

AGENDA

Arrowood Homeowners Association, Inc. Board of Directors Meeting

Thursday, February 9, 2025 - 7:00 PM
Zoom Meeting

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. Review and Approval of Meeting Minutes February 2025 – page 1-2
4. Architectural Committee Report: Application Log Ratification (Feb) – page 3
5. Management Report
 - a. Financial Statement: February 2025 – page 5-11
 - b. Action Item List – page 12
 - c. Operational Calendar – page 13
 - d. Premier Turf & Landscaping Monthly Report Jan & Feb – page 14-15
6. Unfinished Business
 - a. Ratify emergency approval for Premier to remove a tree that blew over near SWMP fence behind 8021 Folkstone for \$1,095 – page 16-17
 - b. Update on CTA: no more deadline or enforcement – page 18-19
7. New Business
 - a. VoteHOAnow electronic vote contract 2025 – page 20-22
8. Executive Session
 - a. Aging Accounts Report – page 24-28
 - b. Collection Status Reports – page 29-37
 - c. Violation List – page 38-39
9. Adjournment

MEETING MINUTES

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

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 HOMEOWNERS ASSOCIATION MONTHLY REPORT

Next Board Meeting Scheduled For:

April 10, 2025
May 8, 2025 ANNUAL

To: Board of Directors

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

Date: March 13, 2025

ACTIONS ITEMS

See attached spreadsheet for action item updates.

January Financials are included for review.

OPERATION CALENDAR –

- send call for candidates early March
- mail annual meeting notice before April 22
- ****What date do we want to do May yard sale?** May 3rd? (we will include a flyer with the annual meeting notice)



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www.sequoiamanagement.com

Arrowood Homeowners Association, Inc.

Financial Statement Analysis

February 28, 2025

TOTAL REVENUE – Over budget \$1,532 for the current month. YTD over budget \$1,523 (late fees).

TOTAL MAINTENANCE EXPENSES – Over budget \$1,290 for the current month. YTD over budget \$1,930 (snow).

TOTAL UTILITIES – Under budget \$48 for the current month. YTD under budget \$91.

TOTAL GENERAL AND ADMINISTRATIVE – Under budget \$531 for the current month. YTD under budget \$428.

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

SURPLUS/(DEFICIT) FUNDS – Positive variance of \$816 for the current month. YTD positive variance \$116.

**ARROWOOD HOMEOWNERS ASSOCIATION
BALANCE SHEET
FEBRUARY 28, 2025
(UNAUDITED)**

ASSETS

PINNACLE BANK CHECKING	87,455.08
ASSESSMENTS RECEIVABLE	14,033.04
ALLOWANCE ACCOUNT	(1,645.07)
INSURANCE CLAIM	0.00
MISCELLANEOUS RECEIVABLES	0.00
ACCRUED INTEREST RECEIVABLE	0.00
PREPAID EXPENSES	<u>1,302.90</u>

