

Arbor Landing Homeowners Association Board of Directors Meeting Minutes
Tuesday, September 22, 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 6:36 pm by the Treasurer, Paula Mines due to the vacancies of the offices of President and Vice President.

II. Roll Call and Quorum Status

The roll call was done, and quorum was confirmed. The Board members present were Treasurer, Paula Mines; Secretary, Iris Adams; and Member-at-large, Marvin Potts. Community Partners was represented by Cynthia Ragsdale and Tyler Grieve.

III. Approval of Agenda

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

IV. Approval of July 2020 Minutes

Motion was made by Iris Adams and seconded by Marvin Potts to approve the July 28, 2020 minutes. Motion carried unanimously.

V. Reports

A. President

No President Report

B. Secretary – Iris Adams

- The July 28, 2020 minutes was sent out to the board and it has just been approved. The ALHOA 4th quarter Newsletter is in the process of being worked on. If anyone have ideas or information they would like to share, please send it to me by September 26th.

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

- There is a slight increase in the budget for 2021. Due to COVID, our rentals for the year are down.
- We will have to raise the monthly assessment fee from \$48.40 to \$51.00 to make sure we do not have a shortage in the upcoming year. The last increase was in 2018.
- Douglas Aquatics indicated that their fees will slightly increase for 2021. We will look into securing three bids for a pool contract for 2021.
- Our 2019 Tax Returns were done by DeRoaches Company. We received a return of \$1200.00 for the year. We have been pleased so far with this Auditor.
- Iris Adams made a motion to approve the proposed budget that will be send to the membership to be voted on at the October Meeting. Paula Mines seconded the motion and the motion carried.

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

- There were four (4) Clubhouse rentals for the month of August and three (3) for the month of September.
- Grass Roots planted shrubs at the ALHOA entrance and clubhouse front door entrance. They removed the dead tree beside the clubhouse.
- Douglas Aquatics repaired the pump on the Kiddy Pool in August.
- The Clubhouse supplies that were ordered were: soft soap refills, air filters, light bulbs, cleaning supplies, and adhesive slider pads for the sofas in the clubhouse. Light fixtures were also ordered for the deck.
- The Office Supplies that were ordered were an American Flag and a Virginia Flag. Marvin erected the old ones and put up the new ones.

Office Concerns/Questions/Complaints

- Complaints about a clothesline, uncut grass, and ARC Violations which have been submitted to Community Partners Property Manager.
- Checked with three (3) Electrical Companies for Proposals to install light fixtures for the deck and the ALHOA Board of Directors chose Davis & Green.
- A resident offered a suggestion to cut back tree limbs over the pool and to wait until the leaves have fallen to make it easier to remove all the extended branches.
- A resident has submitted ALHOA Clubhouse Use-of-Facility document to use the ALHOA Clubhouse once a month for a Women's Group preferably on a Friday. She was advised that clubhouse rentals will take priority.
 - *Iris Adams made a motion to allow the resident to use the clubhouse facilities once a month per the ALHOA Clubhouse Use-of-Facility agreement. Paula Mines seconded the motion. The motion carried.*
- The ALHOA Board of Directors addressed the concern from the ALHOA/Bel Arbor Communities to extend pool opening after Labor Day.
- The resident who rented the clubhouse and will be fine \$500.00 for not returning the keys during checkout, \$100.00 for leaving the door unlocked and \$25.00 for not being at the event the entire time indicated that he wanted to have a hearing. He felt that the \$500.00 from the security deposit should be the only thing he should be charged for.

D. Committees

1. Social

- No Report.

2. ARC

- No Report.

VI. Management – Tyler Grieve

• **Violations**

- Tyler Grieve introduced himself. He stated that the violations were many. After a long discussion on what we think the process/procedures are, Tyler will contact the ARC chairperson, Richard Ramos and will send to the board what the process/procedures are so we can get a handle on all the violations and start implementing in a timely manner. He also stated that we have a timeline of 30 days for approval/deny. Anything not handled in 30 days is considered approved.

• **Lawncare**

- Community Partners stated that Lawncare is being handled.

VII. Old Business

A. Clubhouse Beautification

- We will take a look at the Clubhouse Beautification in 2021.

B. New Clubhouse/Office Cleaning Contract

- We have finally obtained all the necessary paperwork needed from the new Cleaning Company. So far, they are working out. They wanted to know if we would consider asking the renter if they could call them when they finish so that they could probably clean the clubhouse earlier. The board agreed to deny that request because the renter would still have key access until they check out and per the contract with the renter, they have the clubhouse until 2:30 am and it would be hard to determine who would be responsible if something were to happen: example, alarm or door left unlocked.

C. Pool House Maintenance Restrooms

- Paint door frames and floors
 - *Marvin Potts was given the okay to pick out the paint colors and then he will start painting the door frames and floors.*
- Repair men's restroom water leak
 - *There was corrosion in the Women's bathroom and the Men's bathroom in the clubhouse and in the pool area. Marvin Potts replaced the water lines in the clubhouse and the pool. The cleaning company wanted to add some chemicals to the back of the toilet to get rid of some of the corrosion. The board was okay with it.*
- Purchase a large refrigerator
 - *The Board decided to wait until next year to purchase the refrigerator for the pool area.*
- Replace Light Fixtures surrounding the ALHOA Clubhouse deck.
 - *The Board decided on Davis & Green Electrical and Cynthia will send them an email on Friday to get a timeframe to get the light fixtures installed.*

VIII. New Business

A. Pool covers for Pool Furniture

- *Cynthia will research the cost of pool covers and will get back to the board with prices.*

B. Board Vacancies

- *Cynthia stated that she had received two (2) applications. Everyone was asked to recruit residents that may be interested in joining the board.*

VII. Member Voice

- A resident attending the meeting thanked the board and Community Partners for the job they were doing. He asked the question if we were close to paying off the clubhouse.
 - *It was stated that the estimated balance was \$170,000. We pay around \$50,000 a year for the mortgage, so it should be paid off in about 3 ½ years.*

X. Adjournment

- It was motioned by Iris Adams and seconded by Marvin Potts to adjourn the meeting at 7:54 pm. Motion carried.

Respectfully Submitted,



ALHOA Secretary