

# AGENDA

## Arrowood Homeowners Association, Inc. Board of Directors Meeting

Wednesday, March , February 9, 2025 - 7:00 PM  
Zoom Meeting

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1. Call to Order
2. Recognition of Homeowners/Resident Forum

A resident forum is recommended for all meetings. In order to run an effective and efficient meeting, all residents should hold their inquiries and comments until they are formally recognized by an officer of the Board who is facilitating the meeting. It is also recommended that all residents be recognized, and a time limit established for forum (suggested 5 minutes per resident - maximum).
3. **Meeting Minutes** Review and approve February 2025 (NO QUORUM MARCH) – page 1-2
4. **Architectural Committee Report**: Application Log Ratification (Feb-Mar) – page 3-4
5. **Management Report**
  - a. Financial Statement: March 2025 – page 6-12
  - b. Action Item List – page 13
  - c. Operational Calendar – page 14
  - d. Premier Turf & Landscaping Monthly Report Mar – not ready yet
6. **Unfinished Business**
  - a. Ratify email approval on 3/28 to change April Board Meeting date to 4/9/25
  - b. Ratify email approval on 3/13 to approve VoteHOAnow electronic voting for the 2025 annual meeting \$715 – page 15-17
  - c. Ratify emergency approval 3/11 for Premier to remove a tree that blew over near SWMP fence behind 8021 Folkstone for \$1,095 – page 18
  - d. Ratify email approval 3/11 for Premier to grind up stump from removed tree in SWMP area for \$295 – page 19
7. **New Business**
  - a. Two CD's maturing this month. Need to vote to liquidate both, at maturity, to Pinnacle Money Market so the money is available for 2025 pipe replacement work.
  - b. Sequoia Records Retention Memo (paper financials older than 2017 will be purged) – page 20
  - c. Review Landscape Planting Design from Advantage Landscaping - emailed
8. **Executive Session**
  - a. Violation Hearing (1) – page 22
  - b. Aging Accounts Report – page 23-25
  - c. Collection Status Reports – page 26-34
- d. Violation List – page 35-38
9. **Adjournment**

# MEETING MINUTES

## Arrowood Homeowners Association, Inc. / Signal Hill Board of Directors Meeting

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Date: Thursday, February 13, 2025

Location: Zoom

### 1. CALL TO ORDER

Time: 7:05 PM

By: Pamela Morris

**IN ATTENDANCE:** Pamela Morris, President; Joe Achtzener, Vice President; Isabelle Evans, Treasurer; Marie McVey, Secretary; Deborah Dietzel, Member-at-Large; Haley Furr, Sequoia Management Representative

**ABSENT:** Duane Wilson, Member-at-Large; Patricia Sisk, Member-at-Large

### 2. RECOGNITION OF HOMEOWNERS / RESIDENT FORUM

*A resident forum is recommended for all meetings. To run an effective and efficient meeting, all residents should hold their inquiries and comments until they are formally recognized by an officer of the Board who is facilitating the meeting. It is also recommended that all residents be recognized, and a time limit established for forum (suggested 5 minutes per resident - maximum).*

**HOMOWNERS PRESENT:** Jim Moore (question about a new application)

### 3. REVIEW AND APPROVAL OF MEETING MINUTES

*Motion to Approve November 14, 2024 Meeting Minutes by: Pamela*

☐ With Amendments      ☒ As Written      ☐ Table for next board meeting

Second: Isabelle

In Favor: All

*Motion to Approve January 9, 2025 Meeting Minutes by: Pamela*

☐ With Amendments      ☒ As Written      ☐ Table for next board meeting

Second: Isabelle

In Favor: All

*Motion to Approve February 6, 2025 Special Meeting / Reserve Study by: Pamela*

☐ With Amendments      ☒ As Written      ☐ Table for next board meeting

Second: Isabelle

In Favor: All

### 4. ARCHITECTURAL COMMITTEE REPORT

#### a. Architectural Application Log Ratification December - February

Motion to ratify email approvals from Architectural Committee.

Motion by: Pamela

Second: Joe

In Favor: All

**5. MANAGEMENT REPORT**

- a. *Financial Statement: January 2025*
- b. *Action Item Updates were provided in the report.*
- c. *Operational Calendar:*
  - Call for candidates will be mailed soon. Positions up for renewal are Pam, Marie, Patty, Deb. Will follow up with Duane if he is interested in serving anymore since he is unable to attend meetings. Be sure to submit a candidate statement if current Board is still interested.
- d. *Premier Turf & Landscaping Monthly Report December:*

**6. UNFINISHED BUSINESS**

- a. Inform Board emergency approval for Premier to remove a tree that fell over in the ice storm February 7, 2025, for \$875.

**7. NEW BUSINESS**

- a. Discussion: Petition to install speed hump on Arrowood Drive; does not require Board approval but request was made seeking assistance obtaining approval signatures of residents affected. Pamela volunteered to assist in obtaining signatures.

**8. EXECUTIVE SESSION I**

Motion to enter ENTER Executive Session to discuss delinquencies and violations:

Motion by: Pamela

Time: 7:45 PM

Motion to END and EXIT out of Executive Session:

Motion by: Pamela

Time: 7:55 PM

**9. ADJOURNMENT**

Motion to ADJOURN by: Pamela

Time: 7:57 PM

## ARROWOOD ARC LOG

Address	Date Received	Date Submitted	Improvement	Decision/Date
9710 Kettle Pond Court	2/4/2025	2/4/2025	Replacement Siding	Approved 2/6/2025
9565 Linden Wood Road	2/24/2025	2/24/2025	Multiple Items	Approved 2/25/2025

## ARROWOOD ARC LOG

Address	Date Received	Date Submitted	Improvement	Decision/Date
9636 Manassas Forge Drive	3/17/2025	3/17/2025	Existing Replacement Siding	Approved 3/19/2025
9636 Manassas Forge Drive	3/17/2025	3/17/2025	Existing Replacement Windows	Approved 3/19/2025
8041 Station Road	3/17/2025	3/17/2025	Color Change	Approved 3/19/2025

# ARROWOOD HOMEOWNERS ASSOCIATION MONTHLY REPORT

<b>Next Board Meeting Scheduled For:</b>
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April 9, 2025 May 8, 2025 ANNUAL June 12, 2025
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**To: Board of Directors**

**From: Haley Furr**, Senior Community Manager, CMCA, AMS, PCAM

**Date: April 9, 2025**

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## ACTIONS ITEMS

See attached spreadsheet for action item updates.

## OPERATION CALENDAR –

- Candidate Statements due April 11
- mail annual meeting notice before April 22
- mail Spring yard sale flyer with annual meeting notice! (April)
- **\*\*What date do we want to do May yard sale?** May 3<sup>rd</sup>?



SEQUOIA MANAGEMENT COMPANY, INC. • 13998 PARKEAST CIRCLE • CHANTILLY, VIRGINIA 20151-2283 • 703-803-9641 • FAX 703-968-0936  
www.sequoiamanagement.com

## **Arrowood Homeowners Association, Inc.**

### **Financial Statement Analysis**

### **March 31, 2025**

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**TOTAL REVENUE** – Over budget \$9 for the current month. YTD over budget \$1,532.

**TOTAL MAINTENANCE EXPENSES** – Over budget \$2,339 for the current month. YTD over budget \$4,269 (snow & tree work).

**TOTAL UTILITIES** – Under budget \$50 for the current month. YTD under budget \$141.

**TOTAL GENERAL AND ADMINISTRATIVE** – Over budget \$231 for the current month. YTD under budget \$197.

**TOTAL RESERVES** – In line with the budget for the current month and YTD.

**SURPLUS/(DEFICIT) FUNDS** – Negative variance of \$2,520 for the current month. YTD negative variance \$2,404.

**ARROWOOD HOMEOWNERS ASSOCIATION  
BALANCE SHEET  
MARCH 31, 2025  
(UNAUDITED)**

**ASSETS**

PINNACLE BANK CHECKING	80,762.54
ASSESSMENTS RECEIVABLE	8,060.51
ALLOWANCE ACCOUNT	(1,645.07)
INSURANCE CLAIM	0.00
MISCELLANEOUS RECEIVABLES	0.00
ACCRUED INTEREST RECEIVABLE	0.00
PREPAID EXPENSES	<u>1,064.48</u>

**TOTAL CURRENT ASSETS** **88,242.46**

**CASH INVESTMENTS**

BANK UNITED CD 04/23/25 4.402%	24,443.45
BANK UNITED CD 04/23/25 4.402%	24,443.45
JOHN MARSHALL BANK CD 11/18/25 3.93%	21,890.57
PINNACLE BANK MONEY MARKET 2.89%	<u>15,730.23</u>

**TOTAL CASH INVESTMENTS** **86,507.70**

**TOTAL ASSETS** **174,750.16**

**LIABILITIES**

ACCRUED EXPENSES	425.00
PREPAID ASSESSMENTS	<u>7,823.93</u>

**TOTAL LIABILITIES** **8,248.93**

**EQUITY**

REPLACEMENT RESERVE	96,218.01
UNAPPROPRIATED EQUITY	38,662.66
CURRENT YEAR SURPLUS / (DEFICIT)	<u>31,620.56</u>

**TOTAL EQUITY** **166,501.23**

**TOTAL LIABILITIES & EQUITY** **174,750.16**



**ARROWOOD HOMEOWNERS ASSOCIATION  
INCOME STATEMENT  
FOR THE MONTH AND THREE MONTHS ENDED MARCH 31, 2025  
(UNAUDITED)**