TOTAL CURRENT ASSETS **101,145.95**

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>15,692.25</u>

TOTAL CASH INVESTMENTS **86,469.72**

TOTAL ASSETS **187,615.67**

LIABILITIES

ACCRUED EXPENSES	130.00
PREPAID ASSESSMENTS	<u>7,795.55</u>

TOTAL LIABILITIES **7,925.55**

EQUITY

REPLACEMENT RESERVE	96,180.03
UNAPPROPRIATED EQUITY	38,662.66
CURRENT YEAR SURPLUS / (DEFICIT)	<u>44,847.43</u>

TOTAL EQUITY **179,690.12**

TOTAL LIABILITIES & EQUITY **187,615.67**

**ARROWOOD HOMEOWNERS ASSOCIATION
INCOME STATEMENT
FOR THE MONTH AND TWO MONTHS ENDED FEBRUARY 28, 2025
(UNAUDITED)**

	CURRENT PERIOD			YEAR TO DATE			ANNUAL
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	BUDGET
REVENUE							
GENERAL ASSESSMENT	0.00	0.00	0.00	74,554.04	74,554.00	0.04	149,108
LATE CHARGES	972.40	0.00	972.40	972.40	0.00	972.40	0
INTEREST INCOME	34.24	29.17	5.07	54.65	58.34	(3.69)	350
MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	0.00	0.00	50
LEGAL FEE REIMBURSEMENTS	<u>554.69</u>	<u>0.00</u>	<u>554.69</u>	<u>554.69</u>	<u>0.00</u>	<u>554.69</u>	<u>0</u>
TOTAL REVENUE	<u>1,561.33</u>	<u>29.17</u>	<u>1,532.16</u>	<u>76,135.78</u>	<u>74,612.34</u>	<u>1,523.44</u>	<u>149,508</u>
MAINTENANCE EXPENSES							
COMMON AREA MAINTENANCE	900.00	320.83	(579.17)	900.00	641.66	(258.34)	3,850
LAWN & GROUNDS MAINTENANCE	1,350.00	1,350.00	0.00	2,700.00	2,700.00	0.00	16,200
OTHER LANDSCAPING	0.00	500.00	500.00	0.00	1,000.00	1,000.00	6,000
SNOW REMOVAL	1,211.00	0.00	(1,211.00)	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>10,626.00</u>	<u>10,626.00</u>	<u>0.00</u>	<u>63,756</u>
TOTAL MAINTENANCE EXPENSES	<u>8,774.00</u>	<u>7,483.83</u>	<u>(1,290.17)</u>	<u>16,898.00</u>	<u>14,967.66</u>	<u>(1,930.34)</u>	<u>89,806</u>
UTILITIES							
GAS & ELECTRIC	114.75	133.33	18.58	233.86	266.66	32.80	1,600
WATER & SEWER	<u>0.00</u>	<u>29.17</u>	<u>29.17</u>	<u>0.00</u>	<u>58.34</u>	<u>58.34</u>	<u>350</u>
TOTAL UTILITIES	<u>114.75</u>	<u>162.50</u>	<u>47.75</u>	<u>233.86</u>	<u>325.00</u>	<u>91.14</u>	<u>1,950</u>
GENERAL & ADMINISTRATIVE							
POSTAGE & DELIVERY	6.90	129.17	122.27	6.90	258.34	251.44	1,550
INSURANCE	238.42	250.00	11.58	476.84	500.00	23.16	3,000
MANAGEMENT FEES	2,056.08	2,056.08	0.00	4,112.16	4,112.16	0.00	24,673
LEGAL FEES	14.55	458.33	443.78	983.44	916.66	(66.78)	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	25.00	25.00	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	15.00	166.67	151.67	30.00	333.34	303.34	2,000
RESERVE STUDY	<u>198.00</u>	<u>0.00</u>	<u>(198.00)</u>	<u>198.00</u>	<u>0.00</u>	<u>(198.00)</u>	<u>2,000</u>
TOTAL GENERAL & ADMINISTRATIVE	<u>2,553.95</u>	<u>3,085.25</u>	<u>531.30</u>	<u>5,832.34</u>	<u>6,260.50</u>	<u>428.16</u>	<u>40,863</u>
RESERVE CONTRIBUTIONS							
REPAIR & REPLACEMENT RESERVES	0.00	0.00	0.00	8,269.50	8,269.50	0.00	16,539
RE-INVESTED INTEREST	<u>34.24</u>	<u>29.17</u>	<u>(5.07)</u>	<u>54.65</u>	<u>58.34</u>	<u>3.69</u>	<u>350</u>
TOTAL RESERVE CONTRIBUTIONS	<u>34.24</u>	<u>29.17</u>	<u>(5.07)</u>	<u>8,324.15</u>	<u>8,327.84</u>	<u>3.69</u>	<u>16,889</u>
TOTAL EXPENSES	<u>11,476.94</u>	<u>10,760.75</u>	<u>(716.19)</u>	<u>31,288.35</u>	<u>29,881.00</u>	<u>(1,407.35)</u>	<u>149,508</u>
SURPLUS / (DEFICIT) FUNDS	<u>(9,915.61)</u>	<u>(10,731.58)</u>	<u>815.97</u>	<u>44,847.43</u>	<u>44,731.34</u>	<u>116.09</u>	<u>0</u>

**General Ledger Trial Balance with Details**

Arrowood Homeowners Association, Inc.

