

Arrowood Homeowners' Association  
Board Meeting  
June 12, 2013

The June 12th meeting was called to order at 7:03 PM at the Buckhall Fire Department.

**Attendees:**

Chris Spicer – President  
Pam Morris – Vice President  
Kathryn Scott – Secretary  
Aaron Gregory – Treasurer  
John Irvin – At Large/ARC  
Bill Gee – At Large  
Patty Sisk – At Large

Sequoia Management Company: Jessica Azzarano, Tricia Filbert, Danny Niemi

Chadwick Washington: Attorney Alexandra Spaulding

**Recognition of Homeowners/Resident Forum:** Question asked about why the Station Road side of the storm water management area was not bush hogged. The landscaper could not cross the creek because the water was too high, as the pond was not draining. Jessica had a report from the county that beavers were the problem and it would be 1 - 3 weeks to trap them and wait for the water to subside. She suggested it may help for homeowners to also call the county. Chris suggested to possibly call Marty Nohe. Question about the recycle bins on wheels. Homeowners can individually contract with Republic. Jessica will check the addendum on the trash contract and get back to homeowner. Question concerning the HOA contract with Sequoia concerning violation enforcement. Chris addressed the question and then introduced our attorney, Alexandra Spaulding, from Chadwick Washington. She further addressed the homeowner's concerns and also informed us on numerous issues throughout the meeting.

**Minutes:** The meeting minutes for May 30th were read. Chris made a **motion** to approve the minutes as amended and Aaron seconded the motion. The vote was unanimous.

**Architectural Committee Report:**

- 1) **Homeowner Appeal for Replacement Window Stipulation:** John made a **motion** to deny the appeal for Application Number 2013-9. Bill seconded the motion. The vote was unanimous
- 2) **Application Number 2013-8:** John made a **motion** to approve Amber White for the paint color. Aaron seconded the motion. The vote was unanimous.
- 3) **Account Number 29838:** Aaron made a **motion** to require a new application. John seconded the motion. The vote was unanimous.

**Unfinished Business - Management Report:**

- 1) **Entrance Sign/Monument Installation:** Tabled
- 2) **2013 Reserve Study Proposals:** Tabled til June meeting
- 3) **Architectural Guidelines Amendments** – Per Bill Gee, the amendments are still in progress. A memorandum was sent to homeowners in April soliciting suggestions and comments.
- 4) **Website Revamp Update:** Jessica had invited Idriss Alrobaye, our webmaster, to the meeting. Since he was not at this meeting, she will ask if he can attend another meeting to discuss his ideas to revamp the website.
- 5) **Sign Boards** - Tabled
- 6) **Amended Assessment Collection Procedures Resolution:** Bill made a **motion** to approve the Amended Assessment Collection Procedures Resolution. Chris seconded the motion. The vote was unanimous.
- 7) **Amended Resolution Regarding Enforcement and Due Process Procedures:** Aaron made a **motion** to approve the Amended Resolution Regarding Enforcement and Due Process Procedures. Bill seconded the motion. The vote was unanimous.

#### **New Business - Management Report:**

- 1) **Financial Statement analysis for the month ended 5/31/13:** Given to the Board and reviewed. The Virginia Commerce CD still at 0.35%.
- 2) **Premier Turf & Landscaping Monthly Report:** Given to the Board.
- 3) **2013 Virginia Legislative Update Newsletter:** Given to the Board for information only.

#### **Adjournment:**

Aaron made a **motion** to adjourn the meeting to Executive Session at 8:40 PM for consultation with legal counsel and to discuss violations. Bill seconded the motion. The vote was unanimous.

Application Number 78004: Homeowner was advised to fill out an ARC application.

- 1) **Legal Counsel Opinion and Email on Policy Resolutions & Drafts**
- 2) **Sequoia Management Company Aging Report**
- 3) **Collection Status Reports from CWMEB dated 6/3/13**
- 4) **Updated Violations Report**

Bill made a **motion** to adjourn the Executive Session at 9:55 PM. Aaron seconded the motion. The vote was unanimous.

Bill made a **motion** for Sequoia to send a copy of first notices for violation letters (except for grass maintenance) to the Board for approval. Aaron seconded the motion. The vote was unanimous.

Bill made a **motion** for a 6% fee for delinquent accounts. Chris seconded the motion. The vote was unanimous.

Kathryn made a **motion** to remove Rob Hawkins from the ARC. Bill seconded the motion. The vote was unanimous.

John made a **motion** to have the ARC committee made up of the HOA Board and a representative from Sequoia. Aaron seconded the motion. The vote was unanimous.

Per Alexandra, the minutes do not need to be read at the meeting. Homeowners can read them on the website after they are approved by the Board.

Aaron made a **motion** to adjourn the meeting at 10:20 PM. Patti seconded the motion. The vote was unanimous.

Respectfully submitted,  
Kathryn Scott, Secretary

# Homeowner Sign-In - June 12

NAME

ADDRESS

Amarily Norton

9719 Kettle Pond Ct.

John Scott

8009 FOLKSTONE RD

Steve Nelson

8217 Low Oak Ct.

Ken Myers

9724 Manassas Forge Dr.

Karen Moyer

8052 Station Rd

Marci Looney

8001 Folkstone Rd

MIKE MORRIS

8000 FOLKSTONE RT

Michael Israel

8009 Folkstone Rd