

**Arbor Landing Homeowners Association**  
**Board of Directors Meeting Minutes**  
**Tuesday, August 23, 2022 @ 6:30 PM**  
**Arbor Landing Clubhouse**

**I. Welcome and Call to Order**

The meeting was called to order at 6:32 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 Madeline Thomas.

**III. Approval of Agenda**

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

**IV. Approval of July 26, 2022 Minutes**

Debbie moved to approve the July 26, 2022 minutes. Motion was seconded by Karen and carried unanimously.

**V. Reports**

**A. President - Iris Adams**

- The ALHOA President and Vice President met with the Pool Committee on Wednesday, August 10th at 5:00 pm to discuss their concerns.

**Concerns:**

Some residents feel like we spend more money on the clubhouse than we do the pool area.

Furniture dirty and needs replacing.

Broken tables, chairs, umbrellas.

One umbrella left.

Community gap about adult swimming during lifeguard breaks.

There are areas around the pool that are unsafe and should be fixed.

Leadership not adhering to rules set in place.

Complaints concerning why the pool has not been fixed since it was reported last year.

Nothing has been painted around the pool area.

Tiles need to be replaced.

Loose bricks.

We have all kinds of rules to keep our yards and houses but our pool looks sad.

Landscaping.

New vacuum needed.

Concern that the pool does not look ready to open on Memorial Day weekend.

Gazebo needs power washing.

Install a rope where there is a transition in height.

Residents not following pool rules and regulations. What are the consequences?

**Suggestions:**

Find the cost to have the landscape company trim the shrubbery once a month in the months of June, July and August.

Purchase power wash equipment and power wash once a month.

Have the pool company get the pool ready one week before it is set to open.

Purchase picnic tables like the ones by the lake.

**Board's Response:**

We recognize that the pool area needs improvement.

Our main focus this year was to make sure that we would open the pool on time within the budget that we had allotted.

We felt that Douglas Aquatic was not providing the service that we were paying for so we sought out another company. We were in negotiations with Swim Club Management Group from a recommendation from the Pool Chair, Karen Cundiff. Their contract was higher than Douglas Aquatic but provided additional services. In order to come close to our budget, we negotiated the cost by entering into a two (2) year agreement and having only one lifeguard on duty except for a 4 hour overlap of two guards on the weekend. The Board, at Karen's request, approved an additional \$3,200 to keep the pool open from 6-8pm on weekdays. We were thankful that they were willing to work with us.

Some items that were reported to be fixed or replaced were put on hold to get the pool open on time and within our budget.

The furniture replacement and repairs are in the upcoming reserve study and will be done after this season. It will give us an opportunity to access what needs to be repaired or replaced. It will also allow us time to order furniture and have it come in by the next pool season.

Swim Club Management Group will also do an assessment at the end of the pool season with recommendations and cost.

We will be recommending an increase in the pool budget for 2023.

We are also addressing safety issues and consequences to be added to the pool application next year.

**Temporary Fix:**

Purchased two (2) additional umbrellas.

Some tiles have been replaced.

Asked Swim Club Management Group if they had a rope. (They informed me that it would require digging into the concrete.)

Vacuum was approved and we are waiting on it.

**Other Information:**

Karen Cundiff has decided to step down as chairperson of the pool committee. We would like to thank her for her services. Debbie Shiflett has agreed to be the new Pool Chairperson.

**B. Secretary – Karen Cundiff**

- I will be stepping down from my position on the Board when my two year term ends this fall.

**C. Treasurer – Paula Mines**

- The budget is mostly operating on its normal schedule, except for an exceptionally large water bill. She asked Madeline to research this.

**D. Office – Cynthia Ragsdale**

- There were 5 clubhouse rentals and 0 cancellations in August.

- Johnson Controls repaired the camera online monitoring issues.
- Bradley Mechanical repaired a furnace and fireplace gas leak.
- Columbia Gas inspected after the gas leak repair and all is fine.
- Office Supplies Ordered- ink toner and postage stamps.
- Office concerns, questions, and complaints submitted to the ALHOA Office:
  1. There have been complaints about yards not being maintained to the point that the property looks abandoned with weeds, branches, and unmown grass.
  2. VDOT requests sent to the local field office for review and resolution include: Visibility problem at Bent Tree Place and Ironbridge Parkway, and Traffic Study requests at Arbor Landing Drive and Ironbridge Parkway, as well as Ironbridge Parkway and Ironbridge Boulevard. These cases are open and will take awhile.
  3. Iris has been labeling various furniture and other items in the Clubhouse so that renters will not accidentally remove them after an event.
  4. A resident would like to start up a Neighborhood Watch. This will be discussed at the next meeting.

## **E. Committees**

### **1. Social**

- Cynthia will send out a request for volunteers.

### **2. ARC**

- The Committee continues to receive and review applications promptly.

### **3. Pool**

- Debbie has counted up the furniture that needs to be replaced for next year.
- See President's Report above for more pool information.

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

- She has sent letters regarding ARC applications needed and some lawn maintenance issues. She will do another drive through soon.
- She recommends that we stick with Grass Roots for our landscaping next year. She will ask if they can mow here on Thursday or Friday so it looks nice for Clubhouse rentals. She will also request that they trim around the pool area at least once a month from May through August.

## **VII. Old Business**

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

- The Board voted to hire a new company, Faithfully Clean, starting September 9, 2022.

### **B. Clubhouse Repairs and Furniture**

- Interior design: The designer is looking for some other furniture options.

## **VIII. New Business**

### **A. ALHOA Clubhouse Rental Agreement**

- Karen moved and Debbie seconded to raise the rental cleaning fee by \$10, \$15 on holidays, to cover the added cost of our new cleaning company.

### **B. Assessment Fees**

- The monthly HOA fees will need to increase to cover expenses. The monthly fee is currently \$51. Paula shared that according to the reserve study our fee should be \$61 by now. She suggested that we raise it at least to \$55, but the Board will wait for the new major contracts to be completed

and then determine the needed amount as the budget is finalized in September.

**C. Parking Lot Lights**

- Due to inappropriate behavior going on at night in our parking lot, we may need to invest in better lighting or additional cameras. Cynthia will check on this.

**IX. Members' Voice**

- One resident was in attendance. She would like to see more social events for families with children and suggested ways to get the word out, such as putting flyers in mailboxes.

**X. Adjournment**

- Debbie moved and Paula seconded to adjourn the meeting. Motion carried. The meeting was adjourned at 7:46 pm.

Respectfully Submitted,

*Karen E Cundiff*,

ALHOA Secretary