

**Arbor Landing Homeowners Association Board of Directors Meeting Minutes**  
**Tuesday, January 25, 2022 @ 6:30 PM**  
**Virtual Meeting**

**I. Welcome and Call to Order**

The meeting was called to order at 6:35 pm by the President, Iris Adams.

**II. Introduction of Board Members/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 Member-at-large, Debbie Shiflett. Community Partners was represented by Cynthia Ragsdale and Tyler Grieve.

**III. Approval of Agenda**

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

**IV. Approval of December 28, 2021 Minutes**

Motion was made by Paula Mines and seconded by Debbie Shiflett to approve the minutes. Motion carried unanimously.

**V. Reports**

**A. President – Iris Adams**

**The President's Report: 2021 Year-In-Review**

2021 was another year with the COVID-19 Pandemic and all its variants. **We made it!** The ALHOA followed CDC Guidelines and the Virginia Governor's Executive Orders to keep our homeowners safe. Most of the year, our ALHOA monthly meetings were virtual. Plexiglass was installed to keep our administrator and those visiting the office safe.

We had our elections. We thanked Marvin Potts who served faithfully as our Member-At-Large until his term expired. We welcomed Debbie Shiflett who is now serving in that position. Paula Mines served diligently as our Treasurer. She has returned to continue in that role. We want to thank those who answered the call to run for the two (2) open board seats. We hope that those who did not win will assist the Board in other areas in which we need volunteers.

Even going through year two (2) of the Pandemic, the ALHOA Board of Directors along with our Office Administrator were able to accomplish the following:

- The Clubhouse was re-opened with restrictions adhering to the Governor's Executive Order and CDC Guidelines. The number of reservations increased.
- Our 2020 Tax Returns were done.

**The President's Report: 2021 Year-In-Review [Cont'd]**

**Maintenance and Upkeep**

- Richmond Alarm Company inspected the smoke alarms and replaced the weak batteries.
- We had a leak near the pickle ball and tennis courts areas. We had several companies to come to find the source of the leak.
- Bradley Mechanical replaced one of the damaged AC units and repaired the other one which was under warranty.
- Top Gun repaired the bottom step of the back deck.
- The Shaw Company completed the replacement of the bridge over the dam. The cost of that expense was divided between Arbor Landing and IBPOA.
- We purchased and replaced the outdoor perimeter deck lights.
- We contracted 2MACS Power Washing to power wash the ALHOA Clubhouse and deck.
- Grassroots was contracted to remove the dead trees/bushes around the Clubhouse areas.
- Batteries were placed on the smoke alarms.
- Blown bulbs were replaced in the bar area.
- The brackets on the dumpster doors were repaired.
- Safety First serviced and repaired three (3) fire extinguishers.
- Citrasolutions cleaned the rugs, great room and the kitchen furniture.
- We replaced our Arbor Landing custom flag.

**Pool Areas**

- The Pools were opened when the restrictions were lifted and we adhered to the Governor's Executive Order limiting the number of people we could have in the pool area at one time.
- Robinson's Plumbing replaced one of the toilets in the men's restroom of the Pool house and repaired one of them.
- We purchased a cordless phone in lieu of purchasing another line which saved us money monthly.

**Other**

- We called VDOT to replace and repair the stop and street signs that resulted from heavy rain.
- We had representatives to inform our residents of the Morrow/Energy Swift Creek Renewables Planning and Zoning.
- We had several Happy Hours that were a success.
- We had our annual Fall Yard Sale.

The ALHOA Board of Directors thank you for allowing us to serve you.

**B. Secretary – No Report**

**C. Treasurer – Paula Mines [Financial Report were emailed]**

- We had nothing unusual this month. We ended the year with a positive \$427.

**D. Office – Cynthia Ragsdale [Report emailed]**

- There were three (3) Clubhouse rentals for the month of January and one (1) cancellation.
- We were having issues with the internet due to a bad modem. That has been replaced.
- We purchased a TCL 70-inch Roku TV, Router and TV Mount. Thanks to Debbie Shiflett and her husband for volunteering to mount the new TV for the ALHOA Clubhouse.
- Complaints regarding semi-trucks parked in the neighborhood, vehicles parked on the grass, basketball goals on the street and a home painted a non-Williamsburg color palette.

**E. Committees**

**1. Social**

- There was another Happy Hour in the month of December that was successful.

**2. ARC**

- Applications have been coming in and they have been reviewed and voted on in a timely manner.

**VI. Management – Tyler Grieve**

- Violation letters went out to residents. They were more on the line of leaf removal. One violation stem from the external color of home that was not from the Williamsburg color palette chart as outlined in the ARC Guidelines.

**VII. Old Business**

**A. Pool Contract**

- We have signed a two (2) year contract with Swim Club Management Company. We will get with them in February or late March to address the maintenance concerns. We will entertain the “Swim at your own risk” between the hours of 6:00 pm to 8:00 pm. A pool committee member will lock the gate at 8:00 pm. We will still have pool tags and you must be up to date on your monthly assessment fees.

**VII. Old Business [Cont'd]**

**B. TV/Cable**

- The Smart TV has been purchased and installed. Thanks to Mrs. Cynthia for adding the different apps. Residents will be able to assess their apps as well. We will table the cable until the next meeting when we will send the information to the residents via email prior to the next meeting.

**VIII. New Business**

**A. Furniture**

- The Reserve Study has the Arbor Landing Clubhouse slated to replace 25 percent of the furniture in 2022. The furniture has been cleaned many times and it is time to replace it. The wheels are coming off the caster chairs and the bar stools are not very sturdy.
- Paula and Tyler met to assess the clubhouse furniture and floors and they recommend that re-do everything. We need to increase the budget to get this done. A committee needs to be formed so we can get the opinions of other residents. Areas of concerns are:
  - Furnishings
  - Flooring
  - Window seals
  - Crack in back doors
  - Cracks/back wall
  - Bar Stools
- Once the committee is formed, they can look at Industrial Furniture and have a designer/company to come in to assess what we can purchase on a friendly budget. The following residents have agreed to work on that committee for ALHOA:
  - Paula Mines
  - Tyler Grieve
  - Sophia Akrea
  - Debbie Shiflett
  - Gail Potts
  - Marvin Potts
- An email will be sent to those volunteers with more information.

**IX. Members Voice**

- One of our residents expressed concern with someone using excessive speed several times a week between the hours of 8:00 pm – 11:00 pm. She also reported it to Mrs. Cynthia who has left a message with Officer Hines. It has also been reported to Chesterfield County. If it continues, more residents may want to report it as well. More is better.
- One resident also mentioned a RV parked in the driveway in their neighborhood.

**IX. Members Voice [Cont'd]**

- Mr. Jacobs informed us that information will be forthcoming this week concerning our annual assessment dues for IBPOA. They have hired ACS West, Inc. to manage their administrative and financial accounts. Mary Palmer will still handle local issues.

**X. Executive Session**

- It was motioned by Paula Mines and seconded by Debbie Shiflett to go into Executive Session at 7:33 pm. Motion carried.

**XI. Return from Executive Session**

- It was motioned by Paula Mines and seconded by Debbie Shiflett to come out of Executive Session. Motion carried.

**XII. Adjournment**

- It was motioned by Paula Mines and seconded by Debbie Shiflett to adjourn the meeting. Motion carried. The meeting was adjourned at 7:55 pm.

Respectfully Submitted,



ALHOA President