

Arrowood Homeowners' Association  
Board Meeting Minutes  
August 5, 2010

The meeting was called to order at 7:37 PM at the Buckhall Fire Department.

**Attendees:**

Chris Spicer – President  
Kathryn Scott – Secretary  
Krista Miller – Treasurer  
Byron Lewis – ARC

Community Members – David Milliken, Mike Kendall, Debora Kendall

**Absent:**

Karen Hatcher – Vice President  
Marci Looney – At Large  
Vacant Position – At Large

The agenda was approved with one addition under New Business: Vacant Board Position.

As we are trying to update the website with missing minutes, it was mentioned that a few months are missing from 2009. Chris stated that the minutes for October and November would be posted on the website but there was no meeting in December.

**Minutes:**

The June 3<sup>rd</sup> minutes were approved as read. The July 1<sup>st</sup> minutes were read and approved as amended concerning the AAA contract reduction.

**Treasurer's Report:**

Krista read the balance sheet as of July 31<sup>st</sup>. She presented the Board with a Customer Balance Summary to update the Board on the outstanding balances for individual homes totaling \$8346.82. We have 43 homeowners with delinquent dues. Two homes have major outstanding dues – one home owes \$1500 after not paying for 5 years and the other owes \$1200 after not paying for 4 years. Chris continues to stay in touch with Sherry at Coon & Purnell. Sherry drafted a demand letter for these two homeowners that should be sent out next week. The homeowners will have 14 days to reply. They will then be sent suit requirements. We may have to advance our attorney up to \$400 per home to cover court costs associated with a collection's suit. We are able to get back up to 25% of the attorney's fees associated with our collection efforts. Since our By-laws do not state otherwise, 25% is the maximum we can get back from our community members.

There are two other large delinquencies for \$600 and \$500. The remaining are between \$200 - \$300, although many on the list only owe the 3<sup>rd</sup> quarter dues which were considered late as of August 1, but these are paying. We collected \$10,000 in late fees for delinquent dues last year and \$3000 this year, as of the date of the meeting.

Our overall expenses are down about \$6600 over what they were last year. The reduction in the trash contract is a little over \$3000 per year. The current balance in the checking account is \$18,000, as of the meeting.

Letters are sent to homeowners each quarter to let them know their outstanding balance. At the end of the year, the Board will have a better understanding on the balance homeowners owe. Krista did receive emails from 5 homeowners that had sold their homes but the HOA had not been notified of the settlement. This brings to attention that homeowners need to ensure that the HOA is notified when they sell their home.

Question was asked concerning homes that go to foreclosure and how that affects the HOA receiving delinquent dues? Krista stated when a house goes to short sale, whoever takes over the home makes every attempt to get the house cleared so we usually get a check before foreclosure.

Krista has notified RCN to shut off service as our website server. This will help our budget because of the difference in their costs and our new server.

### **Old Business:**

**Snow Removal Damage (follow up):** Chris has tried to follow up with VDOT but not gotten any response. It was not until he sent an email to VDOT and copied all their executive board that he heard back. Chris was told that VDOT is **way** behind on repairs from the storm and it may be November or December before they get to us.

**Storm Water Management Area (SWMA):** Chris mentioning that he had received an email from Duane (Wewerka) asking if we were ready for a 2<sup>nd</sup> bush hogging cut. Chris has not looked at the area to determine but will do so. At the last meeting, we discussed only having two cuts per year due to the budget, but now we may be able to do three cuts due to the excess (fines collected) in dues collection. Duane mentioned to Chris the possibility of using a growth inhibitor in the SWMA. Discussion – Because we only cut 3 times a year, it may not be cost effective to use a growth inhibitor in that area. It may be better to use one along Signal Hill Road towards to Moore Drive. It was decided to hold off on bush hogging until September and to look into the cost of a growth inhibitor.

**Pending disclosure packet request:** We have one request and payment for a disclosure packet..

## **New Business:**

**Vacant Board Position:** David Milliken accepts the offer to fill Roger Meiller's vacant at large board position. It was mentioned that Roger had been researching the property lines at the playground between our property and Evergreen Terrace. David will check with Roger and continue that research.

**Revised Pricing on Trash Contract:** Since Karen is absent and she is researching the AAA contract, discussion is tabled until next month's meeting.

**Bench Outside Tennis Court:** The bench outside the tennis court is rotting and in bad shape. It looks like an inexpensive fix if we leave the metal frame and replace the 6 boards. We will look into a composite material that will last longer. David volunteered to help.

**Street Sign Manassas Forge/Arrowood:** The down sign at the corner is back up but only says Manassas Forge. The Arrowood sign is missing. Byron will call about a replacement.

**ARC:** Letters have been sent to all homeowners concerning curb appeal and keeping up home improvements. The board is committed to enforcing the 30 day window all homeowners were given to comply. Violation notices will be sent to homeowners that fail to do so.

**Neighborhood Watch Update:** There is not much to report, other than that there were a lot of calls in July concerning fireworks. Krista stressed about security when homeowners are going out of town. They are advised to call the non-emergency number for the police department to request a "drive by" at no charge while they are away.

**Incoming Correspondence:** No known correspondence since Marci is absent. Kathryn will check with Marci about getting mail to Krista before Krista's vacation.

**Community Time:** Concern was expressed about ARC violations and stressing curb appeal. Concerning ARC complaints, Byron confirmed that before a letter is sent to a homeowner, he does confirm that a violation exists. Letters are then sent out within 48 hours.

**Yard Sale:** A date was not firmed, but it was mentioned that the fall yard sale is usually the last Saturday in September. Chris expressed that we need more visibility with advertising than just the local newspaper and putting signs up on Liberia may be an option, as Roseberry does so and seems to have more traffic.

**Miscellaneous:** Mike asked about possibly putting a sign at the playground for posting community news – one with a glass front that locks for the board to post notices. Concerns were expressed about vandalism or zoning for posting a sign.

The meeting was adjourned at 9:03 PM.

Respectfully submitted,

Kathryn Scott