

**Minutes of Board of Directors Meeting**  
**Tuesday, June 19, 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; Vice President, Charleita Richardson, Treasurer, Gay Donnelly; Secretary; Mark Babcock and Member at Large, Gabrielle Nause

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

**Adjournment of Meeting:**

The President, Margaret Warren, set the adjournment time of 8:30 p.m.

**Approval of Agenda –**

Motion made by Secretary, Babcock and seconded by Treasurer, Donnelly to approve the agenda as presented. Motion carried unanimously.

**Approval of Minutes:**

Motion was made by Member, Nause and seconded by Vice President, Richardson to accept the May 15 Minutes.

**Member Voice**

1. Concern was raised regarding the Iron Bridge Association and their responsibilities to the care of the lake and other common areas in their charge. President, Warren drafted a petition for signatures by the members of the ALHOA community to request a meeting of representatives from both Associations to address plans for providing services to its property owners in the Arbor Landing community. Member, Williamson agreed to review proposed petition language.
2. Member of the ALHOA community raised questions to extend the pool hours of operation to open earlier in the day for those members who want to come. The Committee discussed the concern and for budget reasons and extended lifeguard hours it would not be feasible at this time.

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**REPORTS**

- President – None
- Vice President – The results from the ALHOA Survey mailed to each community households were shared with the Board (attached). Vice-President, Richardson reported twenty members of the community agreed to serve on committees. President, Warren asked that a list of the names and contact information be shared with the Board to extend an invitation to hold a planning meeting before the next Board meeting in July.
- Secretary – None
- Treasurer – Written report
- Office None
- Committees – None
- Management – Property Manager, Timberlake drove through the community to identify properties that are in violation of the ARC Guidelines/By-Laws for further action. It was also reported that a new HVAC unit is scheduled for installment on June 25 to replace the unit for the clubhouse common area.

A motion was made by Secretary, Babcock and Vice President, Richardson to appoint Treasurer, Donnelly as the contact person for the maturing CD's that will be renewed for a six-month term maturity.

**Executive Session:**

**Motion to go into Executive Session to discuss Contracts at 8:20 pm**

**Motion to reconvene to Open Session at 9:10 pm**

Motion made by Treasurer, Donnelly to not amend the Cardinal Cleaners Service Agreement and seconded by Member, Nause. Motion carried two (2) yeas and one (1) abstention.

**NEXT ALHOA Board Meeting – July 17, 2018**

The meeting adjourned at 9:20 pm

Mark Babcock Mark Babcock Date 7/19/2018