

Arbor Landing Homeowners Association Board of Directors Meeting Minutes
Tuesday, April 28, 2020 @ 6:30 PM
Arbor Landing Homeowners Association Clubhouse
6201 Ironbridge Parkway, Chester, Virginia 23831

I. Welcome and Call to Order

The virtual meeting was called to order at 6:34 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; and Treasurer, Paula Mines. Community Partners was represented by Cynthia Ragsdale and Jessica Crump.

III. Approval of Agenda

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

IV. Approval of February 25, 2020 Minutes

Motion was made by Paula Mines and seconded by Jeremy Goodman to approve the minutes with the changes previously discussed. Motion carried unanimously.

V. Reports

A. President – Charleita Richardson

The following has occurred since the February meeting:

- Due to COVID-19 concerns, the March 2020 board meeting was cancelled. The board would reevaluate methods for meeting virtually, as allowable by law, going forward.
- Excessive Speeding Update - In February 2020, I reported that a request was made to determine how to obtain additional speed limit signs along Ironbridge Parkway. As a result, the Office Administrator contacted Chesterfield County and VDOT. Steps are underway to include a monitoring system that was placed on poles in March to determine if this is an option.
- A request was received from Main Street Homes about allowing the soon to be built 120 townhomes access to the ALHOA pool. The board discussed this matter in March and will ratify a “no” vote at this month’s meeting.
- ALHOA Pool
 - A meeting was held with Douglas Aquatics regarding the pool upkeep and pool hours.
 - The Board will be presented with the pool options for discussion and vote.
 - A question was posed to Community Partners to research how the contract costs would be handled by Douglas should the pool opening be delayed/cancelled due to COVID-19.
- The ALHOA Playground and Tennis/Pickleball Courts will be accessible at the users’ own risk, per an email sent to the community on March 30, 2020.
- Welcome Letter...A request was made for Community Partners to update their welcome letter to include additional items whereby homeowners must receive permission to do, e.g. cutting down trees, fence approval, et al.

V. Reports [Cont'd]

A. President – Charleita Richardson

- We are investigating items for a Welcome Packet.
- Several restaurants/food trucks have requested permission to set-up in the ALHOA community. The board will discuss this option.

B. Secretary – Iris Adams

- The February 25th meeting minutes was sent out to the board for approval.
- The second quarter Arbor Landing HOA Quarterly Newsletter will be sent out to the Board for review and approval to send out this week.

C. Treasurer – Paula Mines [Financial Report sent via email]

- Paula gave a summary of the Financial Report. It is on trend. The Reserve amount is not indicated on the report and will be corrected. There is normally \$4200 a month deposited.

D. Office – Cynthia Ragsdale [Report sent via email]

- Clubhouse rentals for the month of March was three (3).
- Signs were purchased for Playground, Tennis/Pickle ball court to ensure pedestrian/wheelchair traffic only for sidewalks and grass.
- Repairs were done to the Monument Sign. Incomplete - waiting for correct part by Moore Signs, Inc.
- With the cancellations of clubhouse rentals through April due to COVID-19, Community Partners have refunded all fees collected. We have one rental who did not want her money returned because she is holding out that the ban would be lifted before her rental date.
- **Complaints**
 - The Homeowner is asking the board to consider sending out a reminder to the neighborhood residents that they are responsible for picking up their pet waste and to bring waste bags with them when they take their dogs for walks.
 - There were two (2) complaints from residents regarding excessive number of parked cars in the cul-de-sac. The concerns are that vehicles are parked in front of other residents' homes blocking trashcans/recycling crates, and not being able to mow and clean the edge of their property when the vehicle is there. One of the residents states she has asked the drivers of the vehicle in front of her property to move so she can mow and clean the edge of her property and is getting push back from the resident that lives there. She states that emergency vehicles would not be able to enter and exit the cul-de-sac with the vehicles parked there. She was advised to call Chesterfield Police Department non-emergency line for parking violations and noise violations. She states that in the past there were rules in place about parking in the cul-de-sac. She wants to know if the ALHOA Board of Directors can address this issue. The fourth car is unable to fit in the driveway, because there are three (3) cars already in the driveway.

