

Arbor Landing Homeowners Association Board of Directors Meeting Minutes
Tuesday, July 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 6:31 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 Marvin Potts and the motion carried unanimously.

IV. Approval of June 2020 Minutes

Motion was made by Paula Mines and seconded by Jeremy Goodman to approve the June 23, 2020 minutes. Motion carried unanimously.

V. Reports

A. President – Charleita Richardson

No President Report

B. Secretary – Iris Adams

- The June 23, 2020 minutes was sent out to the board and it has just been approved. Also, the ALHOA 3rd quarter Newsletter was completed. Cynthia sent it out today via email.
- Charleita stated that she would add it to the Facebook page. She has received some positive comments from the newsletter.

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

- This has been an unusual year. No real activity.
- We rollover the CD for six (6) months starting in July. We will revisit it at the end of December.
- The biggest expense for the summer is Douglas Aquatics. We made a payment to Douglas Aquatics for the pool contract for \$7,916.25. We also had a \$1,500 expense for pool repair.
- Iris asked if we received an adjustment from Douglas Aquatics for not opening the pool until July 1st. Charleita stated that Douglas Aquatics agreed to discount us for opening late. Nothing should have been paid for June. It was determined that nothing has been adjusted yet.
- A resident asked whether the \$700.00 noted on the report for rentals was for the year. Paula stated that the \$700.00 was for the month. It was also asked if this was normal. We would normally have more, but due to COVID-19, a lot of residents decided to cancel their events.

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

- Clubhouse rentals for the month of July were four (4). One required no cleaning because it was held outside the ALHOA Clubhouse (drive-by).
- 2MACS Power washing has scheduled power washing of the ALHOA Clubhouse and deck on Wednesday 07/29/2020 when the office is closed. If the gutters need cleaning, they will do that, if not, they won't because there is an additional charge for that.
- We purchased four (4) black picnic tables from Treetop Products, Inc. They were delivered to the ALHOA Clubhouse and were removed from palate and assembled by Jeremy Goodman family and friends. Thanks to them.
- There were no Clubhouse or Office supplies purchased.
- Top Gun repaired the leak in the Clubhouse window.

Office Concerns/Questions/Complaints

- The concern about the water fountain at the pool being repaired was addressed to Neill Lewis (Douglas Aquatics) and he stated that the water fountain works. It just needs to be put together. It currently is inaccessible due to the old chairs stored in front of it.
- There are ongoing complaints about the yards not being cut and property not being maintained. There are also ARC related complaints about alterations without approval and violations of the ARC Guidelines in the ALHOA Community.
- A resident has requested to change the timeframe for Regular Hours Pool rental from having to end by 5 pm to be adjusted to include a timeframe of up to 7 pm. Preferably between 4-7 pm.
 - *Since there is little activity this year at the pool, motion was made by Paula Mines and seconded by Marvin Potts that we will allow the resident to have her pool party until 7:00 pm. Douglas Aquatics would have to be notified. We will look at the time adjustment for next year.*
- A resident wanted to know if the ALHOA Board can request social distancing in the pool for high-risk kids.
 - *We can monitor this, but this is on Douglas Aquatics to do. As a suggestion, we can ask those who are there to respect one another's space or put up a sign.*
- The resident interested in using the tennis/pickle ball court for tennis camp for a 2-hour interval is no longer interested due to parents' concerns related to COVID-19.
- Karen Cundiff was officially announced as the Pool Committee Chair.

VDOT Speed limit Sign [Documents Attached]

- Land Use Permit application, Letter of Credit and Performance Bond templates were included.

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

VDOT Speed limit Sign [Cont'd]

- A \$100 permit processing fee is required and an additional \$10 per sign. Depending on the number of signs installed, a nonrefundable surety of \$500-750 is required as well. This permit will be a perpetual permit and the only way the surety will be returned is removal of said signs and the right of way restored. The only other option would be another HOA taking ownership if the current HOA would dissolve.
- Along with the above documentation, a map/sketch of the sign locations to be reviewed and approved by our office.
- *Iris also stated that overgrown trees were blocking the stop sign on their street. Cynthia called VDOT and they were there within 48 hours to take care of it.*

E. Committees

1. Social

- Nothing to report.

2. ARC – Richard Ramos

- The ARC committee is requesting a meeting with the Board to determine how to handle post-applications, some which are in compliance with the guidelines and some who are not. We need to consider a more proactive way for our guidelines. Charleita and Jessica gave Richard an overview of the process. It was stated that if a project does not meet the guidelines, it should be denied and if someone has done the work prior to receiving permission, that is a violation and there should be a fee associated with that. Richard thought that a meeting within the next week or so would be very beneficial to the ARC, the Board and Community Partners. Jessica stated that she will begin forwarding the Board and ARC the information that she is sending out. We all need to be on the same page.
- ARC goes through the application, gives their recommendation and Community Partners takes it from there.
- If ARC is not sure about the approval of an application, they can get the Board involved.
- Richard suggested that maybe we can do Sections, ie “Yard of the Month” as something positive. Highlight the good. Encourage the neighbors.
- We had 30 applications last year and eight (8) last month.
- Richard stated that transparency was key.

VI. Management – Jessica Crump

- Nothing to report.

VII. Old Business

A. Speed Limit Signs

- Based on the information concerning the speed limits signs, it was determined from the tracker that there were only a few cars that would have been ticketed for excessive speed. There would be a cost associated to get them. We agreed not to do anything at this time. We will keep check on it.

B. Clubhouse Grounds Beautification Project

- The Board agreed to go with Grass Roots to remove the dead trees/bushes around the Clubhouse areas. Grassroots has agreed to match the lowest bid. Paula Mines made a motion to accept Grassroots' proposal as long as they accept the lowest bid. The motion was seconded by Jeremy Goodman and the motion carried unanimously.
- The light fixtures at the clubhouse need replacing as well. The ones at Lowes or Home Depot may not be the best quality. We might have to look at a light fixture store. Cynthia will research and send us some estimates.

C. Cleaning Updates

- Cynthia has received two (2) cleaning contracts and two (2) appointments on Thursday. Cynthia will send all the proposals to the Board in one email and we will handle it once we receive them.

VIII. New Business

A. Pool: Wading Pool Motor

- Jeremy Goodman made a motion to approve the Wading Pool Motor and it was seconded by Marvin Potts. Motion carried unanimously.

B. August Meeting

- Paula Mines made a motion to skip the August meeting and any business that needs to be conducted would be done by email. It was seconded by Marvin Potts and the motion carried unanimously.

VII. Member Voice

- The question was asked, "Where are the minutes from the meetings are located?" Charleita Richardson stated that they are on the website.

ALHOA Board Meeting
July 28, 2020
Page 5

X. Adjournment

- It was motioned by Paula Mines and seconded by Jeremy Goodman to adjourn the meeting at 7:32 pm. Motion carried.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Lisa Adams".

ALHOA Secretary