

Arrowood Homeowners' Association
Board Meeting
December 2, 2010

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

Attendees:

Chris Spicer – President
Karen Hatcher – Vice President
Kathryn Scott – Secretary
Krista Miller – Treasurer
Byron Lewis – ARC
Marci Looney – At Large

Community Members – Melissa Hawkes, Patricia Sisk, Heidi Petscavage

Absent:

David Milliken – At Large

The agenda was approved as read.

Minutes:

The November 4th minutes were read and approved, as corrected.

Finance Report:

The balance sheet, as of December 2, was read and approved. The ending balance in the checking account of \$11,625.10 will change due to accounts receivable - \$1600 in outstanding dues. Accounts over \$200 have gone to the attorney. All other outstanding accounts will receive a delinquency letter in with their 2011 dues statement. Progress has been good on collections over the last 3 – 4 weeks.

Old Business:

Update on A/R collections efforts: Thirty homeowners were sent to Sherry, Coon & Purnell, for delinquent dues. We were told we have a good chance of collecting. Of the 30, 12 are over \$198 so the demand letters are free. The standard fee for demand letters is \$50 each; but if ten or more are sent, the price drops to \$25 each. With the 18 remaining, it was decided that Krista would send letters and if we don't receive payment; when the debt reaches \$198, they will be turned over the lawyer. We have one homeowner with a major delinquent account owing about \$1700. They have breached the agreed upon payment schedule, making only one payment and are not answering our phone calls. To proceed with legal action, we must pay advance court costs of \$400.

Irrigation Shut-off for winter: As per an email vote, Duane at Wewerka was notified to turn off the irrigation system at a cost of \$85. The service will be done on Wednesday.

New Business:

Community projects update: Chris has been meeting with electricians for estimates on three lighting projects: at the gazebo near the grills, Manassas Forge in front of the park, and the entrance tree line. After getting five estimates, checking out references, and doing a site survey; we should be ready to discuss and vote in January.

Community website modification update: Chris will meet with Idriss next week to update the website and make it more user-friendly. Idriss is volunteering his time pro bono.

Landscaping: Karen will be handling the bids for the new landscaping contract. Give her recommendations, as she plans to send out a minimum of three bids by December 15th and would like them back by January 15th. The contract will be for two years instead of one. The absolute deadline to vote is the March meeting, although we will try to do so in February.

ARC: One home began a project prior to fall but was unable to finish it in 30 days. Therefore, they have taken it down and will resume it in the spring.

Neighborhood Watch: For Christmas and holiday safety, more police will be on the road. Although we have not been told when, traffic police will be coming out to monitor Manassas Forge and crack down on speeders.

Incoming Correspondence: Packets were sent for Board members to review from attorneys, Mercer Trigiani, as the Covenants and ARC Guidelines need to be updated.

Community Time: Community members expressed concern about ARC letters they had received concerning trashcans on the sides of homes and asked for clarification. A suggestion was made to set times in the meeting for community members to speak, not just during community time. The Board decided to move Community Time to the beginning of the meetings to accommodate homeowners that may not be able to stay until the end. A question was asked about the signage/lights at the back entrance. The Board will revisit the issue, as it has been looked into by previous Boards.

The meeting was adjourned at 9:02 PM.

Respectfully submitted,
Kathryn Scott