



MINUTES OF ARROWOOD HOME OWNERS ASSOCIATION

Board Meeting - Wednesday March 12, 2014

Meeting was called to order at 7:00PM by Chris Spicer, President. Held at Buckhall VFD, Manassas, VA.

Officers Reporting:

Chris Spicer, President
Pamela (Pam) Morris, Vice President
Aaron Gregory, Treasurer

Board Members & Committee Reporting:

William (Bill) Gee, Member At Large 1, ARC
Patricia (Patty) Sisk, Member At Large 2

Members/Officers not in attendance:

John Irvin, ARC - Excused
Kathryn Scott, Secretary - Excused

Sequoia Management in attendance:

Jessica Azzarano, Senior Community Manager
Danny Niemi, Administrative Assistant

Minutes from the month of January: Chris made a motion to approve the January Minutes as presented and Patty seconded, all were in favor.

- The were no February minutes to approve since this meeting was cancelled due the inclement weather

ARC Regulations update:

- Additional Violations letters were mailed out.
- We need to purchase more Doggie Trash Bags for the dispensers: estimated about \$200 for about 3-4K bags. Bill will make the purchase and continue to take responsibility of cleaning and replacing the bags in the dispensers. Chris made a motion to approve this purchase for \$200 and Patty seconded the motion, all were in favor.

- Roof repair Acct 88128 - Roof was patched (repaired) in Nov 2013 and the ARC application was finally submitted by the owner after being requested by the board. Board received the application and Aaron made a motion to approve the application and Bill seconded, all were in favor.
- The board will be defining the definition of “Public View” relating to Trashcan/Bin storage via a Policy Resolution. .
- In reference to future citations of trashcans/bins , the board approves that if the trashcans/bins cannot be viewed if one is standing directly in front of the house, this will be acceptable placement and will not be considered a violation.
- Jessica from Sequoia will draft a resolution for our next board meeting to review for these definitions.
- Military Vehicle: Jessica will research the PWC regulations on these types of vehicles parked in the neighborhood and report back to board next month.
- Holiday Lights: Letters will be mailed to remind the neighbors to have them removed in a timely manner. This would be classified as home maintenance.
- Siding Color Chart : Tabled to next month’s meeting

New Business:

- Item 6A: Financial Statement - Approved to go with a 24-month no penalty CD with Virginia Heritage Bank with a .90% Interest Rate. Aaron made a motion, Bill seconded, and all were in favor.
- Aaron made a motion to conduct an equity transfer to Replacement Reserves to be in line with industry recommendations of 10-20% annual assessments maximum. The account will be left with approximately \$15,000. (Transfer will be approximately \$35,307.48 .

Delinquency/Financial Update:

- 2014 Dues (first 6-months):
\$3857 is owed which is about 30 owners.
- 2013: \$48 overdue in fees.
\$5,300 in home owner violation fees owed, and no payments have been received to date.
- Item 6B: Legal Newsletter: Enforcement of Convents - informational

Operational Calendar: Pg 25

- Irrigation will be turned on around the 15th of March
- Tot Lot Wood Chips to done in the month of April.
- ARC Spring Inspection begins early May. Reminder notices for upcoming inspections will be mailed out before the inspections begin along with the 2014 Annual Meeting notice and information on Emergency Safety Preparation Awareness. These must be mailed 15 days prior

to the Annual Meeting. The notice will give homeowners approximately 30-days to get ready for the inspections in early May.

- The 2014 Annual Meeting will take place on April 23rd at Buckhall Fire Department. (Training Room, not the big hall like in the past)
- Two board member seats are up for election this year: John Irvin, Member At Large 1 and Aaron Gregory, Treasurer. Homeowners who are interested will be able to submit their candidacy form for either position.
- We are scheduled for two storm water bush-hogging this year (2014)

No further new business.

Executive Session: Bill made a motion to go into Executive Session to discuss delinquent accounts and Aaron seconded, all were in favor.

Collection Report:

- Acct 88120 Trailer - Owner is requesting to keep parking trailer in driveway until June - Board did not approve. A letter will be mailed to owner. Pam made a motion to approve the denial, Bill seconded, and all are in favor.

Open Session: Aaron made a motion to move into Open Session and Chris seconded, all were in favor.

- Previous Owner Account 29896 has a \$64.54 past due balance. This will be written off as bad debt. Aaron made a motion to approve the waiver of bad debt and Chris seconded, all were in favor.

Adjournment:

- Chris made a motion to adjourn and Aaron seconded, all were in favor. 8:00PM

Our next Board Meeting will be held at Buckhall Fire Department on Wednesday April 9th, 2014 at 7:00PM

Minutes were Taken and Submitted by,

Pamela Morris, Vice President