Accts: All Dates: 2/1/2025 - 2/28/2025

Date: 3/6/2025

Time: 3:42 pm

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Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance
10-10300-00	PINNACLE OPERATING CASH	\$90,061.87	\$8,597.49	\$11,204.28	\$87,455.08
Date	GL Ref #	Debit	Credit	Description	
02/01/2025	10885207	\$ -	\$ 2,056.08	PINNACLE OPERATING CASH; Sequoia Management Company Chk # 25170 Inv: 88800 Sequoia Management Company	
02/03/2025	10903898	294.68	-	Deposit from batch 286548	
02/03/2025	10905403	589.36	-	Deposit from batch 286420	
02/05/2025	10910808	-	1,350.00	PINNACLE OPERATING CASH; Premier Turf & Landscaping, Inc. Chk # 25171 Inv: 11784 Premier Turf & Landscaping, Inc.	
02/06/2025	10915712	32.29	-	Deposit from batch 286876	
02/07/2025	10920711	20.00	-	Deposit from batch 287022	
02/07/2025	10921065	294.62	-	Deposit from batch 287152	
02/10/2025	10922990	294.68	-	Deposit from batch 287194	
02/10/2025	10923411	312.36	-	Deposit from batch 287086	
02/11/2025	10927696	312.36	-	Deposit from batch 287199	
02/11/2025	10927937	312.36	-	Deposit from batch 287210	
02/11/2025	10928575	624.72	-	Deposit from batch 287325	
02/12/2025	10929654	-	6.90	PINNACLE OPERATING CASH; Sequoia Management Company Chk # 25172 Inv: 88995 Sequoia Management Company	
02/12/2025	10929656	-	1,211.00	PINNACLE OPERATING CASH; Premier Turf & Landscaping, Inc. Chk # 25173 Inv: 11697 Premier Turf & Landscaping, Inc.	
02/12/2025	10929658	-	14.55	PINNACLE OPERATING CASH; Chadwick, Washington, Moriarty, Elmore & Bunn, P.C. Chk # 25174 Inv: 326183 Chadwick, Washington, Moriarty, Elmore & Bunn, P.C.	
02/12/2025	10929660	-	5,313.00	PINNACLE OPERATING CASH; Disposal Services LLC Chk # 25175 Inv: 11183 Disposal Services LLC	
02/12/2025	10930093	312.36	-	Deposit from batch 287299	
02/13/2025	10932434	294.68	-	Deposit from batch 287552	
02/14/2025	10933624	312.36	-	Deposit from batch 287627	
02/18/2025	10934503	312.36	-	Deposit from batch 287668	
02/18/2025	10935218	312.36	-	Deposit from batch 287752	
02/18/2025	10935297	624.72	-	Deposit from batch 287605	
02/19/2025	10937778	312.36	-	Deposit from batch 287900	
02/20/2025	10938999	312.36	-	Deposit from batch 287915	
02/21/2025	10939542	332.36	-	Deposit from batch 287983	
02/25/2025	10941056	1,000.00	-	Deposit from batch 288188	
02/25/2025	10942505	312.36	-	Deposit from batch 288215	
02/26/2025	10941684	-	25.00	PINNACLE OPERATING CASH; State Corporation Commission Chk # 25176 Inv: 010125 State Corporation Commission	
02/26/2025	10941848	-	43.00	PINNACLE OPERATING CASH; Northern Virginia Electric Cooperative Chk # 25177 Inv: 021225 Northern Virginia Electric Cooperative	
02/26/2025	10941848	-	36.90	PINNACLE OPERATING CASH; Northern Virginia Electric Cooperative Chk # 25177 Inv: 021225 Northern Virginia Electric Cooperative	
02/26/2025	10941848	-	34.85	PINNACLE OPERATING CASH; Northern Virginia Electric Cooperative Chk # 25177 Inv: 021225 Northern Virginia Electric Cooperative	
02/26/2025	10941854	-	900.00	PINNACLE OPERATING CASH; Playground Specialists INC. Chk # 25178 Inv: 20316 Playground Specialists INC.	
02/26/2025	10941856	-	15.00	PINNACLE OPERATING CASH; T-Mobile Chk # 25179 Inv: 999535555-7 T-Mobile	
02/26/2025	10941858	-	198.00	PINNACLE OPERATING CASH; DMA Reserves Inc Chk # 25180 Inv: 6544 DMA Reserves Inc	
02/26/2025	10943005	312.36	-	Deposit from batch 288199	
02/26/2025	10943314	294.68	-	Deposit from batch 288300	