V. Reports [Cont'd]

D. Office – Cynthia Ragsdale

- I received a complaint about trash being thrown in the lake and fisherman leaving their trash surrounding the lake. This resident picked it up but wanted to know if there is something the ALHOA BOD could do to address the problem. I did speak with Mary with IBPOA and there is someone that comes once a week to pick up trash and empty the metal trash cans. She indicated that with increased activity at the lake, the trash may be dumped more often than the contractors pick it up.
- Treetop Products reached out about the price quote on the picnic tables to see if the ALHOA Board of Directors are still interested in purchasing the three picnic tables. They were advised that I am awaiting decision at this month's board meeting.
- The Pool Letter for 2020 from Community Partners and the ordering of Pool Stickers, Pool passes, and the printing of 2020 guest passes has been delayed awaiting the board's decision at this month's meeting.
- With the recent storm on Friday April 24, 2020, I noticed there is a leak in the top window at the clubhouse entrance that travels down to the window below it.
 - *Iris Adams stated that because this was a severe hailstorm, we may want to get the insurance company to come out and look over the property to see if there were any other damages.*
 - *Charleita mentioned that having them come out could possibly cause our insurance premium to increase.*

E. Committees

1. Social

- Due to the Governor's mandate on social distancing and no gatherings over 10, we have suspended all activities through June 10th.

2. ARC

- The ARC Committee is active and has a chair now.

VI. Management – Jessica Crump

- Jessica Crump has been sending letters to residents and making drive-thru to ensure that residents' exteriors are complying to the guidelines.

VII. Old Business

A. Douglas Aquatics

- The Board of Directors met in Executive Session concerning the contract for Douglas Aquatics for the 2020 year. This included a new chlorinator and caulking. Motion was made by Jeremy Goodman to approve the Douglas Aquatics contract for the pool for 2020. Motion was seconded by Paula Mines and the motion carried unanimously.

VII. Old Business [Cont'd]

B. Main Street Homes Pool Request Ratification Decision

- The Board of Directors discussed and concluded that the present size of our pool cannot accommodate them. Motion was made by Jeremy Goodman to deny the request from Main Street Homes for the use of our pool. Motion was seconded by Paula Mines and the motion carried unanimously.

C. Picnic Table

- In our last meeting we discussed and agreed that we would purchase three (3) tables. Since our last meeting, the board did a re-evaluation and concluded that we should purchase two (2) 88-inch tables, two (2) regular round tables and pay the additional \$65 to have them removed off the pallet. Replacing those tables was a part of the reserved study. It was motioned by Jeremy Goodman to purchase the four (4) tables and pay the \$65 to have them removed from the pallet. Motion was seconded by Paula Mines and the motion carried unanimously.

D. Welcome Packet

- Nothing new to report currently.

VIII. New Business

A. Food Truck/Restaurant Requests

- There were three (3) vendors that would like to provide food service to the ALHOA Community. They would pick a day to come out in the community. You will be able to place your orders online and they will deliver them to the community. Everything will be strictly run by the vendors. They provided information about themselves and their menus for you to choose from.

1. **Chantel Schindler with Four Brothers Bistro Food Truck and OPA Food Truck.** We are with the Richmond Food Truck Association and we would love the opportunity to come out to your neighborhood and serve you all. We have our Four Brothers Bistro and Grill Food Truck that serves up American fare and we also have OPA Food truck for some Greek Classics. While members of our team are manning the grill and preparing your food, we will have one member ensuring that folks stay a safe distance apart as well as provide curbside delivery service for any patrons who wish to have meals delivered to their home or their vehicle. We have also set up a way for your residents to order online to help contribute to the social distancing guidelines.

VIII. New Business [Cont'd]

A. Food Truck/Restaurant Requests

2. **Kindal White with Lady Sharon's Soul Food Kitchen.** My name is Kindal White, Director of Operations for Lady Sharon's Soul Food Kitchen. I am reaching out, regarding providing food truck dinner services for the Arbor Landing Community. We would provide online preordering and on our scheduled date of service, residents would be able to pick up their food at their given times. This allows us to continue practicing social distancing, as well as providing your residents with a great meal that doesn't require extended lengths of outside exposure.
www.LadySharonsKitchen.com
3. **Evan Ratner General Manager at The Boathouse at Hopewell.** My name is Evan, I'm the General Manager at The Boathouse at Hopewell. With all that is going on, we are getting creative with getting our food to guests. We have started a new program called Community Nights. What that means is that through your HOA or community Facebook page we would promote one night a week where we bring all orders to a central location and residents can come pick up anytime between 5-6 pm. The other huge bonus of "Community Nights" is that 10% of all sales will go directly to the Bon Secours COVID-19 Relief Fund. If this is something you'd be interested in, please let me know! You can email me back or call me at 804-325-0478. Thanks so much.
www.boathouseva.com

Motion was made by Jeremy Goodman to allow the Food Truck/Restaurant request. The motion was seconded by Paula Mines and the motion carried with Iris Adams abstaining.

IX. Members Voice

- No member voice comments or concerns.

X. Adjournment

- It was motioned by Jeremy Goodman and seconded by Paula Mines to adjourn the meeting. Motion carried. The meeting was adjourned at 7:25 pm.

Respectfully Submitted,



ALHOA Secretary