

Arbor Landing Homeowners Association Board of Directors Meeting Minutes
6201 Ironbridge Parkway, Chester, Virginia 23831
Tuesday, February 24 @ 6:30 PM

I. Welcome and Call to Order

The ALHOA 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 Iris Adams, President; Sophia Akrea, Vice President; Community Partners were represented by Melanie Culbreth and two (2) residents in attendance.

III. Approval of Agenda

Sophia Akrea made a motion to approve the agenda. It was seconded by Iris Adams. Motion carried.

IV. Approval of September 23, 2025 Minutes

There was one change that needs to be made to the ALHOA September 23, 2025 minutes. The cost of the retaining wall should be \$101,370.03. Sophia Akrea made a motion to approve September 23, 2025 minutes with that correction. It was seconded by Iris Adams. Motion carried.

V. Reports

A. President Report – Year In Review

- See attached report

B. Secretary – No Report

C. Treasurer

Financials

Melanie stated that the financials were on target. Iris Adams asked Melanie to investigate why some of our bills were being paid late.

D. Office Report – See Cynthia Ragsdale’s Report

Clubhouse Rentals

- October 2025 – Six (6) rentals, zero (0) cancellations
- November 2025 – Eight (8) rentals, zero (0) cancellations
- December 2025 – Four (4) rentals, one (1) cancellation
- January 2026 – Three (3) rentals, zero (0) cancellations, two (2) moved dates
- February 2026 – Four (4) rentals, zero (0) cancellations

Vendors

- JCI – replaced batteries and reset security camera time
- Stemmie – winterized pipes in pool area
- Bradley Mechanicals – replaced outlet and wiring
- DCI – replaced concession doors at Pool House
- Cross Creek Nursery – replaced retaining wall and repaired damage made during construction.

Clubhouse Supplies

- Paper towels, toilet paper, bona floor cleaner, door signs, mopping cloths, air freshener and event chairs/storage cart.

Office Supplies

- 2026 Calendar, binders, copier paper, lithium batteries and poly folders.

Office Concerns

1. Complaints about yard decorations, leaves in yards, improper disposal of leaves, rezoning for businesses and unkept yards or property.
2. Resident requests an exception to receive a voucher to send in her monthly ALHOA payment. She was told she responded after the deadline and could not be sent vouchers and just mail her payment.

E. Committees

1. Social [Iris Adams]

- Social Committee – No Report

2. ARC [Iris Adams]

- Applications received and approved in a timely manner.

3. Pool

- Iris Adams will be checking on a tool shed this week for the pool area.

VI. Management – [Melanie Culbreth]

• Violations/Lawn Care

- There have been several violations that have been resolved. There are some violations that will be receiving additional letters.
- Melanie will be riding around the property to check on existing and/or any additional violations. She will also be looking to see whether the residents have gotten their leaves up.

VII. Old Business

A. Pickleball Court

- Our reserves took a heavy hit with the replacement of the retaining wall, so we agreed to table the pickleball court replacement until next year.

B. Retainer Wall

- Cross Creek Nursery and Landscaping did an excellent job in the replacement of the retaining wall.
- We should not have to replace it again.

C. Irrigation Repair

- The Irrigation Repair was completed.

D. Toolshed for Pool Area

- Iris Adams will go tomorrow to check on the purchase of the toolshed.

E. Cleaning of the Clubhouse Furniture

- The clubhouse furniture was cleaned in September and Faithfully Clean has finally been paid.

F. 2026 Budget

- The 2026 Budget was approved, and the assessment did increase to \$64.00 a month.

VIII. New Business

A. Security

- Someone attempted to come into the clubhouse. The alarm went off and camera showed that they ran away.

B. Additional Plants (Center of Clubhouse Grounds)

- We will see how the plants will grow and then determine if additional plants are needed. The quotes we received were a little expensive to add a few additional plants.

C. CDs

- We renewed two (2) CDs for another six (6) months.

IX. Member's Voice

- A resident was concerned about the process of paying the assessment fees and receiving a coupon book. Iris Adams stated that an email was sent to the residents to let them know that there was not a charge to receive a coupon book. We did not authorize Community Partners to collect a fee on our behalf. Anyone that paid a fee will be reimbursed and Melanie is working with Community Partners to care for this.
- Our goal was to eliminate funds needed for the printing of the coupon books, mailing, and postage when most of our homeowners did not use the coupon books. They paid their assessment fees online.

X. Adjournment

- Iris Adams made a motion to adjourn the meeting at 7:05 p.m. It was seconded by Sophia Akrea. Motion carried. Meeting was adjourned.

ALHOA: 2025 YEAR-IN-REVIEW

It was our pleasure to serve you in 2025. Elections were not complete due to a quorum. Another meeting was scheduled and elections were completed.

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

There were a few Social Hour events. The Social Committee is looking for someone to chair that committee. Unfortunately, the former chairperson passed away.

We had two (2) neighborhood yard sales, one in April and one in October 2025.

Pool Committee

We are also looking for someone to chair the Pool Committee.

Maintenance and Upkeep

VDOT repaved Ironbridge Parkway and put the pavement markings in 2025.

The following items were repaired/replaced/addressed:

- Two (2) chairs were purchased for the clubhouse to replace one (1) that was broken.
- Two (2) additional windows were replaced in the clubhouse area due to leaks and condensation on the windows.
- Corner strips were placed throughout the clubhouse to eliminate chair marks.
- Clubhouse and deck received a power wash.
- AC unit filters in the Clubhouse and Office replaced.
- Clubhouse roof was replaced.
- Deck board repairs were done in several areas throughout the deck,
- Restroom signs were purchased for the bathroom doors.
- Freon was put in the HVAC units.
- Clubhouse furniture and floors were cleaned.
- Replaced window doors in the pool house.

Management

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

The ALHOA Board of Directors



for allowing us to serve you in 2025.

Submitted By: Iris Adams
ALHOA President
February 24, 2026