

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

**Tuesday, February 20, 2018
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, Vacant; Secretary, Mark Babcock, and Member At-Large, Gabrielle Nause

Management Present: Community Partners Manager, James Timberlake, and ALHOA Office Administrator, Mary A. Williams

Approval of Agenda – Motion made by Member, Nause and seconded by Vice-President Richardson to approve the agenda as presented. Motion carried unanimously.

Set Adjournment Time – The President set the time for adjournment at 8:30 pm

Approval of January 16, 2018 Minutes –

Motion was made by Member, Nause and seconded by Vice President, Richardson to accept the January 16, 2018 minutes as presented. Motion carried.

Auditor's Report

The Board received and accepted the FINAL Financial Statements and Independent Auditors' Report for December 31, 2016 and 2015 from Teresa Mc McFarlane, Barwick & Associates, P.C.

Member Voice

- Discussion was held regarding the status of the removal of the beavers building a dam. It was reported that the Virginia Professional Wildlife Removal will monitor the activity to schedule additional trappings, if needed.

REPORTS

- **President –** President, Margaret Warren reported the resignation of L. Michelle Norman as Treasurer. To fill the vacant position, a motion was made by Member, Nause and seconded by Secretary, Mark Babcock to appoint Gay Donnelly to serve as Treasurer up

to the October 2018 Annual meeting. Motion carried. Gay Donnelly agreed to accept the position of Treasurer through the end of the current fiscal year, Oct. 2018.

- **Secretary**-None
- **Treasurer** – Written Report
- **Office** – Oral Report
- **Committees** - None
- **Management** – President Warren introduced the new Community Partners Property Manager, James Timberlake who gave a brief overview of his experience and responsibilities to the ALHOA Community.

Old Business:

- Icemaker – received and installed for the clubhouse bar area
- Proposals solicited from 89-Paint, Beth Trader, LLC and Top Gun to paint the (interior) clubhouse.
- The Board authorized the purchase of twelve (12) game table chairs to be assembled.
- Compact Frig for the clubhouse scheduled for installation in the bar area.
- A reminder was emailed to the ALHOA Community, as a reminder to wear reflective clothing while walking.
- A meeting was scheduled Tuesday, March 20 at 5:00 pm - prior to the BOD meeting - to recommend new procedures to expediate the process for issuing 2018 pool passes. Further discussion will be held regarding the development of a survey to solicit recommendations to bridge the gap in the ALHOA community.

NEW BUSINESS

- Operating and Reserve Fund
- Flags for the State of VA, the American flag, and the ALHOA flag were ordered and received. Member, Frank Nause agreed to put up the flags.
- Clubhouse mailbox refreshed and re-painted

NEXT BOARD MEETING – Tuesday, March 20, 2018

The Meeting Adjourned at 8:30 pm

Mark Babcock, Secretary Mark Babcock Dated: 3/20/2018