Board Meeting

David Herrington made a motion to approve the minutes of the September 11, 2012 Board Meeting. Bob Petersen seconded the motion and the motion was unanimously approved.

III. Old Business

- a) Standards for Lamps, Garage Doors and Siding
Tom Burrell stated that the standards process is not finished yet. Annie Patenaude and Grant Barmby will be developing a "process" for implementing the new standards and will be consulting with AAA before finalizing.

IV. New Business

- a) Annie Patenaude was approved as the new Chairperson of the Covenants Committee with a motion from Frank McGann which was seconded by Bob Petersen.
- b) Tom Burrell discussed the Budget for 2013 and noted that the Reserve Study which was conducted in 2012 recommended that the annual contribution to the Reserve Fund be increased to approximately \$18, 000. The current annual contribution is \$15,100. In addition to the need to increase the annual contribution, our trees along Pickett Rd. will have to be replaced in 2013 due to the blight. The Board finds that it will be necessary to increase the Quarterly Assessment from \$462.50 to \$480.00. This amounts to approximately a 3.8% increase and is the first increase in five years.
- c) A Motion was made by Bob Petersen for the Approval of a maximum annual assessment of 10% over and above the regular HOA assessments (consistent with the BKHOA's governing documentation). This authority permits the Board to direct AAA management to assess all homeowners an amount up to \$7680 in excess of approved HOA assessments in the event of unforeseen financial obligations that cannot be accommodated with existing operating revenues. The Motion was seconded by David Herrington and unanimously approved.
- d) A Motion was made by Bob Petersen to defer the 10% Annual Authorization Assessment; the enactment of this assessment is subject to Board direction. The Motion was seconded by Grant Barmby and unanimously approved.

- e) A Motion was made by Bob Petersen to use the “corporate method” for the BKHOA tax filing. (as recommended by our Auditor and consistent with prior year’s tax filings.) The Motion was seconded by Frank McGann and unanimously approved.
- f) A Motion was made by Bob Petersen to transfer the excess revenue funds (the difference between the revenue total of \$74,000 less the total expenses from the 2012 Operating Budget) into the BKHOA Reserve Account. This transfer occurs following the review of the December 2012 Financial Report from AAA Management. The Motion was seconded by Frank McGann and unanimously approved.
- g) A Motion was made by Bob Petersen to approve the FY2013 BKHOA Budget as submitted. David Herrington seconded the Motion and it was unanimously approved.
- h) A Motion was made by Bob Petersen to approve the BKHOA FY2011 Financial Audit by Goldklang, Cavanaugh and Associates, P.C. The Motion was seconded by Grant Barmby and unanimously approved.

V. Reports of Committees

- a) Finance Committee
Woody Long reported that the HOA is in good shape financially. The balance in the Reserve Account is \$101,706.00. He estimated that approximately \$5000.00 budget surplus would be credited to the Reserve Account at year end.
- b) Covenants Committee
No report.
- c) Communications Committee
Frank McGann stated there was nothing to report but asked that the Committee be informed of telephone and email changes.
- d) Grounds Committee
Barbara Petersen reported that the fall mulching has been completed, as planned. CLS is compliant with the terms of our contract with a few items that are outstanding. Year to date the spring mulching, turf care and tree shrub care has been completed. Outstanding from 2012 is the possible renovation of the benches (they sag) the drainage on the west side of the fountain going into the street and the erosion that exists between the Fisher and McMenomy houses. Our current contract with CLS is scheduled thru December 2013.
- e) Social Committee
Barbara Petersen reported that 31 people attend the Holiday Party on the average and she was expecting that number for this year’s party on Sunday, December 16th.

VI. Other comments

- a) Tom Burrell commented on the importance of volunteerism to our community and thanked everyone for their help.

With no other business, David Herrington moved to adjourn the meeting at 8:38PM. This was seconded by Frank McGann and unanimously approved.

Minutes prepared by: Frank McGann – Recorder of the Minutes, BK HOA