

Arrowood Homeowners' Association  
Board Meeting  
September 10, 2014

The September 10th 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  
Patty Sisk – Treasurer  
Bill Gee – Member-At-Large/ARC Chairperson  
John Bashore – Member At Large 1  
John McLaren – Member At Large 2

Sequoia Management Company: Jessica Azzarano, Danny Niemi

**Recognition of Homeowners/Resident Forum:** Two homeowners in attendance to discuss violation letters. Account 139628: Violation letter stated that no ARC application for siding and window replacement. Homeowner did not replace siding and since the window style did not change, homeowner does not think that he is required to submit an application. Board will discuss and get back to the homeowner. Account 109710: Homeowner could not be present so represented by son concerning neighbor complaints about his fence installation. Homeowner will attend October meeting and meanwhile Board will look at the fence and have an answer in October. Chris would like to have a FAQ link added to the HOA website to answer some ARC questions. Jessica will look into this being done. Homeowners did not stay for remainder of the meeting.

**Review and Approval of Meeting Minutes – July 9, 2014:** Chris made a **motion** to approve the July 9th meeting minutes. John B. seconded the motion. The vote was unanimous.

**Architectural Committee Report:**

**Guideline Amendments – Board Liaison:** Per Bill Gee, the Guidelines Amendments are still in progress. Since September is National Preparedness Month, Bill will send a newsletter to have posted on our website.

**Commercial & Military Vehicles:** Per Jessica's research consulting with Marty Nohe's office concerning Account 38191, the military Humvee is not in violation because the vehicle does not exceed gross weight limits. Jessica will inform the homeowner. Further research needs to be done concerning the 2.5 ton truck.

**Guideline Amendment Discussion for Approval Process:** Board was in unanimous agreement following their vote in July that ARC approval is required for any exterior change, installation, modification, or upgrade. Due to the many "gray" areas in our documents and until the ARC Guidelines are updated, it is the best interest of the homeowners to have this ARC approval in their file.

**Account 128191:** Bill made a **motion** to approve the homeowner's request to replace their roof. Pam seconded the motion. The vote was unanimous.

**Account 119580:** Bill made a **motion** to approve the homeowner's request to replace their windows and garage doors. Pam seconded the motion. The vote was unanimous.

**Account 78025:** Bill made a **motion** to approve the homeowner's request to remove a damaged tree. Pam seconded the motion. The vote was unanimous.

**Account 148263:** Bill made a **motion** to approve the homeowner's request to replace their windows. Pam seconded the motion. The vote was unanimous.

**Account 18204:** The Board did not approve the homeowner's request until they get more information. Bill will drive by to look at the outside of the house and then talk to Jessica.

#### **Unfinished Business – Management Report:**

**Insurance Package & Broker Proposals:** The Board reviewed proposals and decided to stay with the current provider.

**Asphalt Walkway Replacement Proposals:** Tabled until February/March 2015. Per maintenance, cold patch will not work for repair.

**Maintenance Email Regarding Pavilion Damage and Repair:** Tabled

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

- 1) **Financial Statement analysis for the month and year ended 8/31/14:** Jessica went over the financial statement in the Board members' packet.
- 2) **Premier Turf and Landscaping Monthly Report:** Board members were provided a copy.
- 3) **Follow Up Letter from Walsh, Colucci, Lubeley, & Walsh:** Letter follow up after their presentation at the July meeting.
- 4) **Email Request Regarding Tree Removal at SWMP Access Road:** A question was raised about the trees that border the storm water management access road on the homeowners' side. Discussion was tabled.
- 5) **Entrance Light Electrical Issues:** To discourage vandalism and tampering with the lights, Sequoia installed a lock box.
- 6) **2015 Draft Budget:** Jessica briefly went over the budget and asked Board members to go over it and note any questions.
- 7) **Operational Calendar:** Board members were provided a copy.

John M. made a **motion** to move to Executive Session at 8:40 PM. Patty seconded the motion. The vote was unanimous.

**Sequoia Management Company Aging Report:** Board members were provided a copy.

**Updated Collection Status Report from CWMEB dated September 2, 2014:** Board members were provided a copy.

**Pre-Paid Homeowner Report:** Board members were provided a copy.

**Violations Report:** Board members were provided a copy.

**Reserve Study Contract Review and Email:** Tabled

**Homeowner Appeal of Violation Citation – Account 18213:** Violation already resolved – pool removed.

**Homeowner Appeal of Violation Citation – Account 139628:** Board was in unanimous agreement following their vote in July that ARC approval is required for any exterior change, installation, modification, or upgrade; and therefore the homeowner needs to submit an ARC application.

**Legal Correspondence – Lawsuits & Foreclosures:** Tabled. Information for the Board to read for later comment.

**Rules Violation Charges & Proceedings – Account 68174:** Tabled

Chris made a **motion** at 9:10 PM to move back to open session. Bill seconded the motion. The vote was unanimous.

**Account 158041:** After the homeowner requested a waiver to their violation fines, Bill made a **motion** to accept \$100 to cover administrative costs and waive the remaining since the homeowner corrected the violation. John B. seconded the motion. The vote was unanimous.

**Adjournment:** John M. made a **motion** to adjourn the meeting at 9:15 PM. John B. seconded the motion. The vote was unanimous.

Respectfully submitted,  
Kathryn Scott, Secretary