	CURRENT PERIOD			YEAR TO DATE			ANNUAL
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	BUDGET
<b>REVENUE</b>							
GENERAL ASSESSMENT	0.00	0.00	0.00	74,554.04	74,554.00	0.04	149,108
LATE CHARGES	0.00	0.00	0.00	972.40	0.00	972.40	0
INTEREST INCOME	37.98	29.17	8.81	92.63	87.51	5.12	350
MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	0.00	0.00	50
LEGAL FEE REIMBURSEMENTS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>554.69</u>	<u>0.00</u>	<u>554.69</u>	<u>0</u>
<b>TOTAL REVENUE</b>	<b><u>37.98</u></b>	<b><u>29.17</u></b>	<b><u>8.81</u></b>	<b><u>76,173.76</u></b>	<b><u>74,641.51</u></b>	<b><u>1,532.25</u></b>	<b><u>149,508</u></b>
<b>MAINTENANCE EXPENSES</b>							
COMMON AREA MAINTENANCE	0.00	320.83	320.83	900.00	962.49	62.49	3,850
LAWN & GROUNDS MAINTENANCE	1,350.00	1,350.00	0.00	4,050.00	4,050.00	0.00	16,200
OTHER LANDSCAPING	3,160.00	500.00	(2,660.00)	3,160.00	1,500.00	(1,660.00)	6,000
SNOW REMOVAL	0.00	0.00	0.00	2,672.00	0.00	(2,672.00)	0
IRRIGATION MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
TRASH REMOVAL	<u>5,313.00</u>	<u>5,313.00</u>	<u>0.00</u>	<u>15,939.00</u>	<u>15,939.00</u>	<u>0.00</u>	<u>63,756</u>
<b>TOTAL MAINTENANCE EXPENSES</b>	<b><u>9,823.00</u></b>	<b><u>7,483.83</u></b>	<b><u>(2,339.17)</u></b>	<b><u>26,721.00</u></b>	<b><u>22,451.49</u></b>	<b><u>(4,269.51)</u></b>	<b><u>89,806</u></b>
<b>UTILITIES</b>							
GAS & ELECTRIC	112.81	133.33	20.52	346.67	399.99	53.32	1,600
WATER & SEWER	<u>0.00</u>	<u>29.17</u>	<u>29.17</u>	<u>0.00</u>	<u>87.51</u>	<u>87.51</u>	<u>350</u>
<b>TOTAL UTILITIES</b>	<b><u>112.81</u></b>	<b><u>162.50</u></b>	<b><u>49.69</u></b>	<b><u>346.67</u></b>	<b><u>487.50</u></b>	<b><u>140.83</u></b>	<b><u>1,950</u></b>
<b>GENERAL &amp; ADMINISTRATIVE</b>							
POSTAGE & DELIVERY	59.62	129.17	69.55	66.52	387.51	320.99	1,550
INSURANCE	238.42	250.00	11.58	715.26	750.00	34.74	3,000
MANAGEMENT FEES	2,056.08	2,056.08	0.00	6,168.24	6,168.24	0.00	24,673
LEGAL FEES	861.95	458.33	(403.62)	1,845.39	1,374.99	(470.40)	5,500
OTHER PROFESSIONAL FEES	0.00	0.00	0.00	0.00	0.00	0.00	0
ACCOUNTING & TAX RETURN PREP	0.00	0.00	0.00	0.00	0.00	0.00	0
STORM WATER MAINTENANCE POND	0.00	0.00	0.00	0.00	0.00	0.00	0
WEBSITE EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
DUES & LICENSES	0.00	0.00	0.00	25.00	140.00	115.00	140
BAD DEBTS	0.00	0.00	0.00	0.00	0.00	0.00	2,000
MISCELLANEOUS	74.99	166.67	91.68	104.99	500.01	395.02	2,000
RESERVE STUDY	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>198.00</u>	<u>0.00</u>	<u>(198.00)</u>	<u>2,000</u>
<b>TOTAL GENERAL &amp; ADMINISTRATIVE</b>	<b><u>3,291.06</u></b>	<b><u>3,060.25</u></b>	<b><u>(230.81)</u></b>	<b><u>9,123.40</u></b>	<b><u>9,320.75</u></b>	<b><u>197.35</u></b>	<b><u>40,863</u></b>
<b>RESERVE CONTRIBUTIONS</b>							
REPAIR & REPLACEMENT RESERVES	0.00	0.00	0.00	8,269.50	8,269.50	0.00	16,539
RE-INVESTED INTEREST	<u>37.98</u>	<u>29.17</u>	<u>(8.81)</u>	<u>92.63</u>	<u>87.51</u>	<u>(5.12)</u>	<u>350</u>
<b>TOTAL RESERVE CONTRIBUTIONS</b>	<b><u>37.98</u></b>	<b><u>29.17</u></b>	<b><u>(8.81)</u></b>	<b><u>8,362.13</u></b>	<b><u>8,357.01</u></b>	<b><u>(5.12)</u></b>	<b><u>16,889</u></b>
<b>TOTAL EXPENSES</b>	<b><u>13,264.85</u></b>	<b><u>10,735.75</u></b>	<b><u>(2,529.10)</u></b>	<b><u>44,553.20</u></b>	<b><u>40,616.75</u></b>	<b><u>(3,936.45)</u></b>	<b><u>149,508</u></b>
<b>SURPLUS / (DEFICIT) FUNDS</b>	<b><u>(13,226.87)</u></b>	<b><u>(10,706.58)</u></b>	<b><u>(2,520.29)</u></b>	<b><u>31,620.56</u></b>	<b><u>34,024.76</u></b>	<b><u>(2,404.20)</u></b>	<b><u>0</u></b>

**General Ledger Trial Balance with Details**

Arrowood Homeowners Association, Inc.

Accts: All Dates: 3/1/2025 - 3/31/2025

Date: 4/1/2025

Time: 4:43 pm

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Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance	
10-10300-00	PINNACLE OPERATING CASH	\$87,455.08	\$6,000.91	\$12,693.45	\$80,762.54	
Date	GL Ref #	Debit	Credit	Description		
03/01/2025	10943942	\$ -	\$ 2,056.08	PINNACLE OPERATING CASH; Sequoia Management Company Chk # 25181 Inv: 89252 Sequoia Management Company		
03/03/2025	10965842	312.36	-	Deposit from batch 288563		
03/04/2025	10969829	17.68	-	Deposit from batch 288740		
03/05/2025	10968451	-	1,350.00	PINNACLE OPERATING CASH; Premier Turf & Landscaping, Inc. Chk # 25182 Inv: 12027 Premier Turf & Landscaping, Inc.		
03/07/2025	10979525	20.00	-	Deposit from batch 288907		
03/10/2025	10980399	312.36	-	Deposit from batch 288981		
03/10/2025	10981012	312.36	-	Deposit from batch 289063		
03/11/2025	10984266	312.36	-	Deposit from batch 289071		
03/11/2025	10988510	312.36	-	Deposit from batch 289193		
03/11/2025	10988652	312.36	-	Deposit from batch 289242		
03/12/2025	10988139	-	59.62	PINNACLE OPERATING CASH; Sequoia Management Company Chk # 25183 Inv: 89449 Sequoia Management Company		
03/12/2025	10988141	-	875.00	PINNACLE OPERATING CASH; Premier Turf & Landscaping, Inc. Chk # 25184 Inv: 12127 Premier Turf & Landscaping, Inc.		
03/12/2025	10988143	-	861.95	PINNACLE OPERATING CASH; Chadwick, Washington, Moriarty, Elmore & Bunn, P.C. Chk # 25185 Inv: 327750 Chadwick, Washington, Moriarty, Elmore & Bunn, P.C.		
03/12/2025	10988145	-	5,313.00	PINNACLE OPERATING CASH; Disposal Services LLC Chk # 25186 Inv: 11523 Disposal Services LLC		
03/12/2025	10989983	312.36	-	Deposit from batch 289356		
03/13/2025	10990497	312.36	-	Deposit from batch 289304		
03/19/2025	10995180	-	59.99	PINNACLE OPERATING CASH; Sequoia Management Company Chk # 25187 Inv: 89604 Sequoia Management Company		
03/19/2025	10995182	-	895.00	PINNACLE OPERATING CASH; Premier Turf & Landscaping, Inc. Chk # 25188 Inv: 12187 Premier Turf & Landscaping, Inc.		
03/19/2025	10995184	-	41.20	PINNACLE OPERATING CASH; Northern Virginia Electric Cooperative Chk # 25189 Inv: 031225 Northern Virginia Electric Cooperative		
03/19/2025	10995184	-	38.09	PINNACLE OPERATING CASH; Northern Virginia Electric Cooperative Chk # 25189 Inv: 031225 Northern Virginia Electric Cooperative		
03/19/2025	10995184	-	33.52	PINNACLE OPERATING CASH; Northern Virginia Electric Cooperative Chk # 25189 Inv: 031225 Northern Virginia Electric Cooperative		
03/19/2025	10995190	-	15.00	PINNACLE OPERATING CASH; T-Mobile Chk # 25190 Inv: 999535555-8 T-Mobile		
03/19/2025	10995924	17.68	-	Deposit from batch 289754		
03/19/2025	10996078	312.36	-	Deposit from batch 289749		
03/21/2025	10997764	624.62	-	Deposit from batch 289889		
03/21/2025	10998154	20.00	-	Deposit from batch 289849		
03/24/2025	10998346	615.53	-	Deposit from batch 289928		
03/24/2025	10998449	312.36	-	Deposit from batch 289949		
03/24/2025	10999366	312.36	-	Deposit from batch 289950		
03/25/2025	11000035	312.36	-	Deposit from batch 290005		
03/25/2025	11001341	312.36	-	Deposit from batch 290059		
03/26/2025	11001057	-	1,095.00	PINNACLE OPERATING CASH; Premier Turf & Landscaping, Inc. Chk # 25191 Inv: 12221 Premier Turf & Landscaping, Inc.		
03/31/2025	11006258	312.36	-	Deposit from batch 290306		
03/31/2025	11006681	312.36	-	Deposit from batch 290263		
12-11000-00	ASSESSMENTS RECEIVABLE		14,033.04	-	5,972.53	8,060.51
Date	GL Ref #	Debit	Credit	Description		

**General Ledger Trial Balance with Details**

Arrowood Homeowners Association, Inc.

