



MINUTES OF ARROWOOD HOME OWNERS ASSOCIATION

Meeting Date: August 14, 2013

Board Meeting - Wednesday August 14, 2013

Meeting was called to order at 7:03PM. Held at Buckhall VFD, Manassas, VA.
Quorum was established.

Officers Reporting:

Chris Spicer, President
Pamela Morris, Vice President
Aaron Gregory, Treasury

Board Members & Committee Reporting:

Patricia (Patty) Sisk, Member At Large 2

Members/Officers not in attendance:

John Irving, ARC, Excused
Kathryn Scott, Secretary, Excused
William Gee, Member At Large 1, ARC, Excused

Approval of Minutes:

- **Motion:** To Make any Correction/Changes & Approve Meeting Minutes from July 10, 2013 Board Meeting
 - **Change # 1-** Page 1 Typo from "*Single View Drive*" to "*Signal View Drive*"
 - **Change # 2 -** Remove the extra word "*No*" on Page 2 bullet 4 to read "*wont't go down more*"

- **Vote:** Patty Sisk made a motion to approve the Meeting Minutes and Chris Spicer seconded the motion. The Vote was unanimous.
- **Resolved:** The meeting minutes of the August 14, 2013 was approved as corrected and entered into the Association records

Architectural Committee Report:

- The AR Committee (Board) received 5 application and 4 of the 5 were approved.

Unfinished Business - Management Report: 7:26PM

- Community Entrance Signs - no word from the vendor (Byron) - Jessica has requested an update. We will take this off the report for now.
- Website Revamp - No Update
- 2012 Draft Audit - This would be Arrowood's 1st Audit - We will have to omit our first cost assessment. We have mentioned that we have proposals for the Audit Assessment.
- Page 13 - changes - fill in the missing information - Aaron Gregory made a motion to approve and Chris Spicer second. The Vote was unanimous

New Business - Management Report

- Total Over Due HOA Dues for 2013 - \$4894 (17 homes) lowest is \$.40 and highest \$619.40. No need to notify the \$.40.
- Total of \$1900 of homeowners who have pre-paid their Dues
- \$5100 - unapproved Equity
- Premier Turf & Landscaping, Inc. monthly report - 2 proposals:
 - Trimming Vegetation off the fence Jessica sent Premier to the Tot Lot when it should have been at the end of Linden/Manassas forge.
 - Page 29 - \$980 for clearing the tree line and vines from tot lot to the far side of the pavilion approx. about 8 feet back.
 - Page 30 - \$2700 - Overseeding and Core Aeration - We don't have an issue with our turf
 - Page 31 - Entrance wall repairs- \$1250 - Tables to next month (September)
 - Discussing of a new Entrance Sign was brought up by Chris Spicer. We will request an estimate.
- Tree line on front entrance - some trees will be trimmed
- \$6750 - Next year 20 purple plum trees and remove the stump and replace them with a total of 10 (8-7ft) Crape Myrtles. \$5572 6-7 ft or 7 Crape Myrtles and 16 rose bushes in between.
- Page 32 - Finley Asphalt & Sealing - Tennis Court repairs/Color Coat/Asphalt Path Repaving - Quote \$32,284.00. Jessica suggested to do a natural look for the path i.e. Wood Chip path. But Aaron Gregory and Chris Spicer would prefer to have a solid surface.
- We currently do not have the budget in reserves for the Tennis Courts repairs so we will discuss this next.
- Reserves Estimate quote - \$30K-\$40K which equates to contributions of = \$160 /home
- We will go back to Finley Asphalt & Sealing and ask for a quote for a "Tennis" Court with regular asphalt and include the fence only.
- Sprinkle system on the no-sign entrance side is not on or a least may be on once a week. Jessica will check it.
- Jessica brought up the fact that some of the board members have been missing allot of the monthly board meetings. If a board member misses 3 consecutive meeting the board has the right to dismiss these member(s) if they choose to do so. This was noted but no action will be taken at this time.

Chris made a motion to go into executive session at 8:20PM

- a homeowner has been removing all of his trees in his yard - a letter will be sent to this homeowner letting him know that he needs to submit a notification letter to the board when he needs to do anything like this.
- Waivers - 29889 waive the late fee as bad debt Pg 36 - Aaron Gregory made a motion and Patty Sisk Seconded
- Waivers - 88129 - \$40.70 Fee. Balance was \$.70 and the late fee is \$40 - will just waive the late fee - but if this is an actual due then will need to charge the late fee. - Aaron Gregory made a motion and Patty Sisk seconded
- Collection status report Aug 2nd:
 - One payment plan
 - Highest balance \$1513.31

Chris Spicer made a motion to exist Executive Session and Patty Sisk seconded 8:30PM Vote was unanimous.

Adjournment:

Chris Spicer made a motion to adjourn the meeting at 8:33PM and Patty Sisk Seconded. Vote was unanimous.

The next Board meeting will be at Bullhall on Wednesday September 11th at 7:00PM

Minutes Taken & Submitted By,
Pamela Morris, Vice President