

Arbor Landing Homeowners Association Board of Directors Meeting Minutes
Tuesday, November 24, 2020 @ 6:30 PM
Virtual using Ring Central

I. Welcome and Call to Order

The virtual meeting was called to order at 6:36 pm by President Iris Adams .

II. Roll Call and Quorum Status

The roll call was done, and quorum was confirmed. The Board members present were President, Iris Adams; Vice President, Sophia Akrea; Treasurer, Paula Mines; and Secretary, Karen Cundiff. Member at Large Marvin Potts was not present. Community Partners was represented by Cynthia Ragsdale and Tyler Grieve.

III. Approval of Agenda

Paula Mines moved to adopt the agenda with no noted changes. Motion was seconded by Sophia Akrea and passed.

IV. Approval of October 2020 Executive Session Minutes

Motion was made by Paula Mines to approve the September 22, 2020 Board Meeting minutes. Motion was seconded by Sophia Akrea and passed unanimously. Motion was made by Paula Mines to pass the Oct. 27, 2020 Executive Session minutes. One correction was added: the newsletter was mailed to all residents “**on the email distribution list**”. Motion was seconded by Sophia Akrea and carried unanimously.

V. Reports

A. President - Iris Adams

- The ALHOA 4th quarter Newsletter was sent out.

B. Secretary – Karen Cundiff

- The October 27, 2020 executive session minutes were sent out to the board and have just been approved after a minor correction.

C. Treasurer – Paula Mines

- The proposed budget was sent to the residents on the email distribution list. Iris Adams mentioned the need for transparency and a discussion ensued as to how to notify all residents that the dues will increase to \$51 in 2021. Karen Cundiff mentioned that she does not receive monthly coupons for payment of dues, using automatic bank draft instead. Tyler Grieve suggested that, since all residents are not currently on the email distribution list and many do not use coupons for monthly payment, the increase will also be listed on the ALHOA website.
- A credit from Douglas Aquatics will cover half of their September payment. Other pool companies' contracts will be researched for bids for next year.
- Iris Adams said that the refrigerator in the clubhouse needed replacing and this will come from the reserve fund, as does any big-ticket item.
- New light fixtures cost over \$1,000.
- The payment process was explained by Tyler as follows:
 - Payments for cleaning go through Tara Kinker in Payables.

- \$500 clubhouse security deposit is held by Cynthia in the office until cameras are reviewed or seven days after rental. If no violations, the \$500 check is returned or shredded depending on the resident's wishes at check-out. In case of a fine for a violation, the resident has the option to write a check for the fine amount, or have it taken from the security deposit. Residents generally prefer to write the smaller violation check.
- Wendy is the CPA
- Tara handles payables

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

- There were six Clubhouse rentals for the month of October and one cancellation. There were five Clubhouse rentals for the month of November. There are currently no rentals scheduled for December. Three events were cancelled due to the COVID-19 restrictions of only 25 people allowed to gather indoors in Virginia.
- Grass Roots has provided an estimate to remove several dead trees and branches near the kiddie pool and tennis courts.
- Nine (9) light fixtures have been installed on the deck.
- Thirty (30) chaise lounge chairs have now been covered at the pool.
- A broken lamp was replaced in the clubhouse and paper products purchased
- Color ink cartridges were purchased for the office printer.
- The repairs to the two toilets and the painting of the pool house restroom floors, doors and frames were completed in October by Marvin Potts.
- The refrigerator in the large kitchen of the clubhouse stopped working the second weekend in November and will be replaced. It was past warranty and labor based upon the date of purchase. A new refrigerator has been ordered and is set for delivery on Monday 11/30/2020.
- Cynthia received three bids for the cleaning of the ALHOA Clubhouse furniture and rugs. The companies were Stanley Steemer, A1 Steem It, and Citrusolution. Stanley Steemer did the cleaning in 2018 and last year the ALHOA BOD approved the furniture to be cleaned by Stanley Steemer. Cynthia mistakenly called A-1 Steem It for the job, and she was not pleased with the results on the furniture.
- **Office Concerns/Questions/Complaints**
 - Complaints about uncut grass, trash and junk in yards, utility vehicles and an RV parked in the driveway have been submitted to Community Partners Property Manager (Tyler Grieve).

E. Committees

1. Social

- No Report.

2. ARC

- Richard Ramos, ARC chairperson, met with Paula Mines, one of our two board reps on ARC, to go over the extensive list of violations and concerns they are working on. The goal of his committee is to start fresh in the new year with more timely responses to concerns, as well as modification requests, which are supposed to be approved or denied within 30 days or the modification is considered approved. ARC members have a positive sense of commitment to working with Tyler

Grieve in addressing violations. Tyler will compile a document of violations and concerns by next week so that ARC can address outstanding concerns from this past year. He will provide an updated report of violations and concerns for the ARC committee to review before the next board meeting in January. The committee is glad to welcome board members Iris Adams and Sophia Akrea to ARC.

VI. Management – Tyler Grieve

• **Violations**

- Tyler Grieve will be glad to provide ARC with updated reports.

VII. Old Business

A. Pool House Maintenance Restrooms

- Marvin has painted the door frames and floors and taken care of the water leak in the men’s restroom.

B. Clubhouse

- Light fixtures from Davis & Green Electrical have been installed surrounding the ALHOA Clubhouse deck.

VIII. New Business

A. Lawncare

- The contract with Grass Roots is up on January 1, 2021. We need 30 days advance notice to cancel their contract, and there is not enough time to get other bids, so we will keep them for another year. However, a board member will go over their contract with them and point out areas that need improvement. Sophia mentioned that if they were not meeting expectations, this should have been brought up much sooner during the year so they could improve. Paula suggested that we obtain bids before the Budget comes out in August.

VII. Member Voice

- Richard Ramos asked if ALHOA BOD had a way to determine if neighbors are in need and could be helped by other neighbors or post something on the website. Tyler suggested that this is a Social Committee issue and perhaps could be listed on our website. Richard can draft the idea and send it to the Board for review, after which it would be forwarded to Jessica, the Chairperson for the Social Committee.

X. Adjournment

- It was motioned by Karen Cundiff and seconded by Paula Mines, to adjourn this part of the meeting at 7:24 pm. Motion carried.

Respectfully Submitted,
Karen E Cundiff,
ALHOA Secretary

