

Arrowood Homeowners' Association
Board Meeting
May 30, 2013

The May 30th 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 (arrived at 8:05 PM after agenda item 6e)
Bill Gee – At Large
Patty Sisk – At Large

Sequoia Management Company: Jessica Azzarano, Tricia Filbert

Community Members – Amarily Norton, John McLaren, Mike Morris, John Scott, Terry Monroe

Absent:

John Irvin – At Large/ARC

Recognition of Homeowners/Resident Forum: Two homeowners raised brief questions/concerns.

Minutes: The meeting minutes for March 13th were read. Chris made a **motion** to approve the minutes and Bill seconded the motion. The vote was unanimous.

Architectural Committee Report:

- 1) **Approved McCormick Color Chart for Board Approval:** Bill made a **motion** to approve the Colonial Exterior Chart. Chris seconded the motion. The vote was unanimous.
- 2) **Pending Variance Application for Board Review:** Bill made a **motion** to approve Application Number 2013-7. Chris seconded the motion. The vote was unanimous. Chris made a **motion** to approve an addendum to Application Number 2013-5. Bill seconded the motion. The vote was unanimous. Application Number 2013-8 was tabled until the June meeting.

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.
- 4) **Baseline Architectural Study – Approval of Survey Form:** The Board needs to let Jessica know by June 5th any additions to the survey form. Chris made a **motion** to approve the survey form pending the changes that were discussed. Bill seconded the motion. The vote was unanimous. Any further changes will have to be revoted.

- 5) **Ratification of Unanimous Consent from Dog Waste Station Installation and Expense:** Bill has received the dog waste station and is going to work with a homeowner to get it installed.

New Business - Management Report:

- 1) **Financial Statement analysis for the month ended 3/31/13 and 4/30/13:** Given to the Board and reviewed. The Virginia Commerce CD expires 2/17/14 at 0.35%.
 - 2) **Website Revamp Email from Webmaster:** Our webmaster, Idriss Alrobaye would like to redesign the website and make it look better. We will ask him to come to the June meeting. Bill would like to see something on the website about Emergency Preparedness.
 - 3) **Sign Board Samples and Pricing:** Tabled until June
 - 4) **Amended Assessment Collection Procedures Resolution:** No action
 - 5) **Amended Resolution Regarding Enforcement and Due Process Procedures:** No action
- Miscellaneous:** Bill would like us to get bids for French drains at the playground due to the flooding there. He is concerned it could affect the pavilion sinking and cracking.

Adjournment:

Bill made a **motion** to adjourn the meeting to Executive Session at 8:10 PM. Chris seconded the motion. The vote was unanimous.

- 1) **Legal Counsel Opinion and Email on Policy Resolutions**
- 2) **Sequoia Management Company Aging Report**
- 3) **Collection Status Reports from CWMEB dated 3/28/13 and 5/1/13**
- 4) **Homeowner Complaint Letter Regarding Roof Violation – Acct. # 78004**
- 5) **Homeowner Appeal of Violation – Acct. # 139767**

Chris made a **motion** to adjourn the Executive Session at 8:50 PM. Bill seconded the motion. The vote was unanimous.

Collection Status Reports from CWMEB dated 3/28/13 and 5/1/13: Jessica wants the Board to read the legal opinion letter on assessment collections and review two policies for the next meeting: Amended Assessment Collection Procedures Resolution, and Amended Resolution Regarding Enforcement and Due Process Procedures.

Homeowner Complaint Letter Regarding Roof Violation – Acct. # 78004: John will be asked to follow-up and verify.

Homeowner Appeal of Violation – Acct. # 139767: Appeal denied. Bill made a **motion** for the homeowner to submit an application to bring the roof into compliance. Kathryn seconded the motion. The vote was unanimous.

Acct. 2013-9: Chris made a **motion** to approve with stipulation that the windows must have grids. Bill seconded the motion. The vote was unanimous.

The Board members were elected and appointed in their respective officer positions, as listed above under Attendees and Absent.

Chris made a **motion** to adjourn the meeting at 8:57 PM. Bill seconded the motion. The vote was unanimous.

Respectfully submitted,
Kathryn Scott, Secretary

May 30, 2013 Sign-In

Arrowwood
BoD Meeting

John McLaren 4116 Peach Wood Ct

Amarily Norton 9719 Kettle Pond Ct.

MIKE MORRIS 8000 FOLKSTONE RD

John Scott 8009 FOLKSTONE RD

Terry Monroe 8023 STATION Rd.