

**Arbor Landing Homeowners Association Board of Directors Meeting Minutes**  
**6201 Ironbridge Parkway, Chester, Virginia 23831**  
**Tuesday, January 23, 2024 @ 6:30 PM**

**I. Welcome and Call to Order**

The ALHOA meeting was called to order at 6:30 p.m., 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; Member-at-large, Debbie Shiflett; Secretary, Eugendra Barrow; and Community Partners was represented by Bill Swift and Lynette Moreno.

**III. Approval of Agenda**

Debbie Shiflett made a motion to approve the agenda. It was seconded by Eugendra Barrow with correction. Motion carried.

**IV. Approval of October 24, 2023 & November 28, 2023, Minutes.**

We tabled the 11/28/23 Minutes until the next meeting. Debbie Shiflett motioned to approve the October 24, 2023, minutes as presented, and it was seconded by Eugendra Barrow. Motion carried.

**V. Reports**

**A. President Report (Iris Adams)**

The President informed everyone that the Treasurer's mother had passed away.

**B. Secretary – No Report**

**C. Treasurer (Bill Swift)**

Bill Swift went over the December end of year numbers including the Reserve fund. We purchased two (2) CDs. Two additional CDs will mature at the end of the year. Income earned is on target. All in all, performance was well done for financials. We did better than we budgeted in many areas.

Iris Adams questioned the rate on the CDs. EverBank was 3.5 percent. Bill Swift suggested we can do better on renewal. They will send us a letter prior to the maturity date.

**D. Office Report**

- There were seven (7) Rentals in December with no cancellation.
- Vendors Johnson's Control came out to replace batteries in wicker room.
- Cynthia purchased batteries because Johnson's Control charges for them. She also purchased supplies for the new flooring.
- Leaves/yards not kept up, animals not being on leash, and RVs in driveways.

**E. Committees**

**1. Social - [Iris Adams]**

Kevin and Barbara do not have anything planned for the year.

**2. ARC - [Iris Adams]**

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

**3. Pool [Debbie Shiflett]**

No Report. We are checking into the other bids for additional work that needs to be done. Bill is checking on them.

**VI. Management [Bill Swift]**

No Report

**VII. Old Business**

Iris Adams reported on the renovations that have been done. The painting has been completed and the flooring has been ordered. They will give us a date for installation once all the flooring and quarter rounds have been delivered. We had two estimates for flooring. Southpark Flooring will remove all the old flooring and use the same type of flooring from the bar area to the front of the clubhouse to have a seamless look. The flooring is 28 mil which is very good for commercial flooring. They should be starting in the next two weeks. We have the clubhouse blocked off until February 10, 2024.

Furniture has been ordered. We are still working on purchasing barstools that are sturdy. The furniture order for the wicker room has been ordered. The sconces will be replaced and have been ordered. We have not ordered the curtains yet. The rugs are being ordered. The furniture will be in by the end of January or first of February 2024. Some of the furniture will be in by May.

**VIII. New Business**

**A. Club House Repairs**

Clubhouse Closet – Iris is waiting on an estimate to panel a portion of the wall in the closet where the folding chairs and tables lend up against the walls. The estimate should come in next Monday from Chasen. They were the company who did the painting of the clubhouse.

**B. Iris shared a picture of the Deck furniture from HOUZZ (9-piece set at \$2745.00).**

**C. Iris suggested that we consider considering getting a dolly or cart for the tables and chairs. Where there is tile, the flooring will be replaced with LPV flooring. This includes the kitchen. This comes with a 25-year warranty on the flooring.**

**D. We will use the same color paint to match what is already in the clubhouse.**

**E. We should reinforce to the renters that they cannot use tape. The painters suggest that we use 3m strips on the trim to hang what needs to be hung.**

**F. Debbie suggested putting pads underneath the furniture. Iris will check with the carpet company to see if they have a recommendation for what we can use.**

**G. New accounting system – per bill for all owners including a coupon book. Iris suggested only sending the coupon books to the residents that ask/request for them. Everyone agreed.**



**IX. Members Voice**

Residents suggested that we have the monthly ALHOA Board Meetings virtually on-line and have the quarterly meetings in person. Everyone present was in agreement.

**X. Adjournment**

Motion was made by Debbie Shifflett and seconded by Gena Barrow to adjourn this portion of the Board meeting at 7:25 p.m. and go into Executive session. Motion carried.

**XI. Executive Session**

Debbie Shifflett motioned to adjourn the Executive meeting at 7:47 p.m. and returned the monthly Board meeting. The motion was second by Eugendra Barrow. Motion carried.

**XII. Adjournment**

Debbie Shifflett made a motion to adjourn the meeting. It was seconded by Eugendra Barrow. Motion carried and the meeting adjourned at 7:48 pm.