

Arbor Landing Homeowners Association Board of Directors Meeting Minutes
Tuesday, June 23, 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 Vice President, Jeremy Goodman.

II. Roll Call and Quorum Status

The roll call was done, and quorum was confirmed. The Board members present were 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

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

IV. Approval of April & May 2020 Minutes

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

V. Reports

A. President – Charleita Richardson

No President Report

B. Secretary – Iris Adams

- Both the April 28th and May 26th, 2020 meeting minutes was sent out to the board for approval.

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

- Paula gave a summary of the Financial Report. We made a payment to Douglas Aquatics for the pool contract for \$7,916.25. Due to a lifeguard shortage, we are going to ask for an adjustment.
- We made an insurance payment of \$6,837.82.
- We sent off the 2018 Taxes. We need someone for the 2019 taxes. Jessica Crump will check with Bill. Paula will sign and send them back.

1. CD Renewal

- The CD is earning less than 1.3 percent. Nothing is really moving right now, so we will just roll it over.

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

- Clubhouse rentals for the month of June were three (3). All three (3) rentals cancelled due to COVID-19 and all residents reimbursed by Community Partners. The two residents that wanted to book the ALHOA Clubhouse after June 10th made other arrangements based on initial decision to keep the clubhouse closed to the end of June.
- Moore Signs, Inc repairs were completed on the Monument Sign.
- Top Gun Repaired leak in the Clubhouse window.

D. Office – Cynthia Ragsdale [Cont'd]

Office Concerns

- Repair of the water fountain in the pool area before pool opens.
- Complaints about removing trees, uncut grass, repaving driveways and making other alterations without ARC approval.
- Karen Cundiff is interested in heading the Pool Committee.
- Resident would like to know if Virtual Board Meetings can be recorded to be viewed later.
 - *Jeremy stated that he does not feel that we should report the virtual meetings.*
- Concerns about pool opening date.
 - *Residents were advised that a date has not been set and they will be informed as soon as a decision has been made.*
- A couple of residents asked about the pool chairs that are not being used they would like to take them off your hands to refurbish or put to good use.
- Complaint about cut down trees and debris dumped on the side of the road on Ironbridge Parkway.
 - *Mary (IBPOA) contacted VDOT to remove.*
- The flowerpots in the pool area have been filled and the resident has been reimbursed by Community Partners. She asked if you would like to replace the old pots next year and she will be happy to do that along with replenishing the flowers.
- Resident would like to know if he can have a tennis camp at the Tennis/Pickle Ball Court for an allotted time of 2 hours.
 - *I explained this is a private court for the Arbor Landing Community and those who have a key have access anytime it is available, and it is first come first serve. There is no agreement to allow a resident to rent or hold the tennis/pickle ball court. He still wants to present it to the ALHOA Board of Directors.*

Board Comments

- *It was suggested that the resident come up with written guidelines and present it to the Board. Also included in the guidelines, how he intends to adhere to the CDC guidelines for COVID-19.*
- *Also remind him that there is a \$25.00 fee to get a key to the tennis court.*

Updates on the speed trap on Ironbridge Parkway

- Officer Rouse stated based on the monitoring of the traffic on Ironbridge Parkway in March only ten (10) cars out of over 32,000 drove faster than 50-mph that would warrant a ticket. He stated they allow 50-mph in a 35-mph zone and ticket over 50-mph and his statistics show 87% drove 37-mph or less and 99% drove 45-mph. less. He said he will put out a speed trailer after August to monitor it again, the speed trailers are all booked until August.

D. Office – Cynthia Ragsdale [Cont'd]

Report for Clubhouse Cleaning Schedule for July & August

- The date(s) for the month of July are as follows:
 - Friday 07/10/2020
 - Saturday 07/11/2020
 - Sunday 07/19/2020-No janitorial service needed (drive-by in front of the clubhouse).
 - Saturday 07/25/2020
- Two (2) cleanings for the week of July 6th-12th and dates included are July 10th and 11th.
- One (1) booked on the week of July 13th-19th and no janitorial service needed. Will be using the outside of the clubhouse.
- One (1) cleaning for the week of July 20th-26th and date included is July 25th.
- The date(s) for the month of August are as follows:
 - Sunday 08/02/2020
 - Saturday 08/15/2020
 - Sunday 08/29/2020
- One (1) cleaning for the week of July 27th-August 2nd and date included is August 2nd.
- One (1) cleaning for the week of August 10th-16th and date included is August 15th.
- One (1) cleaning for the week of August 24th-29th and date included is August 29th.

