

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

**I. Welcome and Call to Order**

The meeting was called to order at 6:30 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; and Member-at-large, Debbie Shiflett. Community Partners was represented by Madeline Thomas.

**III. Approval of Agenda**

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

**IV. Approval of September 27, 2022 Minutes**

Motion was made by Debbie Shiflett and seconded by Sophia Akrea to approve the minutes. Motion carried unanimously.

**V. Reports**

**A. President – Iris Adams**

Iris Adams gave a report at the Annual Meeting which was held on Thursday, October 13th. There was nothing new to report.

**B. Secretary – No Report**

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

We went over the budget at the Annual Meeting. Due to the increase of the budget, the monthly assessment will increase from \$51.00 to \$59.50 beginning January 1, 2023. This increase is necessary to cover the recommended funds for the reserve contribution per the Reserve Study, to budget for various capital improvements, as well as covering the standard increases of the Association's day-to-day operations.

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

- There were six (6) Clubhouse rentals for the month of October, two (2) cancellations and one (1) reschedule.
- Johnson Controls added two (2) cameras to monitor the side deck doors and the large kitchen door.
- Clubhouse supplies were ordered for restocking: Paper towels, toilet paper and air freshener. A level and flapper were purchased for the broken toilet.
- We purchased an outside wall lamp that was damaged by UPS. A claim has been filed and submitted for UPS to cover the cost due to their delivery person who caused the damage.
- A replacement cordless phone was purchased.

**V. Reports [Cont'd]**

**D. Office – Cynthia Ragsdale [Cont'd]**

**Complaints**

- There have been complaints about yards not being maintained, pets not on a leash and running wild.
- Storage sheds and recreational equipment installed without approval, and congested parking in cul-de-sacs.
- Beavers destroying trees near the lake. It has been referred to Mary with IBPOA.
- Parking for large events at the clubhouse that spills over into the neighborhood areas and event capacities that exceed the fire code limits.
- Broken toilet lever due to corrosion and replaced flapper. It was removed by our handyman and repaired.
- Broken furniture (table, stereo, and chairs) from the conference room upstairs, and the chair closet. They were taken to the dumpster. The Administrator organized the chair closet.
- Suggestion for the ALHOA Board to consider having the Arbor Landing Entryway signs into the community and for each road or drive to be power washed.

**E. Committees**

**1. Social**

- The Social Committee had a “Happy Hour” on Friday. It was well attended and everyone seemed to have enjoyed themselves. Another “Happy Hour” is planned for December. The “Trunk to Treat” which is scheduled for Sunday, October 30th may be cancelled if there are no volunteers to assist.

**2. ARC**

- The ARC Committee continues to receive applications and we have turned them around in a timely manner.

**3. Pool**

- No Report

**VI. Management – Madeline Thomas**

- Violations/Lawncare
  - Madeline, Iris and Linda drove around the Arbor Landing neighborhood to each home. There were a lot of mailbox post, house powerwashing and property clean-up that needs attention. We have decided to notify the homeowners via email distribution and allow them time to address these items and we will recheck and hopefully they can come off the list and not get a violation letter.

**VII. Old Business**

**A. Budget/Assessments Fees**

- The Budget/Assessment Fees were addressed during the Financial Treasurer's Report.

**B. Reserve Study**

- The increase of assessment puts us closer to the recommended funds for the reserve contribution per the Reserve Study.

**C. Pool Repairs**

- It was motioned by Iris Adams and seconded by Debbie Shiflett to approve the winterization, the wading pool pump and the anchors. Motion carried unanimously.
- The repair cost recommended by Swim Club Management is expensive. We are not sure of some of the items listed and/or if we need to do them now. We are going to ask Tanner if he would be available to come by and discuss those costs with the board and give us some understanding of those items and a recommendation of what needs to be done now.

**D. Grassroots Contract**

- The 2023 Contract has been signed.

**E. Clubhouse Furniture**

- We will table this discussion until Paula returns.

**F. Pool Furniture**

- We receive a quote in June from Taylor & Associates Inc. We will check back to see if their quote is still valid or if it has increased. We also want to inquire if there are more selections to choose from and an estimated time in receiving those items.

**VIII. New Business**

**A. Open Director Seat**

- Madeline nor the Administrator have received any volunteers who would like to be appointed to the open seat.

**IX. Members Voice**

- One of our residents who is also on the Board of IBPOA was inquiring how we handle delinquencies in our budget and also if we knew what percentage of our residents are delinquent in assessment fees. Community Partners communicated that there is a line item in the budget for them and the percentage of delinquents was not readily available.

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

- The resident also stated that the IBPOA dues would increase around \$20.00 and would be due on January 1st. Feedback was given to IBPOA to see if they could keep the February due date because of the holidays and the possibility of mail getting lost around the holiday season. It was stated that the due date of January 1st what not a good due date.
- It was also suggested that the IBPOA would state who they are, what their dues are for and also, when paying on line, you will incur a fee to use that service.
- The resident thanked the board for their feedback.

**XI. Executive Session**

- It was motioned by Debbie Shiflett and seconded by Sophia Akrea to go into Executive Session at 6:56 pm. Motion carried.

**XII. Return from Executive Session**

- It was motioned by Debbie Shiflett and seconded by Sophia Akrea to come out of Executive Session at 7:10 pm. Motion carried.

**XIII. Adjournment**

- It was motioned by Sophia Akrea and seconded by Debbie Shiflett to adjourn the meeting. Motion carried. The meeting was adjourned at 7:11 pm.

Respectfully Submitted,



ALHOA President