

Arrowood Homeowners' Association  
Board Meeting Minutes  
April 7, 2011

The regular monthly meeting of the Arrowood Homeowners' Association Board of Directors was held on Thursday, April 7, 2011, at 7:30 PM in the Training Room of the Buckhall Volunteer Fire Department, the President being in the chair and Karen Hatcher substituting as Secretary.

**Call to Order:**

The meeting was called to order by Chris Spicer at 7:40 PM.

**Roll Call:**

**Attendees:**

Chris Spicer – President  
Karen Hatcher – Vice President  
Marcy Looney – At Large  
David Milliken – At Large

Community Members – Anthony Crisp, Carl Nolte

**Absent:**

Kathryn Scott – Secretary  
Krista Miller – Treasurer  
Byron Lewis – ARC/At Large

**Approval of Agenda:**

The Agenda was approved as proposed, except Community Time was commenced immediately.

**Community Time:**

1. Concern was expressed about the overflowing recycling bins and the amount of recycling that is then blown into the cul-de-sacs
  - a. Karen Hatcher took the action to contact AAA to provide additional bins or preferably, bins with lids
2. It was requested that the tennis net be installed on the tennis court.
  - a. Chris Spicer took the action
3. Concern was expressed about the rollerblading in the tennis courts and the damage being done to the surface that was intended for tennis and basketball play, not rollerblading, the foul language and roughness of the game, and the potential insurance liability. A number of potential solutions were discussed.

- a. Chris Spicer took the action to find the contract for the tennis court installation, the scope of work and warranty
- b. Motion:
  - i. Marci Looney made the motion that a sign be posted at the tennis court for tennis and basketball use only. The wording of the sign to be drafted and approved by Chris Spicer; then the sign is to be ordered and posted.
  - ii. Seconded by Karen Hatcher
  - iii. Vote:
    - 1. Ayes: Chris Spicer, David Milliken, Karen Hatcher, Marci Looney
    - 2. Nays: None
    - 3. Abstain: None

After the meeting, the Board was informed that the tennis court had been surfaced for all purpose use. Since one of the premises for the motion was incorrect, the Board agreed at the May 5, 2011 meeting to hold off on any action on the motion until the matter can be revisited by the Board.

- 4. A request was made for (a) the updating of the website with pictures/sketches of the lighting projects, (b) keeping the website current, adding flash emailings, particularly notifications of crimes, accidents, etc taking place in the community
  - a. Chris Spicer took the action, including the posting of the Neighborhood Watch reports. It was again noted the Board's appreciation to Idriss for maintaining the website on a volunteer basis.
  - b. Chris has started a blog and is updating it. The community has been responding. He is collecting email addresses for community members to create a mailing list and it could be used for such things as immediate notifications.

### **Reading/Approval of Minutes:**

The reading and approval of the March Minutes was deferred to the May meeting.

### **Treasurer's Report:**

- 1. President Chris Spicer presented the April 1, 2011 Balance Sheet provided by Treasurer Krista Miller. Collection efforts continue.
- 2. President Chris Spicer presented the 2011 Budget for approval. This has been updated since the verbal discussion of the 2011 Budget in November.
  - a. Motion:
    - i. Karen Hatcher made the motion that the 2011 Budget be accepted/approved.
    - ii. Seconded by Marci Looney
    - iii. Vote:
      - 1. Ayes: Chris Spicer, David Milliken, Karen Hatcher, Marci Looney
      - 2. Nays: None

3. Abstain: None

**Old Business:**

**1. Downed tree(s) on Manassas Forge Dr by tennis court:**

- a. David Milliken took the action to coordinate with Chris Spicer and Anthony to cut up the tree(s); give away the wood to those who want it (put up a notice for free wood); remove any that is left over.

**2. Picnic bench(s) replacement:**

- a. David Milliken took the action to fix the bench, including obtaining the necessary welding.

**3. Discussion/vote to proceed to lawsuit - delinquent homeowner:**

- a. Deferred to end of meeting, when a discussion to proceed with the lawsuit for payment of long standing past dues. The homeowner has not responded to the HOA or Coon & Purnell correspondence.

b. Motion:

- i. David Milliken made the motion to proceed with the lawsuit.

