

**Minutes of Board of Directors Meeting  
Tuesday, April 17, 2018  
Arbor Landing Homeowners Association Clubhouse  
Ironbridge Parkway, Chester, VA, 23831**

**Welcome and Call to Order -**

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

**Roll Call and Quorum Status**

A Roll Call was made and determined and a Quorum was established.

**Members Present:**

President, Margaret Warren; Treasurer, Gay Donnelly; and Secretary; Mark Babcock

**Members Absent:**

Vice President, Charleita Richardson; and Member-At-Large, Gabrielle Nause

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

**Approval of Agenda –**

Motion made by Secretary, Babcock and seconded by Treasurer, Donnelly to approve the agenda as amended to add under Old Business the final approval of the ARC Guidelines. Motion carried unanimously.

**Adjournment of Meeting:**

- The President, Margaret Warren, set the adjournment time of 8:15 p.m.

**Approval of Minutes:**

- A motion was made by Secretary, Babcock and seconded by Treasurer, Donnelly to approve the minutes with the following minor corrections:
  1. Old Business - Remove the line item regarding addressing the Operating and Reserve Fund.
  2. Member Voice – Bullet #2 should have read: President Warren reported the ARC Guidelines were **reviewed for approval by the Board**.

**Member Voice**

Concern raised regarding the “not user friendly” phone system at the corporate office for Community Partners, VA. Community Partners Property Manager, James Timberlake will investigate this matter and report at the next meeting.

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**REPORTS**

**President –**

- Asked if members had received the community-wide packet with pool pass information;
- A reminder of the April 21<sup>st</sup> community-wide yard sale

**Secretary - None**

**Treasurer – Written Report**

**Office**

- **POOL** – Douglas reported systems are running, water filtered, chemically balanced chemicals are checked every few days and the lifeguards will proceed to clean pool and surrounding areas.
- **SURVEY** – Ten-percent of the Surveys mailed to the ALHOA community were responsive and returned, thus far.

**Committees**

**Social Committee** – TGIF party reminder, Friday, April 20th

**Old Business:**

- Pool furniture was ordered.
- Pool pass packets were mailed.
- Motion was made by Secretary, Babcock and seconded by Treasurer, Donnelly to approve the revised ARC Guidelines as presented.

**New Business:**

- Painting bids/quotes had been received

**Executive Session:**

**Motion to go into Executive Session to review quotes at 7:42 pm**

**Motion to return to Open Session at 7:50 pm**

- Motion was made by Treasurer, Donnelly and seconded by Secretary, Babcock to have Top Gun provide clubhouse power washing for \$350.
- Motion was made by Treasurer, Donnelly and seconded by Secretary, Babcock to have handyperson, Beth Trader, LLC fix wood rotten windows, replace heater vent covers, and install GFI switch for approximately \$1000.

**Next ALHOA Board Meeting - May 15, 2018**

The meeting adjourned at 8:15 pm

Mark Babcock, Secretary \_\_\_\_\_ Dated: \_\_\_\_\_