

Meeting called to order at 7:35 pm

In attendance

Lloyd Marshall – President
Jennifer Clark – Secretary
Rebecca Crocker – Treasurer
Byron Lewis – ARC
Kathryn Scott – At Large
Krista Miller – At Large

Absent

Mike Kendall – Vice President

Krista ask that a note be included in the minutes stating that this is not considered a missed meeting for Mike Kendall because of the change in meeting date.

LLOYD ASK FOR A MOTION TO APPROVE THE AGENDA FOR TONIGHT’S MEETING.

- ✓ Krista made motion to accept meeting agenda with the addition of “mail call”
- ✓ Jennifer seconded
- ✓ **All in favor**

JENNIFER READ AUGUST MINUTES

- Corrections:
 - Under Landscape contract discussion change “\$10,000” to “\$9,641” change “\$550” to “\$522”.
 - Under Budget review to determine solvency of this years operations added the following words to the end of the last bullet “in the original budget”
 - Under Website improvements in the 1st and 4th bullets change “Patty” to “Patti”.
 - Under Establish Beautification committee in the 1st bullet change “head” to “headed” and “boards” to “board”. Add the following words at the end of the last bullet “have to do is sign the form.”
 - Under ARC Issues/complaints under the 3rd bullet add “Blasdell” after Dennis. Under last bullet change “ask” to “asked”
 - Under Financial Report change “NOVAC” to “NOVEC”.
 - ✓ Byron made motion to accept minutes as read with corrections
 - ✓ Kathryn seconded
 - ✓ **All in favor**

LANDSCAPE DISCUSSION – KATHRYN

- Work on the front entrance should be completed this week. There was a delay due to the owner of the Green Designer being out of the country until August 29th. This includes clean up at this time there will be no new planting at this time. All the wire that is attached to trees will be removed.

BUSH HOG STORM WATER MANAGEMENT AREA AND AREA ADJACENT TO TOT LOT

- Contract was signed with the Green Designer. The storm water management is suppose to be cut next week. This will include everything inside the fence, along the fence and entangled in the fence.
- At Lloyd's request the e-mail from the county is below:

----- Original Message -----

From: "Colwell, John M." <jcolwell@pwcgov.org>
To: <jfkascott@verizon.net>
Sent: Monday, July 30, 2007 4:35 PM
Subject: Arrowood Storm Water Management Facility

Ms. Scott,

In reference to our recent telephone conversation, I am providing this information on the Arrowood storm water management (SWM) facility located between Folkstone Road and Station Road. This facility (PWC ID# 106) is identified as an extended detention dry pond which means that it should hold water during, and for a few days after, a storm event. The County has major responsibility for facility including repairs to drainage structures and fences, and for any major erosion or sedimentation. The property owner, Arrowood Homeowners Association, is responsible for trash removal, for the mowing with reasonable frequency and for the upkeep of any landscaping. Since the facility was constructed (manmade) to control storm water management and is contained within an easement dedicated to the County, there should be no restrictions with mowing within facility.

I hope this answers your questions. If you have any additional questions, please email or call me at 703-792-6984.

Mark

Mark Colwell
Prince William County
Department of Public Works
Suite 170
5 County Complex Court
Prince William, VA 22192
703-792-6984

- Jennifer ask whether the Green Designer would remove all of the trees that are growing inside of the fence.
- Kathryn also got the wires removed from the front of the neighborhood.

- The Green Designer was delinquent in cutting the grass, but we should be back on track with him being back in the country.

REQUEST TRAFFIC SURVEY FOR SIGNAL HILL ENTRY

- Kathryn will contact Wally Covington about conducting the traffic survey.
- We also discussed the need to have the survey coincide with the train schedules.

WEBSITE UPDATE

- Patti Purser has taken over the website and complete revamp. Lloyd had a copy of the new website that was passed around. The website will be more complete with numerous links and community news.
- Patti will update the information within one week of receiving the information. Mike Kendall as the VP is responsible for working closely with Patti on the website.
- Patti will bring her computer and have sample website for the board to review prior to the October meeting.
- After the board approves the website Patti will have it live by the end of October.