**General Ledger Trial Balance with Details**

Arrowood Homeowners Association, Inc.

Accts: All Dates: 2/1/2025 - 2/28/2025

Date: 3/6/2025

Time: 3:42 pm

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Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance
02/28/2025	10946618 \$ 464.74 \$ - Deposit from batch 288385				
12-11000-00	ASSESSMENTS RECEIVABLE	20,951.06	1,610.13	8,528.15	14,033.04
Date	GL Ref #	Debit	Credit	Description	
02/03/2025	10905403	\$ -	\$ 589.36	Deposit from batch 286420	
02/03/2025	10903898	-	294.68	Deposit from batch 286548	
02/03/2025	10903640	1,025.44	-	Late Fee - Batch 286507	
02/03/2025	10906511	554.69	-	Legal Fees - Batch 286551	
02/03/2025	10907053	30.00	-	Association Dues - Batch 286552	
02/03/2025	10907055	-	30.00	Move Dues to Current Owner Account Due to Resale Error	
02/06/2025	10915712	-	32.29	Deposit from batch 286876	
02/07/2025	10920711	-	20.00	Deposit from batch 287022	
02/07/2025	10921065	-	294.62	Deposit from batch 287152	
02/10/2025	10923411	-	312.36	Deposit from batch 287086	
02/10/2025	10922990	-	294.68	Deposit from batch 287194	
02/11/2025	10927696	-	312.36	Deposit from batch 287199	
02/11/2025	10927937	-	312.36	Deposit from batch 287210	
02/11/2025	10928575	-	624.72	Deposit from batch 287325	
02/12/2025	10930093	-	312.36	Deposit from batch 287299	
02/13/2025	10932434	-	294.68	Deposit from batch 287552	
02/13/2025	10931235	-	17.68	WriteOff Late Fee	
02/14/2025	10933624	-	312.36	Deposit from batch 287627	
02/18/2025	10935297	-	624.72	Deposit from batch 287605	
02/18/2025	10934503	-	312.36	Deposit from batch 287668	
02/18/2025	10935218	-	312.36	Deposit from batch 287752	
02/19/2025	10937778	-	312.36	Deposit from batch 287900	
02/19/2025	10937035	-	17.68	WriteOff Late Fee	
02/19/2025	10937037	-	17.68	WriteOff Late Fee	
02/20/2025	10938999	-	312.36	Deposit from batch 287915	
02/21/2025	10939542	-	332.36	Deposit from batch 287983	
02/25/2025	10941056	-	1,000.00	Deposit from batch 288188	
02/25/2025	10942505	-	312.36	Deposit from batch 288215	
02/26/2025	10943005	-	312.36	Deposit from batch 288199	
02/26/2025	10943314	-	294.68	Deposit from batch 288300	
02/28/2025	10946618	-	312.36	Deposit from batch 288385	
12-11001-00	ALLOWANCE ACCOUNT	(1,645.07)	-	-	(1,645.07)
Date	GL Ref #	Debit	Credit	Description	
13-12000-00	PREPAID EXPENSES	1,541.32	-	238.42	1,302.90
Date	GL Ref #	Debit	Credit	Description	
02/28/2025	10975277	\$ -	\$ 238.42	Adjust Prepaid Insurance	
15-10780-00	PINNACLE BANK MONEY MARKET	15,658.01	34.24	-	15,692.25
Date	GL Ref #	Debit	Credit	Description	
02/28/2025	10947458	\$ 34.24	\$ -	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)	-	-	(130.00)
Date	GL Ref #	Debit	Credit	Description	
30-39000-00	PREPAID ASSESSMENTS	(7,643.17)	-	152.38	(7,795.55)
Date	GL Ref #	Debit	Credit	Description	
02/28/2025	10946618	\$ -	\$ 152.38	Deposit from batch 288385	
40-49000-00	UNAPPROPRIATED EQUITY	(38,662.66)	-	-	(38,662.66)
Date	GL Ref #	Debit	Credit	Description	
40-49500-00	REPLACEMENT RESERVE	(96,145.79)	-	34.24	(96,180.03)
Date	GL Ref #	Debit	Credit	Description	

