

**Arbor Landing Homeowners Association  
Board of Directors Meeting Minutes  
Tuesday, July 26, 2022 @ 6:30 PM  
Arbor Landing Clubhouse**

**I. Welcome and Call to Order**

The meeting was called to order at 6:30 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; Vice President, Sophia Akrea; Secretary, Karen Cundiff; Treasurer, Paula Mines; and Member at Large, Debbie Shiflett. Community Partners was represented by Cynthia Ragsdale and Madeline Thomas.

**III. Approval of Agenda**

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

**IV. Approval of June 28, 2022 Minutes**

Paula moved to approve the June 28, 2022 minutes. Motion was seconded by Karen and carried unanimously.

**V. Reports**

**A. President - Iris Adams**

- Iris commended Cynthia Ragsdale for her excellent work as office manager.
- Iris introduced Madeline Thomas, our new Community Partners representative.

**B. Secretary – Karen Cundiff**

- No report

**C. Treasurer – Paula Mines**

- The budget is operating on its normal schedule.
- Replacement of pool furniture will come from the reserve fund.

**D. Office – Cynthia Ragsdale**

- There were 7 clubhouse rentals and 2 cancellations in July.
- Johnson Controls repaired the alarm system and addressed online monitoring issues with the cameras. They will need to come out again to finish.
- Clubhouse Supplies- Paper towels, trash bags, window cleaner, bleach.
- Office Supplies Ordered- copier paper.
- Office concerns, questions, and complaints submitted to the ALHOA Office:
  1. There have been complaints about residents not cleaning up after pets, geese waste, leaves not being removed since fall, tree removal, road damage on Arbor Green Drive. Cynthia checked with VDOT and reported that this road is on the list for repaving in 2 years.
  2. A recurring complaint about debris in the lake near Drayton Landing Drive causing drainage problems was referred to Mary with IBPOA. A drainage issue causing flooding on Arbor Banks Court was referred to Chesterfield Environmental Engineering and VDOT since there was some question as to who is responsible for this.
  3. Marvin Potts Handyman put the sidewalk sign back in the ground and replaced the AC unit filters in the Clubhouse and Office.

4. There was a report of underage children being left unattended at the pool.
5. A resident would like to start up a Neighborhood Watch. This will be discussed at the next meeting.

## **E. Committees**

### **1. Social**

- No report.

### **2. ARC**

- The Committee continues to receive and review applications promptly, usually within a week.

### **3. Pool**

- The vacuum problem is not the pump, which is working fine. Thus, we will purchase the new, battery powered vacuum through Swim Club Management as soon as they get one in. They have been waiting for over a year for their order and Arbor Landing is at the top of their list to receive one. The Board already voted to approve this expense at our June meeting.
- Many pool guests choose to sit in the shade of the trees, so it is recommended that they not be removed. Residents have commented on how the trees add to the beauty of our pool area. The new vacuum should take care of the leaf issue.
- Tiles will be repaired using the ones that we have.
- For \$100-200 Swim Club Management can install a safety rope to mark the deep end.
- Two more umbrellas broke.

## **VI. Management – Madeline Thomas**

- Violations include mailboxes that need correct address decals, leaf removal, and lawn care.
- She is working on our budget for landscaping. She recommends a different company and will ask them to submit an estimate. She would like to see the grass at the Clubhouse cut on Thursday or Friday so it looks its best for weekend rentals.

## **VII. Old Business**

### **A. Pool Repairs and Furniture**

- Mr. Shiflett, Debbie's husband, compared Top Gun's price with Lowe's and feels that they are overcharging us on the post and gazebo repairs.
- Iris called for volunteers for an Ad Hoc Committee to oversee major repairs in the fall to make sure prices are reasonable. Tom Fidler, John Cundiff, and Bill Shiflett volunteered, or were volunteered by their wives.
- As agreed at our June meeting, the Pool Committee will make a recommendation to the Board after the pool closes on Labor Day as to what furniture needs replacing.

### **B. Clubhouse Improvements**

- Painting: We will save thousands of dollars by touching up the paint rather than repainting the entire Clubhouse. We already have the paint. Marvin, our Handyman, will give an estimate on doing the touch up work. In the future, it was recommended by Iris that washable paint be used in the high maintenance areas.
- Windows: We will get estimates.

- Interior design: Board members were given some suggested furniture photos to look over and respond to Iris by email. It will be voted on at our next meeting.
  - Floor: the floor does not look good, but is supposed to last until 2045.
- C. Geese in the Neighborhood**
- Iris addressed this issue in the summer Newsletter, stating that it is not appropriate to feed wild animals.
- D. Other Clubhouse Contracts**
- The board is waiting for more bids on Clubhouse repairs and painting. They would like Metro to itemize their bid.

#### **VIII. New Business**

##### **A. ALHOA Cleaning Contract**

- Iris stated that our cleaning contract is up next month. They have done OK, but were not always available in a timely manner. Board members had to step in and clean on one occasion. She suggested another company that has helped us out in the past. They have submitted a bid. Board members were urged to suggest other companies to Cynthia for bid requests.

##### **B. Social Committee Volunteer**

- This person was referred to the Social Committee Chair.

#### **IX. Members' Voice**

- The person who had sent the complaint to the office detailed the incident where two children under age 13 were taken into the pool area by their mother, who then went out and sat in her car. The younger child jumped in during adult swim when no lifeguard was on duty and was told to get out by the resident who filed the complaint. The guard was urged to tell the mom, so he went out to the car. She soon came in and took the children home. The resident feels this family should lose their pool privilege for this summer, or at least be given a severe warning never to do this again. The Board will take this up in Executive Session. The handling of violations is confidential.

#### **X. Adjournment**

- Karen moved and Paula seconded to adjourn the meeting. Motion carried. The meeting was adjourned at 7:34 pm.

Respectfully Submitted,

***Karen E Cundiff,***

ALHOA Secretary