Accts: All Dates: 3/1/2025 - 3/31/2025

Date: 4/1/2025

Time: 4:43 pm

Page: 2

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance
03/03/2025	10965842	\$ -	\$ 312.36	Deposit from batch 288563	
03/04/2025	10969829	-	17.68	Deposit from batch 288740	
03/07/2025	10979525	-	11.62	Deposit from batch 288907	
03/10/2025	10980399	-	312.36	Deposit from batch 288981	
03/10/2025	10981012	-	312.36	Deposit from batch 289063	
03/11/2025	10984266	-	312.36	Deposit from batch 289071	
03/11/2025	10988510	-	312.36	Deposit from batch 289193	
03/11/2025	10988652	-	312.36	Deposit from batch 289242	
03/12/2025	10989983	-	312.36	Deposit from batch 289356	
03/13/2025	10990497	-	312.36	Deposit from batch 289304	
03/19/2025	10996078	-	312.36	Deposit from batch 289749	
03/19/2025	10995924	-	17.68	Deposit from batch 289754	
03/21/2025	10997764	-	624.62	Deposit from batch 289889	
03/24/2025	10998346	-	615.53	Deposit from batch 289928	
03/24/2025	10998449	-	312.36	Deposit from batch 289949	
03/24/2025	10999366	-	312.36	Deposit from batch 289950	
03/25/2025	11000035	-	312.36	Deposit from batch 290005	
03/25/2025	11001341	-	312.36	Deposit from batch 290059	
03/31/2025	11006681	-	312.36	Deposit from batch 290263	
03/31/2025	11006258	-	312.36	Deposit from batch 290306	
12-11001-00	ALLOWANCE ACCOUNT	(1,645.07)	-	-	(1,645.07)
Date	GL Ref #	Debit	Credit	Description	
13-12000-00	PREPAID EXPENSES		1,302.90		1,064.48
Date	GL Ref #	Debit	Credit	Description	
03/31/2025	11012061	\$ -	\$ 238.42	Adjust Prepaid Insurance	
15-10780-00	PINNACLE BANK MONEY MARKET		15,692.25		15,730.23
Date	GL Ref #	Debit	Credit	Description	
03/31/2025	11007983	\$ 37.98	\$ -	Interest	
15-10805-00	JOHN MARSHALL BANK CD 11/18/25		21,890.57		21,890.57
Date	GL Ref #	Debit	Credit	Description	
15-10810-00	BANK UNITED CD 04/23/25		24,443.45		24,443.45
Date	GL Ref #	Debit	Credit	Description	
15-10815-00	BANK UNITED CD 04/23/25		24,443.45		24,443.45
Date	GL Ref #	Debit	Credit	Description	
30-30105-00	ACCRUED EXPENSES		(130.00)		(425.00)
Date	GL Ref #	Debit	Credit	Description	
03/31/2025	11012057	\$ -	\$ 295.00	Accrue Stump Grinding - Premier Turf	
30-39000-00	PREPAID ASSESSMENTS		(7,795.55)		(7,823.93)
Date	GL Ref #	Debit	Credit	Description	
03/07/2025	10979525	\$ -	\$ 8.38	Deposit from batch 288907	
03/21/2025	10998154	-	20.00	Deposit from batch 289849	
40-49000-00	UNAPPROPRIATED EQUITY		(38,662.66)		(38,662.66)
Date	GL Ref #	Debit	Credit	Description	
40-49500-00	REPLACEMENT RESERVE		(96,180.03)		(96,218.01)
Date	GL Ref #	Debit	Credit	Description	
03/31/2025	11012063	\$ -	\$ 37.98	Re-Invested Reserve Interest	
50-50000-00	GENERAL ASSESSMENTS		(74,554.04)		(74,554.04)
Date	GL Ref #	Debit	Credit	Description	
50-50500-00	LATE CHARGES		(972.40)		(972.40)
Date	GL Ref #	Debit	Credit	Description	
50-50550-00	INTEREST INCOME		(54.65)		(92.63)
Date	GL Ref #	Debit	Credit	Description	
03/31/2025	11007983	\$ -	\$ 37.98	Interest	
50-54001-00	LEGAL FEE REIMBURSEMENTS		(554.69)		(554.69)
Date	GL Ref #	Debit	Credit	Description	

**General Ledger Trial Balance with Details**

Arrowood Homeowners Association, Inc.

Accts: All Dates: 3/1/2025 - 3/31/2025

Date: 4/1/2025

Time: 4:43 pm

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Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance
70-70010-00	COMMON AREA MAINTENANCE	900.00	-	-	900.00
Date	GL Ref #	Debit	Credit	Description	
70-70040-00	LAWN & GROUNDS MAINTENANCE	2,700.00	1,350.00	-	4,050.00
Date	GL Ref #	Debit	Credit	Description	
03/05/2025	10968451	\$ 1,350.00	\$ -	LANDSCAPING CONTRACT MARCH; Premier Turf & Landscaping, Inc. Chk # 25182 Inv: 12027 Premier Turf & Landscaping, Inc.	
70-70045-00	OTHER LANDSCAPING / TREE WORK	-	3,160.00	-	3,160.00
Date	GL Ref #	Debit	Credit	Description	
03/12/2025	10988141	\$ 875.00	\$ -	FLUSH CUT AND REMOVE UPROOTED TREE AT SWM BEHIND 8; Premier Turf & Landscaping, Inc. Chk # 25184 Inv: 12127 Premier Turf & Landscaping, Inc.	
03/19/2025	10995182	895.00	-	CLEAR VEGETATION AND VOLUNTEER TREES IN SWMP AREA; Premier Turf & Landscaping, Inc. Chk # 25188 Inv: 12187 Premier Turf & Landscaping, Inc.	
03/26/2025	11001057	1,095.00	-	FLUSH CUT AND REMOVE UPROOTED TREE NEXT TO 8021 FOLKSTONE RD; Premier Turf & Landscaping, Inc. Chk # 25191 Inv: 12221 Premier Turf & Landscaping, Inc.	
03/31/2025	11012057	295.00	-	Accrue Stump Grinding - Premier Turf	
70-70050-00	SNOW REMOVAL	2,672.00	-	-	2,672.00
Date	GL Ref #	Debit	Credit	Description	
70-70060-00	TRASH REMOVAL	10,626.00	5,313.00	-	15,939.00
Date	GL Ref #	Debit	Credit	Description	
03/12/2025	10988145	\$ 5,313.00	\$ -	TRASH REMOVAL MARCH; Disposal Services LLC Chk # 25186 Inv: 11523 Disposal Services LLC	
70-71010-00	GAS & ELECTRIC	233.86	112.81	-	346.67
Date	GL Ref #	Debit	Credit	Description	
03/19/2025	10995184	\$ 33.52	\$ -	ACCOUNT 2423168002; Northern Virginia Electric Cooperative Chk # 25189 Inv: 031225 Northern Virginia Electric Cooperative	
03/19/2025	10995184	38.09	-	ACCOUNT 2423168003; Northern Virginia Electric Cooperative Chk # 25189 Inv: 031225 Northern Virginia Electric Cooperative	
03/19/2025	10995184	41.20	-	ACCOUNT 2423168004; Northern Virginia Electric Cooperative Chk # 25189 Inv: 031225 Northern Virginia Electric Cooperative	
70-72020-00	DUES & LICENSES	25.00	-	-	25.00
Date	GL Ref #	Debit	Credit	Description	
70-72340-00	POSTAGE & DELIVERY	6.90	59.62	-	66.52
Date	GL Ref #	Debit	Credit	Description	
03/12/2025	10988139	\$ 59.62	\$ -	POSTAGE FEBRUARY; Sequoia Management Company Chk # 25183 Inv: 89449 Sequoia Management Company	
70-73000-00	INSURANCE	476.84	238.42	-	715.26
Date	GL Ref #	Debit	Credit	Description	
03/31/2025	11012061	\$ 238.42	\$ -	Adjust Prepaid Insurance	
70-74000-00	LEGAL FEES	983.44	861.95	-	1,845.39
Date	GL Ref #	Debit	Credit	Description	
03/12/2025	10988143	\$ 861.95	\$ -	LEGAL FEES FEBRUARY; Chadwick, Washington, Moriarty, Elmore & Bunn, P.C. Chk # 25185 Inv: 327750 Chadwick, Washington, Moriarty, Elmore & Bunn, P.C.	
70-74090-00	RESERVE STUDY	198.00	-	-	198.00
Date	GL Ref #	Debit	Credit	Description	
70-75300-00	MISC. ADMIN	30.00	74.99	-	104.99
Date	GL Ref #	Debit	Credit	Description	
03/19/2025	10995180	\$ 59.99	\$ -	2/18 AMEX - ONE YEAR SUBSCRIPTION FOR CAMERA APP ; Sequoia Management Company Chk # 25187 Inv: 89604 Sequoia Management Company	

**General Ledger Trial Balance with Details**

Arrowood Homeowners Association, Inc.

Accts: All Dates: 3/1/2025 - 3/31/2025

Date: 4/1/2025

Time: 4:43 pm

Page: 4

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance
03/19/2025	10995190 \$ 15.00	\$ -	ACCOUNT 999535555; T-Mobile Chk # 25190 Inv: 999535555-8 T-Mobile		
70-76000-00	MANAGEMENT FEES	4,112.16	2,056.08	-	6,168.24
<b>Date</b>	<b>GL Ref #</b>	<b>Debit</b>	<b>Credit</b>	<b>Description</b>	
03/01/2025	10943942 \$ 2,056.08	\$ -	MANAGEMENT FEES MARCH; Sequoia Management Company Chk # 25181 Inv: 89252 Sequoia Management Company		
70-90000-00	REPLACEMENT RESERVES	8,269.50	-	-	8,269.50
<b>Date</b>	<b>GL Ref #</b>	<b>Debit</b>	<b>Credit</b>	<b>Description</b>	
70-90001-00	REINVESTED INTEREST	54.65	37.98	-	92.63
<b>Date</b>	<b>GL Ref #</b>	<b>Debit</b>	<b>Credit</b>	<b>Description</b>	
03/31/2025	11012063 \$ 37.98	\$ -	Re-Invested Reserve Interest		
<b>Totals:</b>		<b>\$0.00</b>	<b>\$19,303.74</b>	<b>\$19,303.74</b>	<b>\$0.00</b>

## ARROWOOD HOA ACTION ITEM LIST

Action Item List	Assigned Month	Status	Completion Month	Notes
<b>BOARD REQUESTS</b>				
Send out big street light petition to two owners directly impacted on Station Road (put interest question on ballot??)	Mar24	Petition sent and community is in support - <b>sent to county to start planning</b> - 3/6/25 asked Ricky Hagstrom again when the PWC plans to move forward on this - no update	Jun	*waiting on scheduling from PWC
Replace rusted corrugated pipes under path at pavilion (not a county responsibility)	Jul24	on Reserve Study for 2025 work plan, will need engineer, and permits ( <b>working on getting engineer bids</b> )		
Get quote to repair/replace eclectic panel at entrance and get it working for front lights	Sep24	for 2025 work		
Need bid to do minor repairs to masonry walls at entrance	Sep24	for 2025 work		
Management & Board to review Guidelines and send final notes to Bill Gee	Mar24	*Haley will try to do full review of Guidelines in 2025 to present a draft to Board		
Get bid from Premier to clear inlet pipes in SWMP area inside fence (in fall/winter after vegetation has died back)	Jun24	Approved in Jan. <u>Done 3/17</u>	Mar	COMPLETE
Get design quotes for creating a <b>Landscape design plan to restore the resource protected areas</b> in the SWMP areas that we cleared in 2023.	Jul24	<b>working on design with Advantage Landscaping for a spring install - supposed to have a design by the April meeting</b>		
Get prices to have square painted on backboard, price to replace both backboards, price to install a third BB Hoop and pole on opposite side of playground toward court.	Sep	for 2025 project discussion -		
<b>Resend speed study and petition to Pamela - she will work on getting petition signatures</b>	Feb	sent 2/13 - sent reminder in March & April	Feb	COMPLETE
Check a couple complaints about owners with trash in front of their homes and send violation letters	Feb	Kelly will inspect to find out exact addresses (need exact address on Arrowood Dr)	Mar	
<b>MAINTENANCE ITEMS</b>				
Lights on road in front of pavilion are on during daytime or are burnt out (Manassas Forge Dr)	2024	we only pay the standard street light rate and not metered electricity, but they are our street lights. These were fixed by CMI Lighting for future use...	Apr	COMPLETE
Metal rebar ticking up on playground borders need to be pound back down	Mar			
<b>HOMEOWNER REQUESTS</b>				