E. Committees

1. Social

- Nothing to report.

2. ARC – Richard Ramos

- ALHOA Architectural Modifications data from the past three years indicates a growing number of applications being processed. This data is based on the applications recorded by the ALHOA Office and Community Partners (CP). The number and type of modifications done without ARC approval is unknown. The number and outcome of violations has not yet been analyzed.
 - a. 2018: 6
 - b. 2019: 9
 - c. 2020: 12 to date
 - d. Modifications/Trend: Fences and decks
 - e. Violations/Trend: Unknown

E. Committees [Cont'd]

2. ARC – Richard Ramos [Cont'd]

- Excellent communications and rapport between the ALHOA Office, ARC, and CP has facilitated nearly all applications to be processed within the one-month standard and resolved or make progress on various issue in a timely manner. Great teamwork!
- Violations are enforced by CP. The ARC requested CP share the status and trend of violations to facilitate increasing awareness, transparency, and shared accountability.
- The ARC will meet with ALHOA and CP in July to discuss concerns and recommendations that effect ARC standards and operating procedures.
- The current ARC Standards and Guidelines (2013, revised 2018) will be reviewed again soon. The ARC is actively collecting input for consideration in a future revision.

VI. Management – Jessica Crump

- Jessica Crump is preparing CDC guideline documentations for the Clubhouse and the opening for the pool. They will be displayed in the areas of the Clubhouse and pools. Continuing to do the normal business as usual in checking on the properties in the areas of any violations.

VII. Old Business

A. Pool & Clubhouse Opening

Pool

- In preparing to open the pool, we will have signs made and posted.
- We will have the necessary documents and a waiver for residents to sign as they enter.
- Due to the shortage of lifeguard, we will have a sign stating, “No Lifeguards on duty, swim at your own risk.”
- We will check with Douglas Aquatics to make sure we have signs on the bathroom doors and the pools are clean.
- Need to have someone on call to monitor that we do not go over the 75 percent.

Clubhouse

- We will continue to adhere and follow the CDC Guidelines.
- We will have a sign on the door to the Clubhouse letting the renters know that their events will be on their own risk.
- We will take the necessary precautions to sanitize before their rental, however, once they enter the clubhouse, it becomes their responsibility to social distance and follow the CDC guidelines for their event.

3. Clubhouse Grounds Beautification

- The Board voted to pay Grassroots \$225.00 to have the dead bushes removed.
- The tables have been ordered.
- We will also look into beautifying the other areas that need addressing and ask Cynthia to get bids for them.

VII. Old Business [Cont'd]

4. Speed Limits Signs
 - We will table the Speed Limits Sign until the next meeting.
5. Welcome Package
 - Iris Adams stated that "The Welcome Package" was sent out to the Board for their review and approval.
 - Jessica Crump mentioned that Community Partners sends out a Welcome Package to all new residents.
 - Iris Adams asked Jessica to send her a copy of what was in that package so that we can make sure that there is no duplicate information.

VIII. New Business

- Marvin asked why a resident was being charged \$100.00 if their event was going to be a drive-thru celebration outside and not inside the clubhouse.
 - *Cynthia stated that the resident did not want to take the chance that she would be bumped if someone wanted to rent on that date, so she was willing to pay the \$100 which is the cost of rental fee excluding the janitorial service which is not needed since she will not be inside the clubhouse.*

IX. Members Voice

1. When will the information go out to the residents concerning the Clubhouse and Pool openings and how will it be distributed?
 - *Information will either be distributed by US mail in which each resident will receive and/or through email from the distribution list of emails we have on file.*
2. How do we follow through with resolutions on concerns that the residents have?
 - *We do need to improve on our communications for resolutions.*

X. Adjournment

- It was motioned by Paula Mines and seconded by Marvin Potts to adjourn the meeting. Motion carried. The meeting was adjourned at 7:43 pm.

Respectfully Submitted,



ALHOA Secretary