**General Ledger Trial Balance with Details**

Arrowood Homeowners Association, Inc.

Accts: All Dates: 2/1/2025 - 2/28/2025

Date: 3/6/2025

Time: 3:42 pm

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Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance
02/28/2025	10975275 \$ - \$ 34.24	Re-Invested Reserve Interest			
50-50000-00	GENERAL ASSESSMENTS	(74,554.04)	30.00	30.00	(74,554.04)
Date	GL Ref #	Debit	Credit	Description	
02/03/2025	10907053	\$ -	\$ 30.00	Association Dues - Batch 286552	
02/03/2025	10907055	30.00	-	Move Dues to Current Owner Account Due to Resale Error	
50-50500-00	LATE CHARGES	-	53.04	1,025.44	(972.40)
Date	GL Ref #	Debit	Credit	Description	
02/03/2025	10903640	\$ -	\$ 1,025.44	Late Fee - Batch 286507	
02/13/2025	10931235	17.68	-	WriteOff Late Fee	
02/19/2025	10937035	17.68	-	WriteOff Late Fee	
02/19/2025	10937037	17.68	-	WriteOff Late Fee	
50-50550-00	INTEREST INCOME	(20.41)	-	34.24	(54.65)
Date	GL Ref #	Debit	Credit	Description	
02/28/2025	10947458	\$ -	\$ 34.24	Interest	
50-54001-00	LEGAL FEE REIMBURSEMENTS	-	-	554.69	(554.69)
Date	GL Ref #	Debit	Credit	Description	
02/03/2025	10906511	\$ -	\$ 554.69	Legal Fees - Batch 286551	
70-70010-00	COMMON AREA MAINTENANCE	-	900.00	-	900.00
Date	GL Ref #	Debit	Credit	Description	
02/26/2025	10941854	\$ 900.00	\$ -	TWO - SWING KICK MAT INSTALLED; Playground Specialists INC. Chk # 25178 Inv: 20316 Playground Specialists INC.	
70-70040-00	LAWN & GROUNDS MAINTENANCE	1,350.00	1,350.00	-	2,700.00
Date	GL Ref #	Debit	Credit	Description	
02/05/2025	10910808	\$ 1,350.00	\$ -	LANDSCAPING CONTRACT FEBRUARY; Premier Turf & Landscaping, Inc. Chk # 25171 Inv: 11784 Premier Turf & Landscaping, Inc.	
70-70050-00	SNOW REMOVAL	1,461.00	1,211.00	-	2,672.00
Date	GL Ref #	Debit	Credit	Description	
02/12/2025	10929656	\$ 1,211.00	\$ -	SNOW CLEAR SIDEWALK 1/13; Premier Turf & Landscaping, Inc. Chk # 25173 Inv: 11697 Premier Turf & Landscaping, Inc.	
70-70060-00	TRASH REMOVAL	5,313.00	5,313.00	-	10,626.00
Date	GL Ref #	Debit	Credit	Description	
02/12/2025	10929660	\$ 5,313.00	\$ -	TRASH REMOVAL FEBRUARY; Disposal Services LLC Chk # 25175 Inv: 11183 Disposal Services LLC	
70-71010-00	GAS & ELECTRIC	119.11	114.75	-	233.86
Date	GL Ref #	Debit	Credit	Description	
02/26/2025	10941848	\$ 34.85	\$ -	ACCOUNT 2423168002; Northern Virginia Electric Cooperative Chk # 25177 Inv: 021225 Northern Virginia Electric Cooperative	
02/26/2025	10941848	36.90	-	ACCOUNT 2423168003; Northern Virginia Electric Cooperative Chk # 25177 Inv: 021225 Northern Virginia Electric Cooperative	
02/26/2025	10941848	43.00	-	ACCOUNT 2423168004; Northern Virginia Electric Cooperative Chk # 25177 Inv: 021225 Northern Virginia Electric Cooperative	
70-72020-00	DUES & LICENSES	-	25.00	-	25.00
Date	GL Ref #	Debit	Credit	Description	
02/26/2025	10941684	\$ 25.00	\$ -	SCC ID 0355031-6 YEAR 2025 ANNUAL REGISTRATION FEE; State Corporation Commission Chk # 25176 Inv: 010125 State Corporation Commission	
70-72340-00	POSTAGE & DELIVERY	-	6.90	-	6.90
Date	GL Ref #	Debit	Credit	Description	
02/12/2025	10929654	\$ 6.90	\$ -	POSTAGE JANUARY; Sequoia Management Company Chk # 25172 Inv: 88995 Sequoia Management Company	
70-73000-00	INSURANCE	238.42	238.42	-	476.84
Date	GL Ref #	Debit	Credit	Description	

