

Arrowood Homeowners' Association
Board Meeting
December 6, 2012

The December 6th meeting was called to order at 7:32 PM at the Buckhall Fire Department.

Attendees:

Chris Spicer – President
Kathryn Scott – Secretary
Aaron Gregory – Treasurer
Marci Looney – At Large
Bill Gee – At Large

Jessica Azzarano, Senior Community Manager, Sequoia Management Company

Community Members – Pam Morris, Amarilly Norton, Susan Collins, John Scott

Absent:

Karen Hatcher – Vice President
John Irvin – At Large/ARC

The meeting agenda was approved.

Chris introduced Jessica Azzarano, our new community manager from Sequoia Management Company. Jessica discussed her role and mentioned her assistant, Tricia Filbert, as the points of contact for our community. They will take care of the administrative duties of the community and advise the Board but do not make decisions for us. Jessica clarified a question concerning the dues discount that had been offered in the past. She confirmed that offering a discount for payment of annual dues is not permitted, in accordance with our Declaration. She stated that all homeowners are to pay the same amount without penalty or premium for paying early.

Minutes: The meeting minutes for October 11th were read and approved.

Finance Report: Aaron shared the 2013 Projected Budget and finance report. Six homeowners still need to pay dues for the second half of the year. The attorney has been doing his job with collections so the community is in a much better position than last year to be able to build a reserve for improvements. Chris made a **motion** to approve the 2013 Projected Budget and finance report. Aaron seconded the motion. Ayes: Kathryn, Marci, Bill.

Old Business:

- 1) **Invoice for light repair/lock for breaker box?** As per an April 2011 invoice, the front entrance lights were repaired and replaced after vandalism. Two months ago, another light was vandalized and the breaker box was turned off to that section. As per a suggestion from the electrician, Chris made a **motion** to spend \$25 for a good quality outdoor lock for the front entrance electrical box. Bill seconded the motion. Ayes: Kathryn, Aaron, Marci. Bill will look into getting the lock for the box.

- 2) **Doggie waste stations:** The doggie waste station at the park needs replacement trash receptacle bags. Chris made a **motion** to spend up to \$75 for a one year supply of doggie waste station bags. Marci seconded the motion. Ayes: Kathryn, Aaron, Bill.

ARC Violations: Concerning the irreparable basketball hoop on Station Road, Jessica will reach out to VDOT to see if they can resolve the issue. Concerning the home that changed the color of the foundation without ARC approval and the home that changed the color of the siding without ARC approval, Jessica needs a copy of the letters that the Board previously sent. Sequoia will send out a Board approved curb appeal letter to all homeowners in the spring and follow up with an annual **curbside** inspection of homes. They will then send out violation letters. Sequoia will also **provide weekly common area inspections, continual inspections of the common areas and contractors work.** While onsite, they will try to cite any homes that have obvious conditions (i.e. shutter missing, trashcan outside, etc.) but they are not specifically looking for any home violations while onsite looking at the common areas. They will inspect things as they come to their attention, also, via Board members or residents, upon request.

New Business:

- 1) **Landscaping RFP's:** The period of performance for our current landscaping contract with The Green Designer ends on March 31, 2013. Jessica will begin preparing an RFP for the next landscaping contract.
- 2) **Meeting Dates:** In order to rectify the monthly bank statement before the meeting, the meeting needed to be moved from the first Thursday in the month. Jessica checked with Buckhall to see what days were available. Beginning with the January 2013 meeting, the monthly meetings will be held on the **2nd Wednesday at 7:00 PM** at the Buckhall Fire Station.

ARC Report: none

Neighborhood Watch: none

Incoming Correspondence: One request for a disclosure packet was received.

Community Time: Concerns: Parking courtesy to neighbors - not blocking driveways nor access to mailboxes, or long-term parking in front of neighbor's homes; failure to obey stop signs; children on bikes failing to look before proceeding from one side of the road to the other (especially on Arrowood with numerous cars parked on the street).

The meeting was adjourned at 8:42 PM.

Respectfully submitted,
Kathryn Scott
Secretary