

**Arbor Landing Homeowners Association Board of Directors Meeting Minutes**  
**6201 Ironbridge Parkway, Chester, VA 23831**  
**Tuesday, January 24, 2023 @ 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 October 25, 2022 Minutes**

The October 25, 2022 minutes were approved at the November 22nd ALHOA Meeting.

**V. Reports**

**A. President – ALHOA – 2022 Year-In-Review [Iris Adams]**

Iris Adams gave the 2022 Year-In Review Report.

It was our pleasure to serve you in 2022. Elections were held in October. Several of the terms for the board positions expired at the end of 2022. We are happy to announce that we were able to fill those positions, either by election or appointment. Your new ALHOA Board of Directors are:

- President - Iris Adams
- Vice President - Sophia Akrea
- Treasurer - Paula Mines
- Secretary - Eugenra Barrow
- Member-At-Large - Debbie Shiflett

The ALHOA Board of Directors, Committee members, along with our Administrator and Community Partners were able to accomplish the following:

**ARC Applications**

The ARC Committee received many applications for review. We were thankful to the residents who submitted their applications prior to having the work done on their property. ARC was able to render a decision in a timely matter.

**Social Committee**

The Social Committee was able to recruit a few more volunteers to join the committee at one of their social events. A neighborhood yard sale was held on April 30th. The Social Committee had two (2) "Happy Hours" events which were very successful and well attended. The "Trunk to Treat" event that was scheduled for Sunday, October 30th was cancelled due to the lack of volunteers. They are looking forward to more scheduled events in 2023.

**ALHOA – 2022 Year-In Review [Cont'd]**

**Pool Committee**

We would like to thank Karen Cundiff for her leadership as the Pool Committee Chairperson for most of 2022. With her leadership and recommendation, we were able to obtain another Swim Club Management Company. We felt that our current swim company was not providing the services we were paying for. We were in negotiations with the recommended Swim Company. Their contract was higher, but it offered additional services. In order to come close to our budget, we negotiated the cost by entering into a two (2) year agreement. We are now in contract with Swim Club Management Group. The partnership has been going well.

Debbie Shiflett is now the chairperson of the Pool Committee. We met with the Pool Committee to hear their concerns and needs for the pool. We are actively addressing their concerns and making progress. Pool Safety signs were added to remind parents to watch their children closely, and a sign to remind members to close the pool gate as they enter and leave the pool. We were able to remove the trees around both pools. Pool furniture was ordered and will arrive before the pool opens. Additional maintenance and repairs items are being addressed and will be on-going. Our goal is to have these items completed before the start of the new pool season.

**Maintenance and Upkeep**

Concerns were expressed regarding the condition of our roads. We communicated to our residents that they should contact VDOT regarding potholes or faded road signs. As far as general maintenance, VDOT follows a neighborhood schedule. Our neighborhood is not scheduled for another two (2) years.

The following items were repaired/replaced or addressed:

- Drainage culvert issues on Drayton Landing was referred to IBPOA
- Debris from the beavers was removed from the lake and Chesterfield County will address debris and vegetation causing drainage problems behind Drayton Landing
- Clubhouse toilets repaired
- Front gutters repaired
- Sink leak in the large kitchen repaired
- Coffee table repaired
- Doorknob to the chair closet repaired
- Storage closet door repaired
- Bulbs were replaced in the chair closet
- Clubhouse, Deck and Pool House received a power wash on May 25th
- Purchased new faucet for large restroom
- Grass Roots applied weed killer at no extra charge to the weeds on the tennis/pickle ball court
- Repaired Dumpster door damaged by the storm

**ALHOA – 2022 Year-In Review [Cont'd]**

- Johnson Controls repaired the alarm system and addressed online monitoring issues with the cameras
- Bradley Mechanical repaired the furnace and fireplace gas leak. Columbia Gas inspected after the gas leak repair and all is fine
- AC unit filters in the Clubhouse and Office replaced.

**Management**

All of our security systems were changed over to Johnson Controls and we will save \$2,000 per year.

Community Partners continues to drive around the community identifying any violations and reporting them to the ALHOA Board of Directors for us to address collectively.

**Clubhouse Furniture**

We have reached out to an Interior Designer to replace the furniture in the Clubhouse. Selections are almost final. We are waiting to get the sample in hand before the furniture is ordered. The furniture will be ordered and should arrive in 2023. The laminate floors are also scheduled to be replaced.