January	February	March	April	May	June
Meeting – 01/09/25 Zoom Meeting	Meeting – 2/13/25 Zoom Meeting	Meeting – 3/13/25 Zoom Meeting	Meeting – 4/10/25 Zoom Meeting  *Spring Clean-Up SWMP	Annual Meeting – 5/8/25 Zoom Meeting  Monthly BOD Meeting Following Make Officer Appointments	Meeting – 6/12/25 Zoom Meeting
		Mail annual meeting notice (not less than 15 days or more than 60 days)	Mail Yard Sale post card	Yard Sale – 1 <sup>st</sup> Saturday (?) 5/3	
		Send out Call for Candidates	Bank United CDs mature 4.23.25		
			Start Annual ARC Inspections		
July	August	September	October	November	December
Meeting – 7/10/25 Zoom Meeting	Meeting – 8/14/25 Zoom Meeting	Meeting – 9/11/25 Zoom Meeting	Meeting – 10/9/25 Zoom Meeting	Meeting – 11/13/25 Zoom Meeting	Meeting – 12/11/25 TBD Zoom Meeting
Renew Hostmonster hosting July 2025		Start 2026 Budget	1 <sup>st</sup> Draft Annual Budget Due	Leaf Removal	
		Remind Premier to schedule leaf removal – late Oct and mid Nov (need more than week notice)	*Fall Clean-Up SWMP Community ?	John Marshall CD Matures 11.18.2025	
		Yard Sale – Last Saturday (?)	Leaf Removal	Disposal Svcs Contract Renews 3/1/27 (bid in 2026?)	Management Contract Auto- Renews for One Year (12/31)

\*have playground mulch holes raked and leveled quarterly

## Haley Furr

---

**From:** Vote HOA Now <estimates@votehoanow.com>  
**Sent:** Wednesday, March 5, 2025 12:30 PM  
**To:** Haley Furr  
**Subject:** Arrowood HOA Voting Site RENEWAL - Vote HOA Now

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged



Arrowood HOA is coming up for renewal on 04/17/2025

[Email not displaying correctly? View email in browser](#)

Hi Haley Furr,

We're coming up on the annual account renewal (**4/17/2025**) for your voting site and we are wondering if Arrowood HOA will be using our services again. If renewing, please click the green "I agree to renewal" button below.

### New to Vote HOA Now?

See how it works in [3 easy steps](#)

Click here to view our [process](#), [presentation](#), [what's included](#), and [FAQ](#) or join a webinar to get your questions answered, [view the schedule](#)

The cost for the year (includes voting site and full-service management of one vote) will be **\$715.00** for **253** homes/units (price valid up to 300 homes/units; detailed price chart below). This is **NOT** the invoice. Upon acceptance of the renewal, an invoice will be sent.

**Vote Administrator: Haley Furr.** This is the primary person who will be our contact to setup the ballot, receive system emails, and send approvals (along with **Community Manager: Haley Furr**). **If these are not correct, please let us know before renewing.**

**Board Contact:** Please confirm the primary board contact is correct (this person is not contacted unless the association switches management company).

We currently have:  
Pam Morris

7039806101  
burgospam@gmail.com

**New board contact:**



Name:  
Title:  
Email:  
Phone:

Thank you,  
Vote HOA Now Sales Team  
sales@votehoanow.com  
888-823-1493

I agree to renewal

Please cancel

SERVICE

BILLING  
PERIOD

PRICE

**FIRST VOTE IN A YEAR\***

(includes custom voting website, annual software use license, and *full-service setup and management of one vote* with one PDF document or link)

Annual  
253 units

\$715.00

**ADDITIONAL VOTES IN SAME YEAR\***

Full-service setup and management

Per Vote

\$325.00

ADDITIONAL SERVICES AVAILABLE

BILLING  
PERIOD

PRICE

Additional Ballot\*

During voting period that has different end date (e.g., By-law ballot starting at same time as Annual but runs longer due to higher quorum requirement)

\$100.00

Vote Extension (for votes that are longer than 3 months)  
- 3 month increments

\$200.00

Additional Items on the Ballot (per group of 10)		\$50.00
Additional PDF Document or Link on a Ballot (one is included)	Per Addition	\$25.00
Owner Data File Clean-up* Editing owner data spreadsheet in order to prepare it to be imported to the voting database. *Exact price cannot be quoted until data is received.	Per Request	est. \$100.00 - \$250.00
Notice or Call for Candidates Notice or Call for Candidates email blast before vote with link to candidate/nomination form	Per Notice	\$50.00
Email Final Results to Owners		\$50.00

\* one ballot with one PDF document or link, up to 10 items, unlimited candidates, and 3 months voting time. Additional votes price and additional services prices subject to change and will be quoted separately as needed.

**VOTE·HOA·NOW**  
<https://votehoanow.com>

I agree to renewal

Please cancel



# Estimate

ADDRESS
Haley Furr Arrowood Homeowners Association c/o Sequoia Management Company, Inc. 13998 Parkeast Circle Chantilly, VA 20151

ESTIMATE #	DATE	
25371	03/07/2025	

PREPARED BY  
ST

ACTIVITY	QTY	RATE	AMOUNT
Flush cut and remove uprooted tree next to 8021 Folkstone Rd.	1	1,095.00	1,095.00

TOTAL

\$1,095.00

Accepted By

Accepted Date



# Estimate

ADDRESS
Haley Furr Arrowood Homeowners Association c/o Sequoia Management Company, Inc. 13998 Parkeast Circle Chantilly, VA 20151

ESTIMATE #	DATE	
25386	03/11/2025	

PREPARED BY  
ST

ACTIVITY	QTY	RATE	AMOUNT
Grind stump of previously removed fallen tree in Storm Pond Area. Rake and level out.	1	295.00	295.00

TOTAL

**\$295.00**

Accepted By

Accepted Date

# ***MEMORANDUM***

---

**TO:** Sequoia Management Clients

**FROM:** Sequoia Management Company, Inc.

**DATE:** March 27, 2025

**SUBJECT:** Records Retention Policy

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As part of our year-end closing process, Sequoia Management Company (Sequoia) routinely archives various accounting documents, including paid invoices, cash receipt records, and bank statements. Once auditors have completed their review, these records are transferred to an offsite storage facility for safekeeping. However, in practical terms, most of these documents lose their relevance after just a few years.

After nearly 40 years in business, the volume of archived documents has grown significantly, including records dating back to the 1990s. While Sequoia's standard management contract allows for the assessment of offsite storage fees, no such charges have ever been applied. To optimize storage and streamline record-keeping, Sequoia is preparing to securely dispose of accounting documents dated 2017 or earlier. This process is scheduled to take place on or around **July 1, 2025**.

Going forward, Sequoia will securely dispose of accounting records older than seven years annually, on or around **July 1 of each year**, as part of a rolling retention policy. Please note that certain records, such as unit owner files that retain long-term relevance, will not be included in this process.

If an Association prefers to retain accounting records older than seven years, Sequoia will arrange for their delivery to a designated Board member for storage at the Association's expense. In the absence of specific instructions from an Association, Sequoia will proceed with the secure disposal of outdated records as outlined above.

# EXECUTIVE SESSION

## (CONFIDENTIAL INFORMATION)

### Can we meet in executive (closed) session?

If the board of directors or any subcommittee or other committee thereof may convene in executive session:

- a) to consider personnel matters;
- b) to consult with legal counsel;
- c) to discuss and consider contracts;
- d) to discuss and consider pending or probable litigation; or
- e) to discuss and consider matters involving violations of the declaration or rules and regulations adopted pursuant thereto.



13998 Parkeast Circle, Chantilly, VA 20151  
PH: 703-803-9641 FAX: 703-968-0936  
[www.sequoiamanagement.com](http://www.sequoiamanagement.com)

### Procedures for using executive (closed) sessions:

- I hereby move that the Board go into executive session for the purpose of discussing and considering <insert the topic of discussion/consideration>
- The motion should be seconded, passed, and recorded in the minutes.
- Discussion in executive session must be limited to subjects(s) covered by the motion.
- Any decision relating to the topic discussed must be made by motion made and voted on in open session



13998 Parkeast Circle, Chantilly, VA 20151  
PH: 703-803-9641 FAX: 703-968-0936  
[www.sequoiamanagement.com](http://www.sequoiamanagement.com)



SEQUOIA MANAGEMENT COMPANY, INC. 13998 PARKEAST CIRCLE, CHANTILLY, VA 20151  
[www.sequoiamanagement.com](http://www.sequoiamanagement.com)

March 21, 2025

Steven Bishop  
9844 Arrowood Drive  
Manassas, VA 20111

RE: 9844 Arrowood Drive, Account #: ARW29844

Dear Homeowner:

### HEARING NOTICE

The Board of Directors ("Board") of Arrowood Homeowners Association, Inc., have the power and duty to enforce the Association's Governing Documents, and Rules and Regulations on behalf of the Association.

You are hereby notified that a Hearing has been scheduled for **April 10, 2025, at 7:00 p.m.** to be held via Zoom (**Meeting ID: 847 2078 1189** **Passcode: 466649**) pursuant to Section 55.1-1819 of the Virginia Property Owners' Association Act and the Association's Due Process Procedure, for your alleged violation of the following covenant or rule of the Association:

**Please trim back all bushes along the front and side as they are impeding the sidewalk.**

**Pursuant to the Arrowood HOA Architectural Review Committee Design Guidelines, Section 3.9.2, Shrubs, which states: "Shrubbery and other plants shall not impede site lines to roads or impede paths, sidewalks, roads or driveways."**

You may be present at the hearing and may (but need not be) represented by counsel (at your expense). The hearing will be your opportunity to be heard by the Board on the alleged covenant or rule violation noted above. You may request the attendance of witnesses.

If you cannot attend the Hearing on the above date and need to reschedule this Hearing, **you must respond in writing within seven (7) days of the date of this letter.** You may mail a letter to the above address in the letterhead or may send an email request to Kelly Beavers at [kbeavers@sequoiamgmt.com](mailto:kbeavers@sequoiamgmt.com). **If we do not hear from you, and you do not attend the Hearing as scheduled, the Hearing shall be held without your presence.** The results of the Hearing will be mailed to you within **seven (7) days** of the date of this Hearing.