FALL YARD SALE – SEP 15, '07.

- The yard sale will go on as planned.
- Kathryn put the signs up on Sunday.
- Kathryn will put an ad in the Manassas Journal to run Friday and Saturday advertising the yard sale from 8 until 3. The money for the ad was donated by Lloyd. The yard sale will also be listed on craigslist

REQUESTING ALL DOCUMENTS FROM ALL OLD BOARD MEMBERS

- Jennifer does not have a signed letter from Kate James. Kate informed Rebecca that she had already signed a letter. The letter is not in the file so Rebecca will get the letter signed by Kate and return it to Jennifer.

HOA DOCUMENTS

- We discussed archiving documents. We are going to research the cost and have the cost be put in the 2008 budget.
- Krista made a motion that going forward all documents be reviewed prior to them being inserted into the files.
- Lloyd stated that he thought that would create a lot of additional work for the board.
- Jennifer ask if this included all the documents that have been handed over. Krista stated that they should be reviewed. Lloyd stated that in his opinion that creates a great deal of additional work and that there had to be trust among board members.
- Lloyd suggested that no new information should be added to someone's files without board approval.

- ✓ Krista made a motion that all new documents be reviewed and approved by the board prior to being submitted to individual's file.
- ✓ Rebecca seconds
- ✓ **All in favor**
- Jennifer asked how to handle the sealed files. Lloyd stated that if they needed to be open, Jennifer should set up a meeting with the homeowner to open the folder.
- Krista stated that Jennifer should not be going through the files unless directed by the board. That they are private files and that all files should be sealed. Every time the files change handed there is a concern that the files are being gone through.
- Jennifer clarified that right after getting the files she had to find a lot number based on an address. She did not know there was a cheat sheet at the front of the files so she had to go through all of the folders until she found the address. She does not know who the sealed envelope folders belonged to, but wondered why they were sealed. Jennifer ask for clarification on the fact that someone told her that she could not add anything to that file.
- Lloyd stated that he did not feel that anyone on the board could conduct their duties without from time to time looking at personal information about community members. We have been voted onto the board and Jennifer must go back to review files because of Disclosure Packages.
- Krista said that the contents of the envelope are listed on the front of the envelope but if an envelope had to be opened that the date it was opened should be written on the envelope and why it was opened.
- Kathryn agrees with Lloyd that there has to be some trust among board members.
- Lloyd again stated that it is the responsibility of the board to keep personal information of community members private.
- Individual homeowner's complaints do not go into the file of the person the complaint is against. Byron stated that complaints that are sent to the board are verified then a letter is sent to the homeowner the letter starts the paper trail.

BEAUTIFICATION COMMITTEE

- We need to create written guidelines for board approval. Kathryn is heading this committee.

WELCOMING COMMITTEE

- We need to create written guidelines for board approval. We are still looking for someone to lead the Welcoming committee, please send e-mails to Lloyd.

MAIL CALL

- Krista stated what was in the mail one disclosure package request and three deposits. Quick books training addressed to the treasurer and junk mail.

ARC ISSUES/COMPLAINTS – BYRON

- The house on Arrowwood Drive with the blue tarp on the roof. Byron believes it is an insurance issue. Byron is waiting for Mike to return to discuss this issue before doing anything. Byron
- The house on the left at the corner of Linden Wood and Manassas Forge Drive is too high. It lacks curb appeal. We have recently found out that the owners do not live there.
- The house on the right at the corner of Linden Wood and Manassas Forge still has Christmas lights up.
- A community member suggested that in the fall newsletter we state that all Christmas lights must be down by a certain date.
- The neighbor on Manassas Forge that has a two-toned driveway has been corrected. Byron will send out a thank you letter for complying with the board's request. This is a new thing that we will do to close out matters.
- Byron stated that he had been busy and negligent, so he has not contacted Rick Goodman and Dennis Blasdell about procedures going forward. Byron plans to contact them this week.

