

Arbor Landing Homeowners Association
Board of Directors Meeting Minutes
Tuesday, December 28, 2021 @ 6:30 PM
Virtual Meeting on Ring Central

I. Welcome and Call to Order

The meeting was called to order at 6:33 pm by President Iris Adams.

II. Roll Call and Quorum Status

The roll call was taken and quorum confirmed. The Board members present were President, Iris Adams; Secretary, Karen Cundiff; Treasurer, Paula Mines; and Member at Large, Debbie Shiflett. Community Partners was represented by Cynthia Ragsdale and Tyler Grieve.

III. Approval of Agenda

Debbie moved to adopt the agenda. Motion was seconded by Paula and passed.

IV. Approval of November 23, 2021 Minutes

Debbie moved and Paula seconded to approve the November minutes. Motion passed.

V. Reports

A. President - Iris Adams

- Nothing to report

B. Secretary – Karen Cundiff

- Nothing to report

C. Treasurer – Paula Mines

- Paula opened discussion on the Nov. 2021 financials which had been sent by email to the Board members. Some items went up a little due to end of year payouts.
- In the future, if we have virtual meetings, Cynthia will email the financial information to all residents in advance since it is usually handed out at the meetings.
- We have stayed within our budget for 2021, but it was close.

D. Office – Cynthia Ragsdale

- There were 5 clubhouse rentals and no cancellations for the month of December.
- Safety First Company of VA, Inc. serviced/replaced 3 fire extinguishers.
- Clubhouse
 - Paper towels were purchased.
- Office
 - Cynthia purchased a date stamper and 2022 calendar.
- Office concerns, questions, and complaints received:
 - Complaints regarding leaves not raked, abandoned cars and a utility vehicle, mailboxes in disrepair, and trees hanging over the road. It is the resident's responsibility to remove branches that hang over the road from his or her yard.
 - One of the arms on a rolling chair was reported broken at this past weekend's event. It was moved upstairs to the conference room.
 - Gail Potts would like to join the ARC Committee. Cynthia will notify her that she is on the committee.
 - Our clubhouse security system will need to be upgraded from 3G to LTE. Cynthia is currently gathering price quotes from several

companies.

E. Committees

1. Social

- The social committee sponsored another happy hour on December 3. Debbie attended and reported it went well.

2. ARC

- One request is pending. The committee is waiting to see a picture of the proposed storage shed.

VI. Management – Tyler Grieve -Violations

- No new violations to report.
- Early next year he will address the reserve study for Clubhouse renovations.

VII. Old Business

- A. Clubhouse furniture- Paula will be talking with Tyler about the budget for this next year.

VIII. New Business

A. Pool Contract

- Tyler has received bids for pool contracts from Douglas Aquatics and Swim Club Management Group. Due to higher salaries for lifeguards and other cost increases, both bids are higher than our 2022 pool contract budget. We need to select a company by the end of the year and get the contract.
- Karen obtained a new price quote from Tanner Kelson at Swim Club Management Group which would fit our budget. We could have a lifeguard 5 hours per day on weekdays, 4 hours once school starts in Aug., and 2 guards on weekends with an 8 hour and 4 hour shift. She and Debbie proposed a key system for residents to swim at their own risk, with a sign posted, during the remaining pool hours, which might be from 9am to 9pm.
- Tyler pointed out the importance of having a company who can keep the pool clean and properly chlorinated. He questioned the key system due to the administrative difficulty. All of the other communities that he manages have Swim at Your Own Risk pools.
- Debbie felt we don't need to be open that many hours per day, maybe 10am-8pm.
- Iris opened up the floor for members to comment on the pool. Six residents expressed valid concerns, mostly related to the cleanliness, safety, and generally poor condition of the pool last summer under the management of Douglas Aquatics. These included: tiles need to be replaced, ladder is missing, baby pool full of leaves and surface is very rough, algae and mold issues, need for new chlorinator and possibly vacuum, pool not in good condition for opening day. Upkeep needs to be done now to prevent more costly issues in the future. One resident mentioned that maintenance is the primary need, and felt comfortable with Swim at Your Own Risk if necessary to meet our budget. Another supported the key system for those who want to swim when it is not crowded. One stated her willingness to pay higher HOA dues if needed to keep the pool nice, as it is one of our major amenities and supports property values.
- Paula replied that we will address these issues to keep the pool safe and clean, hiring the best company that we can afford and trying not to raise HOA dues. She is against the key system, and would prefer any company other than Douglas.
- Iris added that the dues are already set for 2022 and cannot be raised.

- Tyler said he will present the selected pool management company with a list of our needed repair and upkeep issues, and will get an estimate on what can be done.
- Paula stated that we have \$1,200 in the 2022 budget for pool repairs and upkeep. There may be money in the reserve fund for this also.

B. TV/Cable

- Residents have had issues with the TV and cable at the Clubhouse.
- Iris suggested we purchase a Smart TV which is selling at Walmart for \$500.
- Paula added that we can cancel our Comcast cable TV account, which is costing us \$353 per month. Instead we can purchase a new router system for under \$200 which will provide better internet access in the Clubhouse and can be used with the smart TV and a phone app for television viewing.
- Thus, for under \$1,000, we can upgrade the Clubhouse with a better TV system and save the community \$353 per month.
- Debbie moved and Karen seconded to replace the TV and change the internet service. The motion carried. Cynthia will purchase the smart TV and Iris will take care of the internet. Debbie volunteered her husband to hang the new TV. The goal for completion of this project is Jan. 7, 2022.

IX. Members' Voice

- Rebecca applauded the Board for saving the HOA money on the TV and internet.
- Iris thanked the residents for attending the virtual meeting and for trusting the Board. She wished everyone a Happy New Year, and encouraged residents to volunteer to help our community.

X. Adjournment

It was moved by Paula and seconded by Karen to adjourn the meeting at 7:41 pm and go into Executive Session. Motion carried.

XI. Executive Session to discuss the pool contract.

XII. Call to Order

The meeting was re-called to order by Debbie and seconded by Paula at 7:55 pm. Motion carried.

XIII. New Business

Debbie moved and Karen seconded to hire Swim Club Management Group to manage our pool for the 2022 season, with weekday lifeguard hours from noon until 5 or 6pm, as the budget allows, and Swim at Your Own Risk available until 8pm. Karen agreed that a pool committee member will lock the pool at 8pm. Guards will be there from 12 to 8pm on weekends and holidays. The motion carried.

XIV. Adjournment

Debbie moved and Karen seconded to adjourn the meeting at 8:13 pm. Motion carried.

Respectfully Submitted,

Karen E. Cundiff,
ALHOA Secretary