

**Arbor Landing Homeowners Association Board of Directors Meeting Minutes**  
**Tuesday, February 25, 2020 @ 6:30 PM**  
**Arbor Landing Homeowners Association Clubhouse**  
**6201 Ironbridge Parkway, Chester, Virginia 23831**

**I. Welcome and Call to Order**

The meeting was called to order at 6:30 pm by the President, Charleita Richardson.

**II. Roll Call and Quorum Status**

The roll call was done, and quorum was confirmed. The Board members present were President, Charleita Richardson; Vice-president, Jeremy Goodman; Secretary, Iris Adams; Treasurer, Paula Mines and Member-at-large, Marvin Potts. Community Partners was represented by Cynthia Ragsdale and Jessica Crump.

**III. Approval of Agenda**

Jeremy Goodman moved to adopt the agenda with no noted changes. Motion was seconded by Paula Mines and the motion carried unanimously.

**IV. Approval of January 28, 2020 Minutes**

Motion was made by Paula Mines and seconded by Jeremy Goodman to approve the minutes with noted corrections. Motion carried unanimously.

**V. Reports**

**A. President – Charleita Richardson**

- At the annual meeting, there was a concern raised regarding the excessive speed of drivers on Ironbridge Parkway along with the main intersection where drivers, particularly during school bus stop hours where children are waiting at the main road. I asked our Administrator to contact VDOT to determine how to get more speed limit signs posted, additional fines for speeding signs and asking the Chesterfield Police about monitoring the speed in our area.
  - No final action has been taken on these steps, but rather it is for information gathering so that the next steps can be determined.
- A request was received from “Main Street Homes” about allowing the soon to be built 120 homes access to the ALHOA Pool. We will discuss this in new business.
- I have been in contact with Neil at Douglas Aquatics about meeting to discuss the pool issues. We are hoping to finalize a new date soon.
- A few photos from various 2019 events have been posted to the ALHOA Official Facebook page. More items will be added in the future. In the meantime, residents are encouraged to join for announcements.
- I would like to propose that we create a **“Welcome Packet”** that is provided to new residents in our community. In this packet, it would include key reminders about ALHOA (e.g. items needing approvals – such as cutting trees, details on clubhouse rentals and pool usage). It could also include a sheet where residents provide their contact information so that our records can be updated with their preferred email address and they can sign-up for various committees. Package cost can be done at a minimum through printing in the office and we could also include a small ALHOA token such as a keychain or mug.
  - *Iris Adams volunteered to assist with the “Welcome Packet.”*

**B. Secretary – Iris Adams**

- The January 28th meeting minutes was sent out to the board.
- The first quarter newsletter was sent to the residents on the distribution list. Thanks to Cynthia Ragsdale for sending that out for us. A resident from the Bel Arbor community has sent information for the upcoming newsletter for an informal social club for women.

**C. Treasurer – Paula Mines [Financial Report handed out]**

- There was a big difference in the expenses from last month to this month. December should have been a lot more, but those expenses carried into January.

**D. Office – Cynthia Ragsdale [Report handed out]**

- Clubhouse rentals for the month of February was two (2).
- Office supplies and the clock for the pool area was purchased from Office Depot.
- Complaints about leaves, removal of trees without ARC approval, vehicles parked on the street and in the driveway and business being conducted on the front lawn of a resident's property.
- Mary Palmer with IBPOA has contacted VDOT to address overhanging trees and potholes in the Arbor Landing/Bel Arbor communities.

**E. Committees**

**1. Social – Jessica**

- There will be a TGIF this Friday. We have an Easter Egg Hunt scheduled for Saturday, April 11th. Other events have been posted to the website and in the newsletter.

**2. ARC**

- N/A
  - *There has been no communication with ARC. We do not know who is chairing this committee. Charleita stated that we would continue to try and reach out to ARC and ask them to come to the meeting. We will also ask Cynthia to send an email asking for volunteers to join and/or chair this committee.*

**VI. Management – Jessica Crump**

- We will send a blast email to the residents asking them to get their leaves up by March 31st.

**VII. Old Business**

**A. Marquee Repair**

- We have approved getting the Marquee repaired. Now we need to get the bulbs replaced and the floodlights fixed. Jeremy has volunteered to take care of the floodlights.

**VII. Old Business [Cont'd]**

**B. Clubhouse Rental Policy**

- Paula Mines created an analysis study [handed out]. From the analysis report, there was much discussion and suggestions. Some of them included: security deposits being deposited and held in a separate account, raising the rental fee by 10%, leaving it as it is and rental rates have not increased in years and the fee should increase to care for the wear and tear of the furniture and upkeep cost.
- Motion was made by Jeremy Goodman and seconded by Iris Adams to increase the rental fees by \$25.00. Motion carried unanimously.
- An analysis study will be done every two years.

**C. Douglas Aquatics Meeting**

- Charleita Richardson stated that we were scheduled to meet with Neil on Friday at 9:30 am., but the meeting will be rescheduled. She will inform the board of the new date in case others can join her.

**VIII. New Business**

**A. ALHOA Pool Request (Main St. Homes)**

- More information is needed from Main St. Homes. Will they have to join the ALHOA and pay the monthly dues? Can the pool accommodate the new residents? What will the wear and tear be on the pool?
- Jessica Crump will get back with them and see if she can find out any additional information.

**B. Retaining Wall Inspection Update [Estimates handed out]**

- The retaining wall estimates are expensive. There is a life expectancy of about two years left on them. We will re-evaluate them next year.

**C. Picnic Table Options [Estimates handed out]**

- We have several estimates for the picnic tables. The board seems to like the tables from Treetop Products. They asked Cynthia Ragsdale if she would check to see what the shipping cost would be for three tables. The board will vote on which company after they find out what the shipping cost will be.

**IX. Members Voice**

- Audit - Has the audit been done? The audit was done. We used an auditor that was recommended by Community Partners.
- Insurance on the Board – We have full insurance coverage on the board. The cost is \$14,000 yearly.
- Fishing on the lake – Is it open to anyone? Fishing on the lake is for homeowners only. A fishing permit/license is required. A fishing license is not required if it is on your personal property.
- Litter – We need additional waste baskets. Who dumps the trash near the lake? Ironbridge dumps the trash.

**IX. Members Voice [Cont'd]**

- Cut Trees – If a homeowner has cut down all their trees without permission, what is the penalty? The maximum penalty is \$900.
- Leaves – What is the process for a homeowner who has not gotten their leaves up? The homeowner would get three (3) letters followed by a hearing and then there is a fine.

**X. Executive Session**

It was motioned by Jeremy Goodman and seconded by Paula Mines to go into Executive Session at 8:10 pm. Motion carried.

**XI. Return from Executive Session**

- It was motioned by Iris Adams and seconded by Paula Mines to come out of Executive Session. Motion carried.

**XII. Adjournment**

- It was motioned by Paula Mines and seconded by Marvin Potts to adjourn the meeting. Motion carried. The meeting was adjourned at 8:17 pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Iris Adams".

ALHOA Secretary