Please be advised that if the Board of Directors determines that you are in violation of the Governing Documents and rules and regulations, violation charges of up to Fifty Dollars (\$50.00) for a one-time violation or up to Ten Dollars (\$10.00) per day for a period of up to ninety (90) days for a continuing violation may be assessed against you and your lot. In addition to these charges, the Board may elect such other remedies as are authorized by the Virginia Property Owners' Association Act, the Association's Declaration, Bylaws, and rules, and by law.

If you have any questions or wish to communicate regarding this matter, please contact us via email or phone.

Sincerely,  
Sequoia Management Company, Inc.

Haley Furr, CMCA®, AMS®, PCAM®  
Community Manager

6969 4260 1000 0560 1207

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<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$

Postmark  
Here

Postage

\$

Total

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Sent

Street

City

Steven Bishop  
9844 Arrowood Drive  
Manassas, VA 20111

PS Form 3800, April 2015 PSN 7530-02-000-9037 See Reverse for Instructions



**Homeowner Aging Report**  
Arrowood Homeowners Association, Inc.  
End Date: 04/02/2025

Date: 4/2/2025  
Time: 4:38 pm  
Page: 1

Description	Current	Over 30	Over 60	Over 90	Balance
<b>ARW128225 - Bruce Erick &amp; Jennifer Erick Collection</b> Last Payment: \$604.88 on 11/14/2023					
8225 Lone Oak Court					
Association Dues 2024	\$0.00	\$0.00	\$0.00	\$572.02	\$572.02
Association Dues 2025	\$0.00	\$0.00	\$0.00	\$294.68	\$294.68
Late Fee 2024	\$0.00	\$0.00	\$0.00	\$34.32	\$34.32
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$0.00	\$901.02	\$918.70
<b>ARW158023 - Carlos Medina Collection</b> Last Payment: \$363.00 on 04/17/2024					
8023 Station Road					
Association Dues 2024	\$0.00	\$0.00	\$0.00	\$565.14	\$565.14
Association Dues 2025	\$0.00	\$0.00	\$0.00	\$294.68	\$294.68
Late Fee 2024	\$0.00	\$0.00	\$0.00	\$17.16	\$17.16
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$0.00	\$876.98	\$894.66
<b>ARW68178 - Wendy &amp; Cinthian Dubon &amp; Katherine Varela Collection</b> Last Payment: \$1,000.00 on 02/25/2025					
8178 Dickinson Court					
Association Dues 2024	\$0.00	\$0.00	\$0.00	\$178.71	\$178.71
Association Dues 2025	\$0.00	\$0.00	\$0.00	\$294.68	\$294.68
Capital Contribution 2023	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00
Disclosure Packets 2023	\$0.00	\$0.00	\$0.00	\$222.39	\$222.39
Rules Violation Fee 2023	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00
Total:	\$0.00	\$0.00	\$0.00	\$795.78	\$795.78
<b>ARW59617 - Tisa Harris &amp; Adam Harris Collection</b> Last Payment: \$591.90 on 02/15/2024					
9617 Dairymaid Court					
Association Dues 2024	\$0.00	\$0.00	\$0.00	\$286.01	\$286.01
Association Dues 2025	\$0.00	\$0.00	\$0.00	\$294.68	\$294.68
Late Fee 2024	\$0.00	\$0.00	\$0.00	\$17.16	\$17.16
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Rules Violation Fee 2024	\$0.00	\$0.00	\$0.00	\$80.00	\$80.00
Total:	\$0.00	\$17.68	\$0.00	\$677.85	\$695.53
<b>ARW139576 - Mike and Dayana Venzor Occupied</b> Last Payment: \$303.17 on 09/05/2024					
9576 Manassas Forge Drive					
Association Dues 2025	\$0.00	\$0.00	\$0.00	\$294.68	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$0.00	\$294.68	\$312.36
<b>ARW139597 - Pratima Bhattarai &amp; Abhijit Rai Occupied</b> Last Payment: \$303.17 on 10/23/2024					
9597 Manassas Forge Drive					
Association Dues 2025	\$0.00	\$0.00	\$0.00	\$294.68	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$0.00	\$294.68	\$312.36
<b>ARW139720 - Derrell McBroom &amp; Deneen McBroom Occupied</b> Last Payment: \$303.17 on 09/10/2024					
9720 Manassas Forge Drive					
Association Dues 2025	\$0.00	\$0.00	\$0.00	\$294.68	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$0.00	\$294.68	\$312.36



**Homeowner Aging Report**Arrowood Homeowners Association, Inc.  
End Date: 04/02/2025Date: 4/2/2025  
Time: 4:38 pm  
Page: 2

Description	Current	Over 30	Over 60	Over 90	Balance
<b>ARW158001 - Bimala Shah Occupied</b> Last Payment: \$50.00 on 08/20/2024					
8001 Station Road					
Association Dues 2025	\$0.00	\$0.00	\$0.00	\$294.68	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$0.00	\$294.68	\$312.36
<b>ARW29832 - Bryan Vasquez Occupied</b> Last Payment: \$303.17 on 09/12/2024					
9832 Arrowood Drive					
Association Dues 2025	\$0.00	\$0.00	\$0.00	\$294.68	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$0.00	\$294.68	\$312.36
<b>ARW29844 - Steven Bishop Occupied</b> Last Payment: \$286.01 on 08/06/2024					
9844 Arrowood Drive					
Association Dues 2025	\$0.00	\$0.00	\$0.00	\$294.68	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$0.00	\$294.68	\$312.36
<b>ARW29878 - Marcial Vicedo Occupied</b> Last Payment: \$303.17 on 09/23/2024					
9878 Arrowood Drive					
Association Dues 2025	\$0.00	\$0.00	\$0.00	\$294.68	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$0.00	\$294.68	\$312.36
<b>ARW29916 - Rohni Uppal Occupied</b> Last Payment: \$286.01 on 06/27/2024					
9916 Arrowood Drive					
Association Dues 2025	\$0.00	\$0.00	\$0.00	\$294.68	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$0.00	\$294.68	\$312.36
<b>ARW88108 - Jose Mendez-Chavez Occupied</b> Last Payment: \$303.17 on 10/02/2024					
8108 Fruit Wood Court					
Association Dues 2025	\$0.00	\$0.00	\$0.00	\$294.68	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$0.00	\$294.68	\$312.36
<b>ARW88128 - Jamal &amp; Fidda Natour Occupied</b> Last Payment: \$303.17 on 10/15/2024					
8128 Fruit Wood Court					
Association Dues 2025	\$0.00	\$0.00	\$0.00	\$294.68	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$0.00	\$294.68	\$312.36
<b>ARW98159 - Michael Fewell &amp; Tina Fewell Occupied</b> Last Payment: \$303.17 on 10/05/2024					
8159 Grand Court					
Association Dues 2025	\$0.00	\$0.00	\$0.00	\$294.68	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$0.00	\$294.68	\$312.36
<b>ARW98170 - Craig &amp; Mary Reilly Occupied</b> Last Payment: \$303.17 on 10/05/2024					
8170 Grand Court					
Association Dues 2025	\$0.00	\$0.00	\$0.00	\$294.68	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$0.00	\$294.68	\$312.36



### Homeowner Aging Report

Arrowood Homeowners Association, Inc.  
End Date: 04/02/2025

Date: 4/2/2025  
Time: 4:38 pm  
Page: 3

Description	Current	Over 30	Over 60	Over 90	Balance
<b>ARW29929 - Justin Kim Occupied</b> Last Payment: \$272.39 on 01/01/2024					
9929 Arrowood Drive					
Association Dues 2025	\$0.00	\$0.00	\$0.00	\$49.53	\$49.53
Total:	\$0.00	\$0.00	\$0.00	\$49.53	\$49.53
<b>ARW119635 - Gary O'Brien &amp; Melissa O'Brien Occupied</b> Last Payment: \$294.68 on 01/02/2025					
9635 Linden Wood Road					
Association Dues 2025	\$0.00	\$30.00	\$0.00	\$0.00	\$30.00
Total:	\$0.00	\$30.00	\$0.00	\$0.00	\$30.00
<b>ARW18225 - Gary L. &amp; Angela M. Thomas Occupied</b> Last Payment: \$312.26 on 03/21/2025					
8225 Ancient Oak Court					
Association Dues 2025	\$0.00	\$0.00	\$0.00	\$0.10	\$0.10
Total:	\$0.00	\$0.00	\$0.00	\$0.10	\$0.10
Association	Current Total	Over 30 Total	Over 60 Total	Over 90 Total	Balance Total
Arrowood Homeowners Association, Inc.	\$0.00	\$295.20	\$0.00	\$6,837.42	\$7,132.62

Description	Total
Association Dues 2024	\$1,601.88
Association Dues 2025	\$4,794.51
Capital Contribution 2023	\$50.00
Disclosure Packets 2023	\$222.39
Late Fee 2024	\$68.64
Late Fee 2025	\$265.20
Rules Violation Fee 2023	\$50.00
Rules Violation Fee 2024	\$80.00
AR Total:	\$7,132.62

**Collection Status Report**  
**Arrowood Homeowners' Association**  
**Client Number 52709**  
**Date Range for Completed Actions: All Dates**  
**April 1, 2025**

**Cust. Account#**      ARW128225

**Debtor(s)**

Bruce M. Erick, 8225 Lone Oak Court, Manassas, VA 20111  
 Jennifer E. Erick, 8225 Lone Oak Court, Manassas, VA 20111

**Property Address(es)**

8225 Lone Oak Court, Manassas, VA 20111

**Account Summary**

Assessments	\$918.70
Special Assessments	\$0.00
Violation Charges	\$0.00
Accelerated Assessments	\$0.00
Attorney Fees	\$19.28
Court Costs	\$52.00
Interest	\$0.00
<b>Balance Due</b>	<b>\$989.98</b>

**Actions**

<b><u>Date</u></b>	<b><u>Status</u></b>	<b><u>Description / Remarks</u></b>
4/1/25	Complete	Prepare Lien Warning Letter
3/4/25	Complete	Prepare Updated Balance Letter to Debtor
2/3/25	Complete	Prepare Lien Notification and/or Suit Warning Letter
12/3/24	Complete	Paralegal Review File and Forward Lien to Court To Be Filed. Lien filed securing assessments through December 2024.
12/3/24	Complete	Research Bankruptcy Status Pursuant to bankruptcy research, currently there is no active bankruptcy filing. (Jennifer)
12/3/24	Complete	Research Bankruptcy Status Pursuant to bankruptcy research, currently there is no active bankruptcy filing. (Bruce)
12/3/24	Complete	Verify Ownership Of Property Through Land Records Pursuant to land records research, debtors remain the current owners of the property.
11/19/24	Complete	Correspondence with Management Correspondence sent to management advising that the signed lien has been received, however, the notary did not stamp it with her seal and it will not be accepted for filing with the Court.
10/25/24	Complete	Prepare Memorandum of Lien and Forward to Client for Signature
9/5/24	Complete	Prepare Lien Warning Letter