UPDATE ESTABLISH WRITTEN PROCESS TO ADDRESS COMPLAINTS

- Mike has the lead on this. We will have more information on this soon.

FINANCIAL REPORT BY REBECCA

- Our operating account as of August 31, 2007 is \$24,090.08. Unrecorded deposits \$907.25; unrecorded transfer from CD \$10,294.90; outstanding checks \$4,613.97 for a total cash available of \$18,234.37. CD 3 and 4 mature on 11/11/07 \$10,287.51 each and the last CD as of 8/31/07 matured 3/31/08 with new rate of 5% \$10,287.51. Total cash and cash equivalent is \$42,064.68
 - ✓ Krista made a motion to accept the report for information purposes and review to be approved at the next board meeting.
 - ✓ Kathryn seconded
 - ✓ **All in favor**

SIGN FOR BOAT/RV PROHIBITION-NEED/LOCATION.

- Lloyd will be in contact with Steve Stevens with the county to find a place for the sign.
- Lloyd will discuss Mike's request that we get the background information for the petition that was filed. Lloyd will verify that the ordinance applies to our neighborhood.

OCTOBER MEETING

- Lloyd stated that we would move both the date and location of the October meeting because of visit from Cory Stuart, Patricia Riley and some other folks with the County Supervisor. They sent out letters stating that they would like to meet with communities. Lloyd called and set up for him to come to the October meeting. Meeting will be held on October 11th at 7:30 pm at the Central Library on Mathis Avenue. There will be little or no board business done at this meeting. Rebecca will create a flyer that will be sent out notifying the community of this meeting. The meeting must be over at 8:45

FALL CLEANUP

- Is scheduled for Saturday October 6th. Kathryn will take the lead on this. We received a newsletter from the county stating that they would provide supplies for communities holding clean ups in the months of September or October. We have to turn a registration form in three weeks ahead of time. At the last meeting people stated that they had teenagers needed community service. The clean up will include our Adopt a Highway Wilcoxon Station.
- A community member suggested that we start asking for community member's e-mails so that when we need volunteers for something we can send out a mass e-mail asking for help.
- We are going to create a flyer announcing the clean up.
- Kathryn is looking for volunteers for the committee to organize this clean up. Kathryn will meet with her committee and decide what they will clean up.
- A community member stated that there is a Biotech teacher at OP that every year the students do community service.

ARRANGEMENT FOR TAXES FOR 2007

- We have noted that this needs to be done. Rebecca will coordinate this. We will go with the same people as last year and we are hoping to get an estimate on this.

BUDGET FOR 2008

- Rebecca will start pulling together the budget for 08. Use the 07 budget as a starting point.
- Lloyd stated that we believe that there may be a need to go up on the HOA fees.
- Lloyd would like to have this completed by the November meeting so that we can get a notice out to the community.

REPAIR OF TENNIS COURT

- Lloyd has contacted Bishop who did the work on the tennis court. They are researching to see whether there will be a charge and will get back to Lloyd.

COMMUNITY TIME

Community members in attendance: Karen Moyer, Debora Kendall, Sharon and Casy Jones, Leslie Valentine, Lisa McLauren

- A community member ask about the board contacting Steve Stevens about getting the sidewalk continued to the corner of Liberia Avenue on Signal Hill Road.
- Jennifer stated that former boards had Halloween parties. Jennifer received some Halloween stuff from former board members.
- Jennifer will head and work with Karen Moyer to plan a children's Halloween party for Saturday October 27th. We would plan this party to not cost the HOA anything because of budget constrictions.
- A community member Suggested creating a motion binder so that there is a quick reference guide for board members. This would be in addition to the monthly minutes.
 - Jennifer will create a binder based on the last 3 meetings and bring it to the next working session to show the board what the binder would include.
- A community member stated that there is a house on Station Road that has a dead pine tree that needs to be removed. Byron will send the homeowner a letter about the dead tree.

Meeting adjourned 9:19 pm