

**Arbor Landing Homeowners Association  
Board of Directors Meeting Minutes  
Tuesday, September 27, 2022 @ 6:30 PM  
Arbor Landing Clubhouse**

**I. Welcome and Call to Order**

The meeting was called to order at 6:31 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**

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

**IV. Approval of Aug. 23, 2022 Minutes**

Debbie moved to approve the August 23, 2022 minutes. Motion was seconded by Sophia and carried unanimously.

**V. Reports**

**A. President - Iris Adams**

- The Board will meet in Executive Session following this meeting to finalize the budget for 2023.

**B. Secretary – Karen Cundiff**

- No report

**C. Treasurer – Paula Mines**

- No questions about the monthly financial report.

**D. Office – Cynthia Ragsdale**

- There were 5 clubhouse rentals and 0 cancellations in September.
- Johnson Controls replaced one camera and cleaned the lens on another.
- No office or clubhouse supplies were ordered this month.
- Office concerns, questions, and complaints submitted to the ALHOA Office:
  1. There have been complaints about yards not being maintained, unraked leaves from last fall, beavers on the lake, storage sheds installed without ARC approval, and cars parked in front of neighbors' homes that hinder driveway access.
  2. VDOT requests awaiting review at the local field office 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.

**E. Committees**

**1. Social**

- There are currently no members and no planned activities.

**2. ARC**

- Iris has set up a meeting of the ARC committee and interested Board members for next Thursday, October 6, at 6:00 pm to discuss issues of violations, consequences, and updating the Guidelines.

### **3. Pool**

- Debbie has prepared a spreadsheet of needed pool repairs and upgrades.
- She asked that the pool contract include being open all day on the Friday before Labor Day since school is out that day.

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

- Last month she sent letters regarding mailboxes/posts that needed painting and some yard work needed. This month she rechecked and found that things had been taken care of for the most part.

### **VII. Old Business**

#### **A. Assessment Fees**

- We will need to increase the monthly dues in 2023 in order to meet our budget since prices have gone up. We had no increase last year due to covid and are below the amount projected in the reserve study. Some of the fees are supposed to go into our reserve account.

#### **B. Parking Lot Lights**

- Due to inappropriate activities occurring after dark, Cynthia will check into the cost of additional lighting.
- We already have 5 signs posted.
- Perhaps a rope or chain could be utilized.
- A resident offered to investigate how the Parks and Rec Department handles this issue in parking lots.
- Motion sensor lights were also suggested, as well as trimming some branches that partially block our light.

#### **C. Tree Trimming**

- From April through August, Grass Roots will trim bushes around the pool.
- Iris would like to see 2 trees cut in the pool area to reduce leaves in the pool. We have an estimate of over \$2,000 to have this done. The Board will have to vote on this expense. Some residents enjoy the beauty and shade of these trees while at the pool.

### **VIII. New Business**

#### **A. Budget**

- This will be finalized in Executive Session and presented to residents for a vote at the Annual Meeting on Thursday, October 13, 2022 at 6:30 PM.

#### **B. Reserve Study**

- 2024 will be our next Reserve Study. Bill Swift, president of Community Partners, suggests that we do an interim reserve study, at a cost of \$1,200, to update the current price structure. This would take three months.

#### **C. Pool Repairs**

- Bill Swift is checking into this and getting other bids since we are not obligated to use Swim Club Management for repair work. Tanner, who submitted a bid from Swim Club Management, told Iris that some of the listed repairs can wait another year or two. Debbie would like a clear explanation of the various repairs on the list.

#### **D. Grass Roots Contract**

- Madeline will try to negotiate their price increase for next year.

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

- Four residents were in attendance.
- Neighborhood communication improvements were discussed. Some would like an updated Arbor Landing Facebook page, although without strict monitoring, this could become ugly and unkind. Keeping our ALHOA web page updated was suggested. Notices may need to be mailed to elderly folks or those who do not have internet access. Mass texting presents a problem with all of the replies that go to everyone.
- Madeline said that through Community Partners she can set up a secure ALHOA Portal through which residents can pay their dues and check their accounts. She would send a letter with log in information. The Board and residents present supported this idea.
- Pool: it was suggested that we need scheduled pool maintenance in the future to avoid the large expense we are currently facing.
- Two residents are having a difficult time with neighbors who park too many vehicles on the street and restrict easy access to driveways. One family on a small cul de sac has 10 vehicles. The police can ticket vehicles that block other driveways or mailboxes. It was suggested that the Board address this parking issue in the by-laws.
- One resident is concerned about potholes and lack of road maintenance in Arbor Landing. He suggested we contact members of the Board of Supervisors to put pressure on VDOT to correct this. Iris said that our neighborhood will come up for road work in a couple years.

#### **X. Adjournment**

- Karen moved and Paula seconded to adjourn the meeting and move into Executive Session. Motion carried. The meeting was adjourned at 7:52 pm.

Respectfully Submitted,  
*Karen E Cundiff,*  
ALHOA Secretary