

Arrowood Homeowners' Association
Board Meeting Minutes
May 6, 2010

Meeting called to order at 7:35 PM at the Buckhall Fire Department.

Attendees:

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

Community Members – Mike Kendall, David Milliken, Lloyd Marshall, Peggy Marshall

Agenda:

The Board voted to approve the agenda, as read by Chris.

Minutes:

The reading and approval of the April 8, 2010 meeting minutes were postponed.

Treasurer's Report:

Krista read the balance sheet, as of April 30, 2010. She noted that the accounts receivable balance is for the accounts receivable that are over 90 days because that is the way the software program shows the data. The actual accounts receivable on the date of the meeting is about \$10,000. She noted that as of the annual meeting (April 22, 2010), 51 homeowners were delinquent with their dues. At present that number is down to 43. The report was approved subject to a notation indicating that the accounts receivable balance is only for those accounts receivable over 90 days.

Board Positions:

Per emails, all Board members were approved in their respective positions, as listed above.

Website:

Per Chris, the website has been updated to reflect the new Board positions and the minutes from January – March 2010 have been posted.

Disclosure Packets:

Chris volunteered to keep handling the disclosure packets.

Landscape Contracts:

The Board considered contracts from three companies: Wewerka Construction Management, The Green Designer, and Professional Grounds. Wewerka's proposal included two different programs: a basic and an enhanced. After much discussion, a vote was taken between Wewerka's basic contract and The Green Designer, the two lowest proposals. The Board voted unanimously to accept Wewerka's basic contract, as it was the only proposal within our landscape budget. The Board agreed to review the contract when it expires in one year and to seek new proposals.

Delinquent Dues:

Many Board members expressed their surprise at the annual meeting upon hearing 20% of homeowners were delinquent on their dues.

Snow Removal Damage:

Lloyd stated that VDOT should have come back and repaired grass damage. Concrete and street damage would take longer and we have not been given a date.

Lighting at Park/Gazebo:

Per Chris, we received an estimate from E. L. Blackwell for \$4500, which is much higher than we expected. After the last vandalism/graffiti incident, the police suggested that we consider lighting at the park/gazebo. Krista questioned whether the Blackwell estimate included the hookup with NOVEC. After discussion, it was agreed that we should get more than one estimate. Chris will look into that.

HOA Covenants on Website:

At present the website states, "This link is under construction and should be completed soon." The general consensus of the Board was to post ARC guidelines but not the covenants; however, a vote was not taken.

ARC Violations:

Byron expressed concern over the number of violations in the community. He will plan to go thru the subdivision, area by area and send out letters. David Miliken and Peggy Marshall volunteered to help with this process. Byron mentioned that Patty Sisk had also volunteered to help him. Krista expressed concern over the process stating that our community is supposed to be "reactive" and only send out letters when we have written complaints. There was some disagreement and Lloyd read from the Homeowner Design Guidelines concerning Enforcement Procedures to educate the Board and community on the specific language in the covenants. Paragraph 2.8 states in its entirety:

"The Protective and Restrictive Covenants require the ARC to insure compliance of all lots. The following enforcement procedures have been established by the ARC.

- All violations shall be confirmed by a site visit by an ARC member.
- The ARC will notify the resident of a violation. If the resident is not notified within five working days, a violation notice will be mailed to the resident.
- If the violation is not resolved within 30 calendar days after notification, a second written notice will be sent by certified mail.
- If the violation is not resolved within 15 calendar days after notification of the second violation, a notice will be sent by certified mail informing the resident of the time and place of an ARC meeting concerning the violation.
- If the violation is not resolved by the ARC, the violation will be turned over to the proper authorities with a recommendation for legal action."

Disclosure Packet Requests:

There are no pending requests for disclosure packets.

Community Time:

Peggy Marshall reiterated the concerns about the community violations and stressed making sure that our community looks better. Lloyd asked to speak and follow a military tradition with a mini award ceremony. He thanked the past Board members for their service and gave two "decorated coins" in recognition of exemplary service to Krista (bringing down the delinquent dues) and Byron (efforts with ARC violations).

The meeting was adjourned at 8:58 PM.

Respectfully submitted,
Kathryn Scott