7/2/24	Complete	Prepare Validation Notice with Initial 30-day Period to Dispute Debt
6/21/24	Complete	Research Bankruptcy Status No active filings found for Jennifer.
6/21/24	Complete	Research Bankruptcy Status No active filings found for Bruce.
6/21/24	Complete	Create a New Collection File

#### **Current Liens**

<b><u>Date</u></b>	<b><u>Amount</u></b>	<b><u>Type</u></b>
12/3/24	\$747.98	Assessment

#### **Payments**

None

**Cust. Account#** ARW158023

#### **Debtor(s)**

Maria Garcia Perez, 8023 Station Road, Manassas, VA 20111  
 Carlos Jimenez Medina, 8023 Station Road, Manassas, VA 20111

#### **Property Address(es)**

8023 Station Road, Manassas, VA 20111

#### **Account Summary**

Assessments	\$1,189.34
Special Assessments	\$0.00
Violation Charges	\$0.00
Accelerated Assessments	\$0.00
Attorney Fees	\$19.28
Court Costs	\$52.00
Interest	\$0.00
<b>Balance Due</b>	<b>\$1,260.62</b>

#### **Actions**

<b><u>Date</u></b>	<b><u>Status</u></b>	<b><u>Description / Remarks</u></b>
4/1/25	Complete	Prepare Notice of Acceleration
4/1/25	Complete	Prepare Memorandum of Lien and Forward to Client for Signature
3/4/25	Complete	Prepare Lien Warning Letter
2/4/25	Complete	Prepare Updated Balance Letter to Debtor
12/24/24	Complete	Forward Signed Release of Memorandum of Lien To Court 2023
12/24/24	Complete	Forward Signed Release of Memorandum of Lien To Court 2022
12/3/24	Complete	Prepare Release of Memorandum of Lien for Signature 2023
12/3/24	Complete	Prepare Release of Memorandum of Lien for Signature 2022
12/3/24	Complete	Prepare Lien Notification and/or Suit Warning Letter
11/1/24	Complete	Paralegal Review File and Forward Lien to Court To Be Filed. Lien filed securing assessments through December 2024.
11/1/24	Complete	Research Bankruptcy Status Pursuant to bankruptcy research, currently there is no active bankruptcy filing. (Medina)

11/1/24	Complete	Research Bankruptcy Status Pursuant to bankruptcy research, currently there is no active bankruptcy filing. (Perez)
11/1/24	Complete	Verify Ownership Of Property Through Land Records Pursuant to land records research, debtors remain the current owners of the property
9/25/24	Complete	Correspondence with Management Pursuant to correspondence received from management, the signed lien is being mailed today.
9/5/24	Complete	Prepare Memorandum of Lien and Forward to Client for Signature
8/5/24	Complete	Prepare Lien Warning Letter
7/26/24	Complete	Results of Complaint Return Date In Court on July 25, 2024, the civil suit was dismissed.; Defendant(s) did not appear.
7/25/24	Complete	Attorney Court Appearance for Complaint Return Date
7/1/24	Complete	Prepare Updated Balance Letter to Debtor
5/9/24	Complete	Results of Complaint Return Date In Court on May 9, 2024, the civil suit was continued to July 25, 2024 for clearance of debtors' credit card payment.
5/9/24	Complete	Attorney Court Appearance for Complaint Return Date
5/1/24	Complete	Prepare Updated Balance Letter to Debtor
4/8/24	Complete	Prepare Payment Letter and Forward to Client Contact Payment in the amount of \$363.00.
4/3/24	Complete	Prepare Payment Letter and Forward to Client Contact Payment in the amount of \$363.00.
2/23/24	Complete	Results of Complaint Return Date In Court on February 22, 2024, the case was continued to May 9, 2024 for clearance of debtors' credit card payment and receipt of the remaining balance due.
2/22/24	Complete	Attorney Court Appearance for Complaint Return Date
2/20/24	Complete	Prepare Payment Letter and Forward to Client Contact Payment in the amount of \$725.00.
1/19/24	Complete	Prepare Payment Letter and Forward to Client Contact Payment in the amount of \$725.00.
1/11/24	Complete	Conduct Phone Call with Debtor Pursuant to a telephone conversation with debtor, he is unable to pay the account in full at this time due to financial issues caused by a water leak in the house and a medical problem which is not being covered by insurance. He intends to submit a payment today and another prior to the Court date. He will then have the remaining balance paid in full in March 2024.
12/14/23	Complete	Prepare Lawsuit Civil suit prepared and scheduled for a hearing in the Prince William County General District Court on February 22, 2024.
12/14/23	Complete	Research Bankruptcy Status Pursuant to bankruptcy research, currently there is no active bankruptcy filling. (Carlos)
12/14/23	Complete	Research Bankruptcy Status Pursuant to bankruptcy research, currently there is no active bankruptcy filling. (Maria)
12/14/23	Complete	Verify Ownership Of Property Through Land Records Pursuant to land records research, debtors remain the current owners of the property.
11/9/23	Complete	Prepare Civil Suit Affidavit for Forwarding to Client for Signature Please return the signed affidavit as soon as possible.
10/3/23	Complete	Prepare Lien Notification and/or Suit Warning Letter
8/9/23	Complete	Paralegal Review File and Forward Lien to Court To Be Filed. Lien filed securing assessments through December 2023.

8/9/23	Complete	Research Bankruptcy Status Pursuant to bankruptcy research, currently there is no active bankruptcy filing. (Maria)
8/9/23	Complete	Research Bankruptcy Status Pursuant to bankruptcy research, currently there is no active bankruptcy filing. (Carlos)
8/9/23	Complete	Verify Ownership Of Property Through Land Records Pursuant to land records research, debtors remain the current owners of the property.
6/9/23	Complete	Prepare Memorandum of Lien and Forward to Client for Signature
6/9/23	Complete	Correspondence with Management Pursuant to correspondence received from management, the lien will need to be resent.
6/8/23	Complete	Correspondence with Management Correspondence sent to management requesting an update on the return of the signed lien.
4/4/23	Complete	Prepare Notice of Acceleration
4/4/23	Complete	Prepare Memorandum of Lien and Forward to Client for Signature Please return the signed lien as soon as possible.
2/28/23	Complete	Prepare Lien Warning Letter
1/3/23	Complete	Prepare Updated Balance Letter to Debtor
11/1/22	Complete	Prepare Lien Notification and/or Suit Warning Letter
11/1/22	Complete	Paralegal Review File and Forward Lien to Court To Be Filed. Lien secures assessments through December 2022.
11/1/22	Complete	Research Bankruptcy Status Pursuant to bankruptcy research, currently there is no active bankruptcy filing. (Garcia Perez)
11/1/22	Complete	Research Bankruptcy Status Pursuant to bankruptcy research, currently there is no active bankruptcy filing. (Jimenez Medina)
11/1/22	Complete	Verify Ownership Of Property Through Land Records Pursuant to land records research, debtors remain the current owners of the property.
9/23/22	Complete	Prepare Memorandum of Lien and Forward to Client for Signature Please return the signed lien as soon as possible.
9/23/22	Complete	Correspondence with Management Pursuant to correspondence received from management, the President does not have the updated lien and it will need to be resent.
9/22/22	Complete	Correspondence with Management Correspondence sent to management advising that our office has received the signed lien, however, it is the document which was prepared on June 3, 2022 which had already expired and was replaced with the document mailed on July 18, 2022. Management was asked to confirm if the President still has the updated version that she can sign and return or whether the lien needs to be resent.
8/24/22	Complete	Correspondence with Management Correspondence sent to management requesting an update on the return of the signed lien.
7/18/22	Complete	Prepare Memorandum of Lien and Forward to Client for Signature As the signed lien was not returned, it has expired and needed to be revised and resent. Please return the signed lien as soon as possible.
6/1/22	Complete	Prepare Memorandum of Lien and Forward to Client for Signature
6/1/22	Complete	Prepare Lien Warning Letter
4/11/22	Complete	Prepare Validation Notice with Initial 30-day Period to Dispute Debt
4/8/22	Complete	Research Bankruptcy Status Pursuant to bankruptcy research, currently there is no active bankruptcy filing. (Maria)
4/8/22	Complete	Research Bankruptcy Status Pursuant to bankruptcy research, currently there is no active bankruptcy filing. (Carlos)

4/8/22 Complete Create a New Collection File

**Current Liens**

<u>Date</u>	<u>Amount</u>	<u>Type</u>
11/1/24	\$723.94	Assessment

**Payments**

<u>Date</u>	<u>Amount</u>	<u>Type</u>
4/3/24	\$363.00	Credit Card
3/30/24	\$363.00	Credit Card
2/14/24	\$725.00	Credit Card
1/12/24	\$725.00	Credit Card

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**Cust. Account#** ARW78009

**Debtor(s)**

Ephram Gulilat, 8009 Folkstone Road, Manassas, VA 20111  
Yordanos Tarekegn, 8009 Folkstone Road, Manassas, VA 20111

**Property Address(es)**

8009 Folkstone Road, Manassas, VA 20111

**Account Summary**

Assessments	\$304.32
Special Assessments	\$0.00
Violation Charges	\$0.00
Accelerated Assessments	\$0.00
Attorney Fees	\$0.00
Court Costs	\$0.00
Interest	\$0.00
<b>Balance Due</b>	<b>\$304.32</b>

**Actions**

<u>Date</u>	<u>Status</u>	<u>Description / Remarks</u>
4/1/25	Complete	Prepare Updated Balance Letter to Debtor
3/14/25	Complete	Prepare Payment Letter and Forward to Client Contact Payment in the amount of \$615.53.
3/4/25	Complete	Prepare Notice of Acceleration
3/4/25	Complete	Prepare Memorandum of Lien and Forward to Client for Signature
2/3/25	Complete	Prepare Lien Warning Letter
11/25/24	Complete	Prepare Validation Notice with Initial 30-day Period to Dispute Debt
11/12/24	Complete	Research Bankruptcy Status No filings found for Yordanos.
11/12/24	Complete	Research Bankruptcy Status No active filings found for Ephram.
11/12/24	Complete	Create a New Collection File

