

**Minutes of Board of Directors Meeting
Tuesday, August 21, 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; and Member at Large, Gabrielle Nause

Absent:

Secretary, Mark Babcock

Management Present: Community Partners, William Swift and ALHOA Office Administrator – Mary Williams

Adjournment of Meeting:

President, Warren, set the adjournment time of 8:00 p.m.

Approval of Agenda –

Motion made by Member at Large, Nause, and seconded by Treasurer, Donnelly to approve the agenda as presented. Motion carried unanimously.

Approval of Minutes:

Motion was made by Treasurer, Donnelly and seconded by Member-At-Large, Nause to approve the July 17, 2018 minutes. Motion carried unanimously.

Member Voice

Member, Ken Dart and Tom Muer shared concerns raised with Scott Medley and Gerald Duffy regarding cleaning the lakes.

REPORTS

- President – reported dates for Annual Meeting (Thursday, October 11, 2018) and Community Yard Sale (Saturday, October 20, 2018)
- Vice President – None
- Secretary – Absent
- Treasurer – Written Report
- Office – An oral report was presented – Eight (8) clubhouse rentals since last BOD meeting and minors repairs were made to clubhouse (utility door lock, pool toilet and porch rails).

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- Committees (ARC) - President, Warren asked the Office Administrator to contact members of the ARC Committee to solicit nominations for a new chairperson.
- Management – A drive-thru of the ALHOA Community was made to identify properties that are in violation of the ARC Guidelines. Management will continue monitoring non-compliance violations to issue official letters.

OLD BUSINESS

Michael Hanky, Sales Representatives, Johnson Control Security Solutions, LLC presented an overview for installation of materials to provide security/video capabilities for the clubhouse and office.

NEW BUSINESS

The Board discussed pool repairs and tabled for the winterization report prepared by Douglas Aquatics.

The Board discussed the draft audit report compiled by Barwick & Associates, P.C. The Board agreed to contact Teresa McFarlane, Auditor to ascertain what documents were still needed to prepare the audit.

Executive Session:

Motion to go into Executive Session to Discuss Contracts at 8:20 am

Motion to reconvene to Open Session at 8:45 am

Motion was made by Treasurer, Donnelly and seconded by Member-At-Large, Nause to table the security camera proposals for review-once estimate(s) for the additional cameras are received. Motion carried.

Motion was made by Treasurer, Donnelly and seconded by Member-At-Large, Nause to terminate the lease for the Xerox copier. Motion carried. William Swift, Community Partners agreed to prepare a letter of termination.

The meeting was adjourned at 9:00 pm

NEXT ALHOA Board Meeting – September 18, 2018

ALHOA ANNUAL MEETING - October 11, 2018

FALL COMMUNITY YARD SALE – October 20, 2018

Mark Babcock

Mark Babcock

Date

9/18/2018