

Meeting called to order at 7:34 pm

In attendance

Lloyd Marshall – President
Mike Kendall – Vice President
Jennifer Clark – Secretary
Rebecca Crocker – Treasurer
Byron Lewis – ARC
Kathryn Scott – At Large

Absent

Krista Miller – At Large

LLOYD OPENED THE FLOOR TO ALLOW FOR A MOTION TO ADDRESS THE AGENDA FOR TONIGHT'S MEETING.

- ✓ Jennifer made a motion to accept meeting agenda with the addition of the items Board made e-mail votes.
- ✓ Byron seconded
- ✓ **All in favor**

JENNIFER READ SEPTEMBER MINUTES

- Corrections:
 - "Katherine" changed to "Kathryn"
 - Under October Meeting "Cory Stuart" to "Corey Stewart"
 - Under October Meeting change "Riley" to "Reilly"
 - Under Financial Report change "11/3/07 to "11/11/07"
 - Under Fall Clean Up change "Wilcox" to "Wilcoxon Station"
 - Under Fall Clean Up change "a head" to "ahead"
 - Change "Lloyd ask for a motion to approve the agenda" should be changed to "Lloyd opened the floor to allow for a motion to address the agenda"
- Jennifer needs to create October meeting minutes.
 - ✓ Rebecca made motion to accept minutes as read with corrections
 - ✓ Kathryn seconded
 - ✓ **All in favor**

OCTOBER MINUTES

Jennifer will type up the October minutes and read them at the December meeting.

FINANCIAL REPORT BY REBECCA

- Report Dated 10/1/07: Our operating account as of October __, 2007 is \$22,848.34. Unrecorded deposits as of 10/31/07 \$1,306.25; Outstanding checks through 10/31/07 \$5,333.69; Total cash available \$18,874.90; CD

- #3 as of 4/30/07 Maturity Date of 11/11/07 \$10,287.51; CD #4 as of 4/30/07 Maturity Date 11/11/07 \$10,287.51; CD #5 as of 8/31/07 Maturity Date of 3/3/08 (new rate @ 5% \$10,287.51. Total cash and cash equivalent is \$49,737.43.
- Report Dated 9/12/07: Our operating account as of September 30, 2007 is \$24,090.08; Unrecorded deposits as of 8/31/07 \$907.25; Unrecorded Transfer from CD 8/25/07 \$10,294.90; Outstanding checks through 8/31/07 \$4,613.97; Total cash available \$18,234.37; CD #3 as of 4/30/07 Maturity Date of 11/11/07 \$10,287.51; CD #4 as of 4/30/07 Maturity Date 11/11/07 \$10,287.51; CD #5 as of 8/31/07 Maturity Date of 3/3/08 (new rate @ 5% \$10,287.51. Total cash and cash equivalent is \$42,064.68.
 - Report Dated 8/2/07: Our operating account as of August 31, 2007 is \$27,447.81; Unrecorded deposits as of 7/27/07 \$2,677.25; Outstanding checks through 7/22/07 \$6,036.00; Total cash available \$24,089.06; CD #2 as of 4/30/07 Maturity date 8/25/07 \$10,287.51; CD #3 as of 4/30/07 Maturity Date of 11/11/07 \$10,287.51; CD #4 as of 4/30/07 Maturity Date 11/11/07 \$10,287.51; CD #5 as of 8/31/07 Maturity Date of 3/3/08 (new rate @ 5% \$10,287.51. Total cash and cash equivalent is \$65,239.10.
 - Report Dated 7/12/07: Our operating account as of June 30, 2007 is \$32,625.26; Unrecorded deposits as of 6/27/07 \$1,580.00; Outstanding checks through 6/27/07 \$6,753.65; Total cash available \$27,451.61; CD #2 as of 4/30/07 Maturity date 8/25/07 \$10,287.51; CD #3 as of 4/30/07 Maturity Date of 11/11/07 \$10,287.51; CD #4 as of 4/30/07 Maturity Date 11/11/07 \$10,287.51; CD #5 as of 8/31/07 Maturity Date of 3/3/08 (new rate @ 5% \$10,287.51. Total cash and cash equivalent is \$68,601.65
 - ✓ ? made a motion to accept the reports as amended
 - ✓ ? seconded
 - ✓ **All in favor**

TRAFFIC SURVEY UPDATE – KATHRYN

- Kathryn was told she should contact Steve Stevens not Wally Covington.
- Kathryn contacted Steve Stephens and left a message, he will be out of the office until November 5, 2007.

UPDATE STORAGE OF HOA ACHIEVES

- Storage of Achieved files in a 5x5 room for \$29.50 a month plus a one time \$10 administrative fee. This is a sale price and is good for the life of the contract. Rebecca will take the lead on this.
 - ✓ Byron made motion to purchase the storage facilities of a 5x5 room for \$29.50 per month.
 - ✓ Jennifer seconded
 - ✓ **All in favor**

WEBSITE UPDATE

- Mike sent Patti Purser an e-mail and she hopes to have website live by this weekend.

- Mike will check with Patti Purser to verify that the disclosure package button is correct.

ARRANGEMENT FOR TAXES FOR 2007

- Rebecca will call to check status.

DELINQUENT/NON-PAYMENT HOA DUES

- Drafted letter will be sent out with Arrowood HOA signature with Rebecca as the contact person.
- The letter will be sent out certified return receipt mail and regular mail.
 - ✓ Byron made motion to follow the procedures to collect the delinquent dues.
 - ✓ Rebecca seconded
 - ✓ **All in favor**

GRAFFITI ON FENCES

- Byron will send letters to homeowners asking them to work with the Board to remove graffiti from their fences.
- We will provide information for cleaner to remove graffiti.

SIGN FOR WILCOXEN STATION ENTRY

- A file was received from Kate James at the October HOA meeting. The process will have to be restarted.

SEAL FOR HOA

- Rebecca and Jennifer will check to see who has this.

LIGHTS FOR LANDSCAPING FRONT ENTRY

- Kathryn will find out the cost.

HOA TRAINING

- Kathryn will do the research to find out what type of training is out there.

BOARD NEXT WORKING SESSION

- November 28th will be the next working session to discuss the budget.

ARC ISSUES/COMPLAINTS – BYRON

- Altered driveway violation letter to be sent to 9779 Manassas Forge Drive.

COMMUNITY TIME

Community members in attendance: John McLaren, Kate James, Beth Starrs

Meeting adjourned 9:50 pm