

Arrowood Homeowners' Association  
Board Meeting  
February 13, 2013

The February 13<sup>th</sup> meeting was called to order at 7:05 PM at the Buckhall Fire Department.

**Attendees:**

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

Sequoia Management Company: Jessica Azzarano

Community Members – Amarily Norton, Byron Lewis

**Absent:**

Karen Hatcher – Vice President

**Recognition of Homeowners/Resident Forum:** Byron Lewis requested consideration for a special meeting to discuss a sign at the community back entrance.

**Minutes:** The meeting minutes for January 9th were read. Chris made a **motion** to approve the minutes and Marci seconded the motion. The vote was unanimous.

**Committee Reports:**

**ARC:** One application was received and approved. Rob Hawkins had expressed a desire to Jessica to be on the ARC Committee. Chris made a **motion** to appoint Rob Hawkins to the ARC Committee. Bill seconded the motion. The vote was unanimous.

**Unfinished Business - Management Report:**

- 1) 2013 Grounds Maintenance Proposals:** Bill made a **motion** to move the discussion to the Executive Session. Kathryn seconded the motion. The vote was unanimous.
- 2) 2013-3 Cost Schedule for Providing Copies of Books and Records Resolution:** Marci made a **motion** to pass the 2013-3 Cost Schedule for Providing Copies of Books and Records Resolution. John seconded the motion. The vote was unanimous.
- 3) 2013-1 Assessment Collection Procedures Resolution:** Bill made a **motion** to pass the 2013-1 Assessment Collection Procedures Resolution. Chris seconded the motion. The vote was unanimous.
- 4) Homeowner Spring Inspection Flyer/Notification:** Jessica will draft a letter and email it to Chris for approval to be sent out to homeowners.
- 5) Doggie Waste Stations:** The Board ratified the unanimous consent vote for approval of an extra \$265 for a year's worth of maintenance supplies to be paid to Bill for reimbursement.

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

- 1) **Financial Statement analysis for the month ended 1/31/13:** Sequoia opened an account for us with Virginia Heritage Bank. Our account with Virginia Commerce Bank will be closed.
  - a. **CD Maturing Notice:** Marci made a **motion** to move our maturing CD from Virginia Commerce Bank to Virginia Heritage Bank. Aaron seconded the motion. The vote was unanimous.
- 2) **2012 Audit and Tax Return Engagement Proposals:** Chris made a **motion** to use Daly, Hamad & Associates for our 2012 audit and tax return. Aaron seconded the motion. The vote was unanimous.
- 3) **2013 Reserve Study Proposals:** Tabled until the April meeting.
- 4) **Cincweb information:** Homeowners can pay dues online and view their accounts 24/7 by visiting and registering access at: [sequoia.cincweb.com](http://sequoia.cincweb.com)

## **Adjournment:**

Chris made a **motion** to adjourn the meeting to Executive Session at 8:05 PM. Aaron seconded the motion. The vote was unanimous.

- 1) 2013 Ground Maintenance Proposals
- 2) Sequoia Management Company Aging Report as of 1/31/13 and 2/7/13
- 3) Legal Counsel Representation Proposals
- 4) Violation Report Dated 2/7/13
- 5) Ratification of Unanimous Consent for Payment Plan on Acct. # 139592

Aaron made a **motion** to adjourn the Executive Session at 9:00 PM. Bill seconded the motion. The vote was unanimous.

**2013 Grounds Maintenance Proposals:** Marci made a **motion** to award the landscaping contract to Premier Turf and Landscaping for a 33 month contract. Aaron seconded the motion. The vote was unanimous. We also approved the Irrigation Contract Budget Plan.

**Legal Counsel Representation Proposals:** Bill made a **motion** to accept Chadwick, Washington, Moriarty, Elmore, & Bunn for legal service without retainer. John seconded the motion. The vote was unanimous. We will plan for the attorney to come to the next meeting, March 13<sup>th</sup> at 6:30 PM to meet with the Board.

**Ratification of Unanimous Consent for Payment Plan on Acct #139592:** Ratified

Aaron made a **motion** to adjourn the meeting at 9:02 PM. Kathryn seconded the motion. The vote was unanimous.

Respectfully submitted,  
Kathryn Scott  
Secretary