**Current Liens**

None

**Payments**

<u>Date</u>	<u>Amount</u>	<u>Type</u>
3/12/25	\$615.53	Credit Card

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**Cust. Account#**      ARW59617

**Debtor(s)**

Adam Harris, 9617 Dairymaid Court, Manassas, VA 20111

Tisa Forrest Harris, 9617 Dairymaid Court, Manassas, VA 20111

**Property Address(es)**

9617 Dairymaid Court, Manassas, VA 20111

**Account Summary**

Assessments	\$910.21
Special Assessments	\$0.00
Violation Charges	\$80.00
Accelerated Assessments	\$0.00
Attorney Fees	\$9.64
Court Costs	\$52.00
Interest	\$0.00
<b>Balance Due</b>	<b>\$1,051.85</b>

**Actions**

<b><u>Date</u></b>	<b><u>Status</u></b>	<b><u>Description / Remarks</u></b>
4/1/25	Complete	Paralegal Review File and Forward Lien to Court To Be Filed. Lien filed securing assessments through December 2025.
4/1/25	Complete	Research Bankruptcy Status Pursuant to bankruptcy research, currently there is no active bankruptcy filing (Adam)
4/1/25	Complete	Research Bankruptcy Status Pursuant to bankruptcy research, currently there is no active bankruptcy filing. (Tisa)
4/1/25	Complete	Verify Ownership Of Property Through Land Records Pursuant to land records research, debtors remain the current owners of the property.
3/4/25	Complete	Prepare Notice of Acceleration
3/4/25	Complete	Prepare Memorandum of Lien and Forward to Client for Signature
2/4/25	Complete	Prepare Lien Warning Letter
12/2/24	Complete	Prepare Validation Notice with Initial 30-day Period to Dispute Debt
12/2/24	Complete	Correspondence with Management Pursuant to correspondence received from management, the violation was corrected on November 6, 2024 and they do not have any photos.
11/26/24	Complete	Paralegal Review of Violation Charge Notices for Forwarding to Attorney
11/25/24	Complete	Correspondence with Management Correspondence sent to management requesting copies of the violation documentation as well as any photos that were taken.
11/12/24	Complete	Research Bankruptcy Status No filings found for Adam.
11/12/24	Complete	Research Bankruptcy Status No filings found for Tisa.
11/12/24	Complete	Create a New Collection File

**Current Liens**

<b><u>Date</u></b>	<b><u>Amount</u></b>	<b><u>Type</u></b>
4/1/25	\$1,131.85	Assessment

**Payments**

None



**Cust. Account#**      ARW158084

**Debtor(s)**

Daniela Sanchez, 8084 Station Road, Manassas, VA 20111

**Property Address(es)**

8084 Station Road, Manassas, VA 20111

**Account Summary**

Assessments	\$0.00
Special Assessments	\$0.00
Violation Charges	\$0.00
Accelerated Assessments	\$0.00
Attorney Fees	\$0.00
Court Costs	\$0.00
Interest	\$0.00
<b>Balance Due</b>	<b>\$0.00</b>

**Actions**

<b><u>Date</u></b>	<b><u>Status</u></b>	<b><u>Description / Remarks</u></b>
3/21/25	Complete	Prepare Payment Letter and Forward to Client Contact Payment in the amount of \$625.17. As this payment represents payment in full, once it has been received by management, this account will be closed with our office.
3/4/25	Complete	Prepare Notice of Acceleration
3/4/25	Complete	Prepare Memorandum of Lien and Forward to Client for Signature
2/4/25	Complete	Prepare Lien Warning Letter
11/25/24	Complete	Prepare Validation Notice with Initial 30-day Period to Dispute Debt
11/12/24	Complete	Research Bankruptcy Status No filings found.
11/12/24	Complete	Create a New Collection File

**Current Liens**

None

**Payments**

<b><u>Date</u></b>	<b><u>Amount</u></b>	<b><u>Type</u></b>
3/14/25	\$625.17	Credit Card

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**Cust. Account#**      ARW68178

**Debtor(s)**

Cinthian Karina Varela Dubon, 8178 Dickinson Court, Manassas, VA 20111

Katherine G. Varela, 8178 Dickinson Court, Manassas, VA 20111

**Property Address(es)**

8178 Dickinson Court, Manassas, VA 20111

**Account Summary**

Assessments	\$312.36
Special Assessments	\$0.00
Violation Charges	\$0.00
Accelerated Assessments	\$0.00
Attorney Fees	\$428.69
Court Costs	\$54.73
Interest	\$0.00
<b>Balance Due</b>	<b>\$795.78</b>

**Actions**

<b><u>Date</u></b>	<b><u>Status</u></b>	<b><u>Description / Remarks</u></b>
4/1/25	Complete	Prepare Updated Balance Letter to Debtor
3/12/25	Complete	Attorney Review Motion for Filing with Court Vacate judgment and continue case for payment clearance; hearing date of April 24.
3/4/25	Complete	Prepare Motion for Attorney Review and Filing with Court Motion to vacate judgment and continue for payment clearance and receipt of the remaining balance due prepared for a return date of April 24, 2025.
2/20/25	Complete	Results of Complaint Return Date Judgment granted; Defendant(s) did not appear.
2/20/25	Complete	Prepare Payment Letter and Forward to Client Contact Payment in the amount of \$1,000.00.
2/18/25	Complete	Attorney Court Appearance for Complaint Return Date
2/13/25	Complete	Conduct Phone Call with Debtor Telephone conversation with debtor detailing the current balance due. Debtor states that she is able to submit payment of \$1,000.00 this week and she will pay the remaining balance that is subject to the civil suit within two months. She will then be back in touch to discuss payment of the dues for January 2025.
2/12/25	Complete	Research Bankruptcy Status Pursuant to bankruptcy research, currently there is no active bankruptcy filing. (Varela)
2/12/25	Complete	Research Bankruptcy Status Pursuant to bankruptcy research, currently there is no active bankruptcy filing. (Dubon)
2/12/25	Complete	Verify Ownership Of Property Through Land Records Pursuant to land records research, debtors remain the current owners of the property.
12/12/24	Complete	Prepare Lawsuit Civil suit prepared and scheduled for a hearing in the Prince William County General District Court on February 18, 2025.
12/12/24	Complete	Research Bankruptcy Status Pursuant to bankruptcy research, currently there is no active bankruptcy filing. (Varela)
12/12/24	Complete	Research Bankruptcy Status Pursuant to bankruptcy research, currently there is no active bankruptcy filing. (Dubon)
12/12/24	Complete	Verify Ownership Of Property Through Land Records Pursuant to land records research, debtors remain the current owners of the property.
11/19/24	Complete	Prepare Civil Suit Affidavit for Forwarding to Client for Signature
11/19/24	Complete	Research Bankruptcy Status Pursuant to bankruptcy research, Wendy Varela filed Chapter 7 Bankruptcy on August 7, 2024 and was granted a discharge on November 12, 2024. The pre-petition balance must be written-off as it pertains to Wendy.
11/19/24	Complete	Research Bankruptcy Status Pursuant to bankruptcy research, currently there is no active bankruptcy filing. (Katherine)
11/19/24	Complete	Research Bankruptcy Status Pursuant to bankruptcy research, currently there is no active bankruptcy filing. (Cinthian)
11/19/24	Complete	Verify Ownership Of Property Through Land Records Pursuant to land records research, debtor remain the current owners of the property.
11/4/24	Complete	Prepare Civil Suit Affidavit for Forwarding to Client for Signature
9/5/24	Complete	Prepare Lien Notification and/or Suit Warning Letter
8/5/24	Complete	Paralegal Review File and Forward Lien to Court To Be Filed. Lien filed securing assessments through December 2024.
8/5/24	Complete	Research Bankruptcy Status Pursuant to bankruptcy research, currently there is no active bankruptcy filing. (Wendy)

8/5/24	Complete	Research Bankruptcy Status Pursuant to bankruptcy research, currently there is no active bankruptcy filing. (Katherine)
8/5/24	Complete	Research Bankruptcy Status Pursuant to bankruptcy research, currently there is no active bankruptcy filing. (Cinthian)
8/5/24	Complete	Verify Ownership Of Property Through Land Records Pursuant to land records research, debtors remain the current owners of the property.
7/2/24	Complete	Prepare Memorandum of Lien and Forward to Client for Signature
6/4/24	Complete	Prepare Lien Warning Letter
4/1/24	Complete	Prepare Validation Notice with Initial 30-day Period to Dispute Debt
3/14/24	Complete	Research Bankruptcy Status No filings found for Cinthian.
3/14/24	Complete	Research Bankruptcy Status No filings found for Katherine.
3/14/24	Complete	Research Bankruptcy Status No filings found for Wendy.
3/14/24	Complete	Create a New Collection File

#### **Current Liens**

<b><u>Date</u></b>	<b><u>Amount</u></b>	<b><u>Type</u></b>
8/5/24	\$779.87	Assessment

#### **Payments**

<b><u>Date</u></b>	<b><u>Amount</u></b>	<b><u>Type</u></b>
2/13/25	\$1,000.00	Credit Card

**Homeowner Violations**Arrowood Homeowners Association, Inc.  
1/1/2009 12:00:00AM - 4/2/2025 12:00:00AM**Date:** 4/2/2025  
**Time:** 4:37 pm  
**Page:** 1

Account #	Homeowner Name	Address	Lot / Block
ARW18224	Ramesh & Imba Khatiwada	8224 Ancient Oak Court	/

**Type: 30 days****Violations**      **Initial Date:** 06-15-2023      **Level:** Hearing      **Next Contact:**      **Escalation Date:** 08-31-2023**Miscellaneous**      **Descr:** Please scrape/paint peeling paint on attic vent cover on front of home.**06/15/2023** : Level 1st Notice Violation created by David Ray:  
30 days 06/15/2023**Miscellaneous** Please scrape/paint peeling paint on attic vent cover on front of home.  
Level: 1st Notice**08/01/2023** : Violation changes by David Ray:  
-level changed from 1st Notice to 2nd Notice**08/30/2023** : Violation changes by David Ray:  
-level changed from 2nd Notice to Hearing**09/05/2023** : all done

ARW29838	Thomas & Claudine McEntee	9838 Arrowood Drive	/
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**Type: 30 days****Violations**      **Initial Date:** 07-06-2023      **Level:** AfterHearing\_Daily      **Next Contact:**      **Escalation Date:** 09-16-2023**Miscellaneous**      **Descr:** Please paint faded blue shutters.**07/06/2023** : Level 1st Notice Violation created by David Ray:  
30 days 07/06/2023**Miscellaneous** Please paint faded blue shutters.  
Level: 1st Notice**08/01/2023** : Violation changes by David Ray:  
-level changed from 1st Notice to 2nd Notice**08/30/2023** : Violation changes by David Ray:  
-level changed from 2nd Notice to Hearing**09/15/2023** : Violation changes by Haley Furr:  
-level changed from Hearing to AfterHearing\_Daily**10/06/2023** : all done now - close**10/06/2023** : Violation fine declined by Haley Furr.

