

Arrowood Homeowners' Association  
Board Meeting  
February 2, 2012

The February 2<sup>nd</sup> meeting was called to order at 7:30 PM at the Buckhall Fire Department.

**Attendees:**

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

Community Members – Bill Gee, ARC; Mike Morris, Pam Burgos, Anthony Crisp

The meeting agenda was approved.

**Minutes:**

The January 5<sup>th</sup> minutes were read and approved.

**Finance Report:** The finance report will be read at the next meeting.

**Old Business:**

- 1) **A/R review & discussion:** Marci briefed on the dues deposits that she has made and what is still outstanding – 62.5% of homeowners have paid in full and 14.2% have paid the first semi-annual payment totaling 76.7% paid up-to-date. There are 65 homeowners who have not paid when the mail was checked for this meeting.
- 2) **Demand letters – Lawsuits for delinquent homeowners:** Down one from last month, five homeowners still owe well over \$400 (not including 2012 dues). Marci made a **motion** to immediately turn these homeowners over to the lawyer. Aaron seconded the motion. Ayes: Chris, Karen, Kathryn, David, John. Chris made a **motion** that reminder letters will be sent to all homeowners who have not paid their 2012 dues. Payment must be received by February 24<sup>th</sup> or they will be turned over to the lawyer for further action. Homeowners owing under \$400 will receive a demand letter and those owing over \$400 will have suits filed. Karen seconded the motion. Ayes: Kathryn, Aaron, Marci, David, John. Marci and Kathryn will send out the reminder letters by February 8<sup>th</sup>.
- 3) **Station Road basketball hoop - update:** Chris spoke with the County concerning the basketball hoop lying in the street on Station Road. The County directed him to VDOT and was told that they could remove the hoop. Chris learned later that VDOT had put the basketball hoop in the homeowner's yard and could not totally remove it without the homeowner's permission. David will draft a letter to send to the homeowner.

- 4) **Light fixture by gazebo – update from Bill Gee:** Bill has emailed the electrician to find out what light bulbs are in the four lights that the electrician installed for us. Bill will then call NOVEC concerning possibly changing the light bulb in the old existing light near the gazebo so it will match.
- 5) **Storm water management fence – update from Kathryn Scott:** The fence is coming down in two places near the three-way stop on Manassas Forge/Linden Wood. Kathryn will call the County to inform them.

**New Business:**

- 1) **Vandalism in community – review/discuss repair estimate:** On Friday, January 27<sup>th</sup>, 21 of the 25 front entrance lights were vandalized. They were pulled up out of the ground, with some completely pulled off the wires and left in the grass or thrown into and across Signal Hill Road. Beer cans littered the area. A police report has been filed and the insurance company was contacted. The electrician has estimated the damages at \$4189. The insurance company will cover all but our \$500 deductible. The replacement lights will be black or brown. A community member suggested offering a reward and discussion followed. Chris made a **motion** for a \$500 reward for the apprehension and conviction of those responsible for the vandalism of the front entrance lights. Aaron seconded the motion. Ayes: Karen, Kathryn, Marci, David, John. A reward notice will be posted on the website and Chris will send out an email blast. We can post signs at the front entrance but they should only be left up during the day so they won't be vandalized.
- 2) **Spring yard sale date:** The community yard sale will be on Saturday, May 19<sup>th</sup>. The Boy Scouts have their yard sale at Buckhall Methodist Church the same day so we hope that will help us since we are so close.

**ARC Report:** None

**Neighborhood Watch:** After Chris' emails blasts concerning the recent vandalism to mailboxes, street signs, and For Sale signs, he has received numerous responses stating a need for a Neighborhood Watch program. A suggestion was made to include a need for volunteers on the website.

**Incoming Correspondence:** Tax documents have been received.

**Community Time:** A question was asked as to whether we were a self-managed community or if we had a management company. After some discussion and questions that have arisen concerning AR and collections, a suggestion was made to explore the possibility of having a management company for the financials. Another question was asked concerning the Covenants and what is necessary to update them. They are 20 years old this month, February 2012.

The meeting was adjourned at 8:54 PM.

Respectfully submitted,  
Kathryn Scott  
Secretary