

Arrowood Homeowners' Association
Board Meeting
December 1, 2011

There was no November meeting due to schedule conflicts and Buckhall not being able to accommodate us another night.

The December 1st meeting was called to order at 7:33 PM at the Buckhall Fire Department.

Attendees:

Chris Spicer – President
Karen Hatcher – Vice President
Kathryn Scott – Secretary
Aaron Gregory – Treasurer
Marci Looney – At Large
John Irvin – At Large/ARC
David Milliken – At Large (arrived during the reading of the minutes)

Community Members – Bill Gee, Randy Watkins

The meeting agenda was approved, as amended.

Minutes:

The October 6th minutes were read and approved

Finance Report:

Aaron read the finance report which included the monthly balance sheet and a year-to-date statement of cash flow reflecting a decrease for the year. This is attributed to the lighting projects at the front entrance, the playground, and along Manassas Forge. Aaron also included a report - Expenses by Vendor Detail for the year. The budget for 2012 is based on the 2011 costs and the anticipated increases in electricity, water, insurance, trash service. Amarildo has been asked to adjust his invoices to reflect removing the 2nd mulching and a 2nd cut of the storm water management area. Aaron read a letter from AAA stating that effective January 1, 2012, our trash invoices will reflect a 4% increase. Karen stated this conflicts with our contract stating increases cannot exceed 3%. Chris will call the AAA representative tomorrow concerning this discrepancy.

Old Business:

- 1) **A/R review & discussion:** Letters were sent to 28 homes on the A/R list for delinquent dues – 5 payments have been received. Homeowners have until the end of December to make payments and then we will proceed with further action, filing lawsuits if necessary. Delinquent homeowners will also have an invoice reflecting past dues owed enclosed with their 2012 dues letter. There was further discussion about cutting off trash service to seriously delinquent homeowners. Chris has already spoken to AAA, but we need to look at our Covenants and call PW County.
- 2) **2012 Dues discussion/vote – change to payment options? :** Following the cash flow discussion during the finance report, David made a **motion** to move the dues payments from annual with a quarterly option to annual with a semi-annual option. Aaron seconded the motion. Ayes: Chris, Karen, Kathryn, Marci, John. This is effective January 1, 2012. Annual payments are due January 31, 2012, and semi-annual payments are due on January 1, 2012 and July 1, 2012. Invoices will be sent to those homeowners that choose the semi-annual option. Aaron provided justification for a need to increase the dues for 2012 to meet the 2012 budget stating that if dues are not increased, we will have a negative cash flow next year. He stated that we need to replenish our emergency/contingency fund. For example, we had unforeseen expenses last winter when the trees at the front entrance sustained snow/ice damage and had to be replaced. We also had damaged trees that had to be removed. With the freezing winters, the front wall is looking worse each spring as the cement cracks and rocks loosen. We also have increases next year with trash, electricity, insurance and water. Chris made a **motion** to

increase the 2012 dues 5%, as per the Covenants, to \$348 stating that homeowners who pay annually will retain the historical \$20 credit for this year only, as it will not be offered next year. Aaron seconded the motion. Ayes: Karen, Kathryn, Marci, David, John. Therefore the lump sum annual payment due by January 31, 2012 is \$328. The semi-annual payments due on January 1, 2012 and July 1, 2012 are \$174 each. Late charges for those paying semi-annually are \$40 for each. Letters will be mailed next week.

- 3) **ARC Issues/violations – basketball hoop:** Complaints continue concerning the basketball hoop lying in the street on Station Road. David checked with the County and this is not a violation they enforce. John will draft a letter to the homeowner addressing the Board's action concerning the removal of the basketball hoop.
- 4) **No soliciting signs:** Kathryn picked up the signs for us to install. The cost was \$193.20.
- 5) **Speed Bumps:** Chris has had confirmation from the County that the speed table on Linden Wood is ½” – 1” too low. Chris will follow-up with the County. The 3-way stop sign at the corner of Arrowood and Grand Court has been installed.

New Business:

- 1) **Insurance policy change – Lighting:** Chris contacted the insurance company concerning the installation of our new lights at the front entrance and the playground. It will be \$18 to add coverage for them to our policy. Chris made a **motion** to add coverage of our lights at the front entrance and playground to our insurance policy for \$18. Aaron seconded the motion. Ayes: Karen, Kathryn, Marci, David, John.
- 2) **2012 Projects – walkway repaving, front entrance sign, etc.?** : Discussion concerning possible projects needing attention in 2012 was discussed.
- 3) **POD /Storage units in driveways/street:** The Board received a letter from a homeowner concerning some PODS in the community. It was agreed to give a 30 day limit before a letter is sent to the POD homeowner and action is taken.
- 4) **2012 Meeting Dates** – Kathryn confirmed our meeting dates with Buckhall and will email the Board the dates.

ARC Report: None

Neighborhood Watch: None

Incoming Correspondence: None

Community Time: none

The meeting was adjourned at 9:25 PM.

Respectfully submitted,
Kathryn Scott
Secretary