ARW29844	Steven Bishop	9844 Arrowood Drive	/
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**Type: 7 Day Covenant Violations****Violations**      **Initial Date:** 12-03-2024      **Level:** Hearing Notice      **Next Contact:** 04/10/2025      **Escalation Date:** 03-28-2025**Shrubs**      **Descr:** Please trim back all bushes along the front and side as they are impeding the sidewalk.**12/03/2024** : Level 1st Notice Violation created by Kelly Beavers:  
7 Day Covenant Violations 12/3/2024**Shrubs** Please trim back all bushes along the front and side as they are impeding the sidewalk.  
Level: 1st Notice**02/27/2025** : Violation changes by Kelly Beavers:  
-level changed from 1st Notice to 2nd Notice**03/21/2025** : Violation changes by Kelly Beavers:-level changed from 2nd Notice to Hearing Notice

ARW68178	Wendy & Cinthian Dubon & Katherine V.	8178 Dickinson Court	/
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**Type: No Approval on File****Violations**      **Initial Date:** 03-13-2024      **Level:** First NOA      **Next Contact:**      **Escalation Date:** 04-12-2024**No Approval on File**      **Descr:** No approved architectural application on file for the three fences. Please submit an application for approval.

**Homeowner Violations**

Arrowood Homeowners Association, Inc.  
1/1/2009 12:00:00AM - 4/2/2025 12:00:00AM

Date: 4/2/2025  
Time: 4:37 pm  
Page: 2

Account #	Homeowner Name	Address	Lot / Block
<b>03/13/2024</b> : Level First NOA Violation created by Kelly Beavers: No Approval on File 03/13/2024 No Approval on File No approved architectural application on file for the three fences. Please submit an application for approval. Level: First NOA			
ARW88108	Jose Mendez-Chavez	8108 Fruit Wood Court	/
Type: 30 days			
Violations	Initial Date: 01-01-1900	Level: AfterHearing_Daily	Next Contact: Escalation Date: 01-14-2023
Descr:			
<b>04/28/2021</b> : Level 1st Notice Violation created by Carolyn Smallwood: 30 days 04/27/2021 Driveways/Walkways/Sidewalks Repave/repair/reseal driveway Level: 1st Notice			
<b>07/06/2021</b> : Violation changes by Carolyn Smallwood: -level changed from 1st Notice to 2nd Notice			
<b>08/06/2021</b> : Level 2 violation regenerated by Carolyn Smallwood.			
<b>10/12/2021</b> : Violation changes by Carolyn Smallwood: -level changed from 2nd Notice to Hearing			
<b>06/10/2022</b> : Level 3 violation regenerated by David Ray.			
<b>10/27/2022</b> : Level 3 violation regenerated by David Ray.			
<b>11/21/2022</b> : Level 3 violation regenerated by David Ray.			
<b>11/21/2022</b> : Level 3 violation regenerated by David Ray.			
<b>01/13/2023</b> : Violation changes by David Ray: -level changed from Hearing to AfterHearing_Daily			
<b>01/24/2023</b> : Violation fine approved by Haley Furr.			
<b>05/02/2023</b> : Violation changes by David Ray: -removed Driveways/Walkways/Sidewalks			
ARW88124	Janalea Jai Lopez & Antonio Lopez, III	8124 Fruit Wood Court	/
Type: Resale Violation			
Violations	Initial Date: 09-09-2024	Level: 1	Next Contact: Escalation Date:
Disclosure Violation	Descr: (1)Clean left side siding to remove dirt and algae stains.(2)Foundation walls need cleaning or painting to remove dirt stains.(3)All landscaping beds need attention, removal of weeds, etc.(4)Both left and right-side attic vents have areas of wood rot, needs repair and paint.		
<b>09/09/2024</b> : Level 1 Violation created by Kelly Beavers: Resale Violation 9/9/2024 Disclosure Violation (1)Clean left side siding to remove dirt and algae stains.(2)Foundation walls need cleaning or painting to remove dirt stains.(3)All landscaping beds need attention, removal of weeds, etc. (4)Both left and right-side attic vents have areas of wood rot, needs repair and paint. Level: 1			
Violations	Initial Date: 09-09-2024	Level: 1	Next Contact: Escalation Date:
Disclosure Violation	Descr: (5)Right side siding needs to be cleaned to remove dirt and algae stains. (6)Right side landscaping border (bricks) need to be neatly fixed.(7)Replace several missing concrete paver stepping stones (right rear side, inside fence gate going towards rear deck), or remove all the concrete stepping stones so that it is uniform.		



### Homeowner Violations

Arrowood Homeowners Association, Inc.  
1/1/2009 12:00:00AM - 4/2/2025 12:00:00AM

Date: 4/2/2025  
Time: 4:37 pm  
Page: 3

Account #	Homeowner Name	Address	Lot / Block
<div>09/09/2024 : Level 1 Violation created by Kelly Beavers: Resale Violation 9/9/2024 Disclosure Violation (5)Right side siding needs to be cleaned to remove dirt and algae stains.(6)Right side landscaping border (bricks) need to be neatly fixed.(7)Replace several missing concrete paver stepping stones (right rear side, inside fence gate going towards rear deck), or remove all the concrete stepping stones so that it is uniform. Level: 1</div>			
ARW139636	Mursal Hossein	9636 Manassas Forge Drive	/
Type: 7 Day Covenant Violations			
Violations	Initial Date: 03-04-2025	Level: 2nd Notice	Next Contact: Escalation Date: 04-04-2025
Miscellaneous	Descr: Remove all construction debris and miscellaneous items from the front, left and rear of home.		
<div>03/04/2025 : Level 1st Notice Violation created by Kelly Beavers: 7 Day Covenant Violations 3/4/2025 Miscellaneous Remove all construction debris and miscellaneous items from the front, left and rear of home. Level: 1st Notice</div>			
<div>03/21/2025 : Violation changes by Kelly Beavers: -level changed from 1st Notice to 2nd Notice</div>			
ARW139755	Adam R. Jelinek	9755 Manassas Forge Drive	/
Type: Resale Violation			
Violations	Initial Date: 06-05-2024	Level: 1	Next Contact: Escalation Date:
Disclosure Violation	Descr: (1)Clean rear siding in its entirety to remove dirt and algae stains.(2)Clean right side siding to remove dirt stains.(3)All white trim boards around rear ground level deck needs to be painted, chipped paint, and stained		
<div>06/05/2024 : Level 1 Violation created by Kelly Beavers: Resale Violation 6/5/2024 Disclosure Violation (1)Clean rear siding in its entirety to remove dirt and algae stains.(2)Clean right side siding to remove dirt stains.(3)All white trim boards around rear ground level deck needs to be painted, chipped paint, and stained Level: 1</div>			
Violations	Initial Date: 06-05-2024	Level: 1	Next Contact: Escalation Date:
Disclosure Violation	Descr: (4)Rear ground level deck railing needs to be cleaned or painted to remove stains.(5)Rear bump-out fascia board needs painting, chipped paint and stained.(6)Decorative trim above x3 front windows needs cleaning or painting to remove stains.		
<div>06/05/2024 : Level 1 Violation created by Kelly Beavers: Resale Violation 6/5/2024 Disclosure Violation (4)Rear ground level deck railing needs to be cleaned or painted to remove stains. (5)Rear bump-out fascia board needs painting, chipped paint and stained.(6)Decorative trim above x3 front windows needs cleaning or painting to remove stains. Level: 1</div>			
Violations	Initial Date: 06-05-2024	Level: 1	Next Contact: Escalation Date:
Disclosure Violation	Descr: (7)All landscaping beds around the home need to be weeded.		
<div>06/05/2024 : Level 1 Violation created by Kelly Beavers: Resale Violation 6/5/2024 Disclosure Violation (7)All landscaping beds around the home need to be weeded. Level: 1</div>			
ARW148255	Jonthan Cox & Bethany Cox	8255 Plum Court	/
Type: Resale Violation			



### Homeowner Violations

Arrowood Homeowners Association, Inc.  
1/1/2009 12:00:00AM - 4/2/2025 12:00:00AM

Date: 4/2/2025  
Time: 4:37 pm  
Page: 4

Account #	Homeowner Name	Address	Lot / Block
Violations	Initial Date: 03-31-2025	Level: 1	Next Contact: Escalation Date:
Disclosure Violation	<b>Descr:</b> (1)Right side siding needs to be cleaned in its entirety to remove dirt and algae stains.(2)Right side foundation wall needs cleaning or painting to remove dirt stains.(3)All front gutters (outside surface) need cleaning to remove stains.(4)Both right side facing downspouts need cleaning to remove dirt and algae stains.(5)Right side facing porch wood trim and rake board need painting.(6)Front porch railing needs cleaning to remove dirt and algae stains.		
<b>03/31/2025</b> : Level 1 Violation created by Kelly Beavers: Resale Violation 3/31/2025 Disclosure Violation (1)Right side siding needs to be cleaned in its entirety to remove dirt and algae stains.(2)Right side foundation wall needs cleaning or painting to remove dirt stains.(3)All front gutters (outside surface) need cleaning to remove stains.(4)Both right side facing downspouts need cleaning to remove dirt and algae stains.(5)Right side facing porch wood trim and rake board need painting.(6)Front porch railing needs cleaning to remove dirt and algae stains. Level: 1			

Violations	Initial Date: 03-31-2025	Level: 1	Next Contact: Escalation Date:
Disclosure Violation	<b>Descr:</b> .(7)Garage doors need cleaning to remove dirt stains.(8)Upper front middle window decorative wood header needs cleaning or painting to remove dirt stains.(9)Front soffit needs cleaning to remove dirt stains.(10)All front wood trim boards need cleaning or painting to remove dirt stains.(11)Front light post needs painting.(12)Upper front right fascia board has wood rot (hole) needs repair and paint.		
<b>03/31/2025</b> : Level 1 Violation created by Kelly Beavers: Resale Violation 3/31/2025 Disclosure Violation .(7)Garage doors need cleaning to remove dirt stains.(8)Upper front middle window decorative wood header needs cleaning or painting to remove dirt stains.(9)Front soffit needs cleaning to remove dirt stains.(10)All front wood trim boards need cleaning or painting to remove dirt stains.(11)Front light post needs painting.(12)Upper front right fascia board has wood rot (hole) needs repair and paint. Level: 1			