**TV/Cable**

A 65-inch smart TV was purchased along with three (3) extenders which were installed. The smart TV will allow our residents who rent the Clubhouse the ability to use their own phone apps to get additional television programs.

**Security**

We have added additional cameras throughout the clubhouse. We also requested estimates to install additional lighting in the parking lot along with the lighting on the outside of the clubhouse building.

**The ALHOA Board of Directors wants to thank you for allowing us to serve you in 2022.**

**B. Secretary – No Report**

**C. Treasurer**

• **Financials**

We will table the Treasurer's Report until the next meeting.

**D. Office [Madeline Thomas]**

- There were five (5) Clubhouse rentals for the month of December and no cancellations.
- In January, there were two (2) Clubhouse rentals for the month and no cancellations.

**D. Office Report [Cont'd]**

- In December, M. Santos Landscaping & Tree Service removed several trees and brush in the pool area. They also removed the dead trees on the property.
- In January, they removed large/small bushes and brush around the pool and four (4) more trees and limbs in the parking lot area.
- Small trash bags, hand soap and dish detergent were purchased for the Clubhouse.
- Replacement bulbs for the outdoor lamps were also purchased.

**Office Concerns/Questions/Complaints**

- There were concerns about Group Homes in the ALHOA Community. We will get Mrs. Cynthia to explain what is allowed at the next meeting.
- There were continuous complaints about the trash on the front lawn, double storage sheds, unraked leaves, leaves raked on the left side of the road and blown into the drainage ditches and not being properly disposed of.
- There is a concern about pets not being on a lease, being allowed to roam around and eliminate waste on neighbor's property.
- A complaint about the sun damaged signs on Drayton Landing. This has been referred to the Chesterfield Environmental Engineering.
- Parking complaints blocking access to enter and exit homes safely. Residents not utilizing their driveway and excessive parking on the street. Parking violations are enforced by Chesterfield County blocking driveways and preventing emergency vehicles from entering or exiting roadway.

**E. Committees**

**1. Social [Iris Adams]**

- The Social Committee had a "Happy Hour" in December. They are looking forward to more scheduled events in 2023.

**2. ARC [Iris Adams]**

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

**3. Pool [Debbie Shiflett]**

- We have removed the trees and brush from around the pools. The new pool furniture was ordered and has been delivered. Additional maintenance is ongoing for the pools. New tiles have also been ordered and will be installed before the pool opens. We will address the gazabo repairs at the next meeting.

**VI. Management – Madeline Thomas**

- Violations/Lawncare
  - Madeline will be driving around the neighborhood in February looking for any violations. When she drove around in October, there a lot of mailbox post, house power washing and property clean-up that needed attention. We notified the homeowners via email distribution to allow them time to address these items to avoid getting a violation letter.

**VII. Old Business**

**A. Open Director's Seat**

- The Open Director's Seat has been filled by appointment. Eugendra Barrow will fill the open seat on the ALHOA Board of Directors. She will become our new secretary.

**B. Pool Repairs**

- Pool Repairs were addressed in the Pool Committee's Report.

**C. Clubhouse Furniture**

- Paula is in the process of getting us samples of the material before we order the furniture for the Clubhouse. She will provide that by the next meeting.

**D. Pool Furniture**

- The Pool Furniture has been ordered and delivered.

**E. Tree Removal**

- The trees around the pool have been removed along with any dead trees or leaning trees that was on the property.

**F. Security/Cameras/Lighting**

- We receive quotes from Taylor & Associates Inc. and Dominion Energy concerning our security/cameras and lighting. It was motioned by Debbie Shiflett and seconded by Sophia Akrea to have the new LED lights installed on the previous poles at (\$150.00 per light) along with the new pole that will be installed with the LED lights at (\$2891.50). Work will be done by Dominion Energy. Motion carried. We will address the new cameras at the next meeting.

**VIII. New Business**

**A. Gazebo - Pool**

- We will ask Mrs. Cynthia to get us quotes on repairing and/or replacing the poles that are holding up the gazebo.

**IX. Members Voice**

- No comments or concerns.

**X. Executive Session**

- It was motioned by Debbie Shiflett and seconded by Sophia Akrea to go into Executive Session at 6:52 pm. Motion carried.

**XI. 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.

**XII. Adjournment**

- It was motioned by Sophia Akrea and seconded by Debbie Shiflett to adjourn the meeting. Motion carried. The meeting was adjourned at 7:24 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Lisa Adams". The signature is fluid and cursive, with the first name "Lisa" and the last name "Adams" clearly distinguishable.

ALHOA President