- ii. Seconded by Chris Spicer

iii. Vote:

1. Ayes: Chris Spicer, David Milliken, Karen Hatcher, Marci Looney

2. Nays: None

3. Abstain: None

iv. Actions:

1. Chris Spicer to inform Coon & Purnell to proceed with the lawsuit.

**4. Manassas Forge Dr/Playground lighting – discussion/vote:**

- a. Discussion was held as to the need for the lighting, five proposals received, and scope of the lighting project for the 3 lights on Manassas Forge Dr area along the road in front of the playground, on the playground side of the road and 1 and/or 2 lights at each end of the playground. Ongoing estimated monthly electric costs: \$20-\$30/mo.

- b. Following up to the actions taken by Chris Spicer from the March meeting regarding donations /funding for the lighting project:

- i. Wally Covington's office said we will not receive approval for installation of lights on Manassas Forge Dr this year due to the overwhelming number of requests in Mr. Covington's district. We are on the registered request list, but it could be years before we receive approval. If we, as an HOA, proceed with the installation of the lights, then when and if our request is approved by Prince William County, we may be reimbursed up to a certain amount.

- ii. Carlos Montenegro/Evergreen Terrace will make a donation, amount TBD

- iii. Chris Spicer will make a personal donation to the project

c. Motion:

- i. Karen Hatcher made the motion to give Chris Spicer the authority to sign the contract to commence work for the lighting project per the quote from ESV, Inc. for \$10,800 for 4 lights (black fiberglass, 15', 3 along Manassas Forge Dr, 1 at the playground near the gazebo) to be paid out of the funds through a CD withdrawal and to request the price to add a 5<sup>th</sup> light (a second light to be placed at the other end of the playground).
- ii. Seconded by Marci Looney
- iii. Vote:
  - 1. Ayes: Chris Spicer, David Milliken, Karen Hatcher, Marci Looney
  - 2. Nays: None
  - 3. Abstain: None
- iv. Actions:
  - 1. Chris Spicer to sign the contract, authorize commencement of work, research the price for the 5<sup>th</sup> light (a 2<sup>nd</sup> light to be placed at other end of playground)
  - 2. Chris Spicer and Karen Hatcher to cash in the CD.
  - 3. Future fundraisers at the Gazebo for the HOA?

#### **New Business:**

##### **1. Annual Meeting Notice letter:**

- a. Annual meeting is April 28, 2011 at 7.30 PM at BVFD community room
- b. Envelopes were stuffed for mailing of the meeting notice letter to the community
- c. Action:
  - i. Chris Spicer will stamp and mail the letters

##### **2. Nominating Committee chairperson**

- a. Terms expiring:
  - i. Krista Miller
  - ii. Byron Lewis

##### **3. Date for community clean up**

- a. Date to be agreed at the May meeting
- b. Wilcoxon Rd. was picked up by some of the Board members recently. David Milliken re-posted the "Adopt A Highway" – "Arrowood Homeowner Association" sign
- c. Anthony Crisp & Carle Nolte noted the trash on the corner of Janet Rose and Signal Hill. It is not in our community, but reflects on our community entrance.
  - i. Action: Refer to the County for action?

##### **4. Front entrance:**

- a. EVS is in the process of installing the lighting

- b. The front sprinkler system was turned on today and redirected for proper watering of the shrubs/vegetation. It appears it was not shut down properly, but fortunately there was no water pipe breakage.
- c. Mulching will be completed after the lighting project is completed.
- d. First cut is scheduled for Fri or Sat (subject to weather)
- e. The proposal received from the Green Designer for the replacement of the damaged and dead plantings was discussed.
  - i. Karen Hatcher made the motion to give Chris Spicer the authority to authorize The Green Designer to replace up to 11 skip laurel shrubs for up to \$1,300 with a 1 year warranty as Chris Spicer and David Milliken determine is necessary.
  - ii. Seconded by Chris Spicer
  - iii. Vote:
    - 1. Ayes: Chris Spicer, David Milliken, Karen Hatcher, Marci Looney
    - 2. Nays: None
    - 3. Abstain: None
  - iv. Actions:
  - v. Chris Spicer and David Milliken to meet at the entrance and determine the replacements necessary; Chris Spicer then to order the work.

**ARC:** None

**Neighborhood Watch Update:** None.

**Incoming Correspondence:** Received notification from Coon & Purnell of payment of long standing past dues; a check for the proceeds will be forwarded to the HOA once the check has cleared.

**Adjourn:**

The meeting was adjourned at 9:12 PM.

Respectfully submitted,  
Karen Hatcher for Kathryn Scott, Secretary