

**ARBOR LANDING HOA, INC.  
BOARD OF DIRECTORS MEETING**

**Tuesday, November 21, 2017  
Arbor Landing Homeowners Association Clubhouse  
Ironbridge Parkway, Chester, VA 23831**

**Welcome and Call to Order –**

The meeting was called to order at 7:00 pm by President, Margaret Warren.

**Roll Call and Quorum Status –** A roll call was made and a quorum was established.

**Members Present:**

President, Margaret Warren; Vice-President, Charleita Richardson; Treasurer, L. Michelle Norman; Secretary, Mark Babcock, and Member At-Large, Gabrielle Nause

Management Present: Community Partners Manager, Beverly Betcher, and ALHOA Office Administrator, Mary A. Williams

**Approval of Agenda –** Motion made by L. Michelle Norman and seconded by Mark Babcock to approve the minutes as presented. Motion carried unanimously.

**Set Adjournment Time –** Margaret Warren set the time for adjournment at 8:30pm.

**Approval of October 17, 2017 Minutes -** Motion was made by Gabe Nause and seconded by Mark Babcock to accept the October 17, 2017 minutes as presented. Motion carried unanimously.

**Audit Update: Teresa McFarlane, Auditor, addressed the board and will be presenting the audit in January 2018.**

**Member Voice**

- Of the members present, none wished to comment.

**REPORTS**

- **President –** Margaret Warren would like to put up holiday decorations on either December 4 or December 6. Also, the President would like to modify clubhouse rental agreement with regards to moving furniture within the clubhouse.
- **Secretary-None**
- **Treasurer – None**
- **Office –** See written report attached.
- **Committees**
  - Social Committee

- Management- Beverly Betcher reviewed highlights from a written report.

### **Old Business:**

- Water Leak – The water leak was found in the pool house and the water was cut off by Robinson Plumbing. This issue will be addressed in the of Spring 2018.

### **NEW BUSINESS**

- Carpet Cleaning – The office carpets will be cleaned for \$114.00.
- Bell Arbor Parking Issues – Bel Arbor residents requested to be able to use the clubhouse for over flow parking. The request was denied.
- Clubhouse duty roster was established
- Ice Maker – The board discussed and the consensus was to not repair or replace the ice maker at this time. The board asked Mary Williams to gather estimates for their consideration for alternative uses for the space.
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**At 8:15pm, Mark Babcock made a motion that the board adjourn to executive session for the purpose of discussing and considering contracts. Charleita Richardson seconded and the motion carried unanimously.**

**At 8:45 p.m., Mark Babcock made a motion to return to open session. Charleita Richardson seconded the motion and the motion carried unanimously.**

- Clubhouse Cleaning Services – The board reviewed the proposal from Cardinal Cleaning Services LLC to clean the clubhouse. Mark Babcock made a motion to accept the proposal of Cardinal Cleaning Services, LLC. Gabe Nause seconded the motion. Charleita Robinson abstained from voting due to a potential conflict of interest. The motion carried with all those voting in favor.
- Board reviewed the 2018 pool management contract from Douglas Aquatics. Charleita Richardson made a motion to approve the 2018 contract with Douglas Aquatics. Gabe Nause seconded and the motion carried unanimously.

**NEXT ALHOA BOARD MEETING – Tuesday, January 16, 2018**

**The meeting adjourned at 8:48 pm.**

Mark Babcock, Secretary Mark Babcock Dated: 1/16/2018