

Arrowood Homeowners' Association
Board Meeting
December 10, 2014

The December 10th meeting was called to order at 7:00 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 new homeowners were in attendance. Questions and clarification concerning Guidelines and what needs an application approval.

Review and Approval of Meeting Minutes – September 10 and October 8, 2014: Chris made a **motion** to approve the September 10th meeting minutes. John B. seconded the motion. The vote was unanimous. Chris made a **motion** to approve the October 8th meeting minutes. The vote was unanimous.

Architectural Committee Report:

Guideline Amendments – Board Liaison: Per Bill Gee, the Guidelines Amendments are still in progress. Bill will look through the Guidelines and pick out some “hot topics”, along with the Board, so they can be put on the January agenda to go over.

Architectural Application(s) Review: The following five applications were submitted after homeowners were cited for exterior changes but no application on file.

Account 158016: John M. made a **motion** to approve the homeowner’s request for siding, shutters, and a new roof. Bill seconded the motion. The vote was unanimous.

Account 29925: Bill made a **motion** to approve the homeowner’s request for their driveway extension. John B. second the motion. The vote was unanimous.

Account 139621: Chris made a **motion** to approve a realtor’s request for a possible new homeowner for a pre-existing shed. John M. seconded the motion. The vote was unanimous.

Account 29872: Chris made a **motion** to approve a new homeowner’s request for a pre-existing deck. John M. seconded the motion. The vote was unanimous.

Account 29826: Bill made a **motion** to deny the homeowner’s request for replacing old/broken garage doors because the new doors do not match the original trim (side light) color. Pam seconded the motion. Yay: Bill, Patty, Kathryn; Nay: John B.; Abstain: Chris, John M.

Account 18204: Updated Action: Board unanimously approved via email a previously denied application due to correction of the garage door color.

Unfinished Business – Management Report:

- 1) **2015 Draft Budget:** John B. made a **motion** to accept the budget with the 5% increase in annual dues, as authorized in Article V, Section 5 (a)(1)(i) of the Covenants and not to implement late charges until February 15, 2015, due to the late budget. John M. seconded the motion. The vote was unanimous. Jessica gave clarification that according to the Virginia Property Owners' Association Act, Sequoia Management Company receives the fee collected for disclosure packets.
- 2) **Asphalt Walkway Replacement Proposals:** Tabled until February or March 2015.
- 3) **Tree Removal at SWMP Access Road:** Kathryn updated the Board on her conversation with someone in the PWC Planning Office and was told that authority cannot be given to remove the trees bordering the access road, as they were part of the approved County site plans for the community.
- 4) **Maintenance Email Regarding Pavilion Damage:** Tabled
- 5) **Reserve Study:** Tabled for final production and approval, as Jessica will ask to have the tennis courts included.

New Business - Management Report:

- 1) **Financial Statement analysis for the month and year ended 11/30/14:** Jessica went over the financial statement in the Board members' packet.
- 2) **Chadwick Washington Legal Rate Increase Notice:** Jessica went over the notification in the Board members' packet that rates will increase effective January 1, 2015.
- 3) **Premier Turf & Landscaping Monthly Report:** Report included in Board members' packet. Winterization for the irrigation system has been done.
- 4) **American Heart Association Email Regarding Heart Month:** The Board is not going to act on correspondence included in Board members' packet asking for the Arrowood HOA to participate in *Heart Month by Going Red*.
- 5) **Homeowner Request for Signage Installation on Common Areas:** Homeowner requested a sign concerning children playing at the common area near the playground. Chris stated there were signs posted until the speed table signs took their place. Jessica will look into having county signs posted for *Children at Play*.
- 6) **Operational Calendar:** Board went over the calendar in the Board members' packet. The next meeting is January 14, 2015.

Bill made a **motion** to go into Executive Session at 8:09 PM. Chris seconded the motion. The vote was unanimous.

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

Collection Status Report from CWMEB dated November 3, 2014: Board members were provided a copy.

Collection Cost Analysis from March 2013-October 2014: Board members were provided a copy.

Lien vs. Lawsuits Opinion – Collections: Jessica will ask our lawyer if they can come in for a free collection cost analysis presentation.

Legal Opinion on ARC Guideline Amendments: Jessica went over the letter from our lawyer stating the legal perspective that the Board can amend the Guidelines without homeowner comment/vote. The Board recognizes the letter but the Board will publish the draft changes for comment this time prior to final approval.

Bill made a **motion** at 8:35 PM to move back to open session. John B. seconded the motion. The vote was unanimous.

Bill made a **motion** for the actions/decisions on the following accounts: 119555, 158041, 158016, 88129, 158061, 158047, 29826. John B. seconded the motion. The vote was unanimous.

Account 119555: Correction made by homeowner unacceptable.

Account 158041: Homeowner request for waiver denied.

Account 158016: Hearing cancelled. Homeowner submitted ARC application.

Account 88129: If homeowner does not submit a completed application within 30 days, they will be charged \$10 per day.

Account 158061: Decorative handles need to be removed within 30 days or homeowner will be charged \$10 per day.

Account 158047: Hearing cancelled. Violation corrected.

Account 29826: Hearing cancelled. Homeowner submitted ARC application.

Account 98170: John B. made a **motion** to approve a waiver of all but 25% of rules violation charges plus payments to bring the account current. Homeowner will be given 30 days to comply and make payment. Bill seconded the vote. The vote was unanimous.

Adjournment: Chris made a **motion** to adjourn the meeting at 8:40 PM. Patty seconded the motion. The vote was unanimous.

Respectfully submitted,
Kathryn Scott, Secretary