**General Ledger Trial Balance with Details**

Arrowood Homeowners Association, Inc.

Accts: All Dates: 2/1/2025 - 2/28/2025

Date: 3/6/2025

Time: 3:42 pm

Page: 4

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance
02/28/2025	10975277 \$ 238.42	\$ -	Adjust Prepaid Insurance		
70-74000-00	LEGAL FEES	968.89	14.55	-	983.44
Date	GL Ref #	Debit	Credit	Description	
02/12/2025	10929658	\$ 14.55	\$ -	LEGAL FEES JANUARY; Chadwick, Washington, Moriarty, Elmore & Bunn, P.C. Chk # 25174 Inv: 326183 Chadwick, Washington, Moriarty, Elmore & Bunn, P.C.	
70-74090-00	RESERVE STUDY	-	198.00	-	198.00
Date	GL Ref #	Debit	Credit	Description	
02/26/2025	10941858	\$ 198.00	\$ -	RESERVE STUDY - FINAL 10% BILLING - JOB #2410001; DMA Reserves Inc Chk # 25180 Inv: 6544 DMA Reserves Inc	
70-75300-00	MISC. ADMIN	15.00	15.00	-	30.00
Date	GL Ref #	Debit	Credit	Description	
02/26/2025	10941856	\$ 15.00	\$ -	ACCOUNT 999535555; T-Mobile Chk # 25179 Inv: 999535555-7 T-Mobile	
70-76000-00	MANAGEMENT FEES	2,056.08	2,056.08	-	4,112.16
Date	GL Ref #	Debit	Credit	Description	
02/01/2025	10885207	\$ 2,056.08	\$ -	MANAGEMENT FEES FEBRUARY; Sequoia Management Company Chk # 25170 Inv: 88800 Sequoia Management Company	
70-90000-00	REPLACEMENT RESERVES	8,269.50	-	-	8,269.50
Date	GL Ref #	Debit	Credit	Description	
70-90001-00	REINVESTED INTEREST	20.41	34.24	-	54.65
Date	GL Ref #	Debit	Credit	Description	
02/28/2025	10975275	\$ 34.24	\$ -	Re-Invested Reserve Interest	
Totals:		\$0.00	\$21,801.84	\$21,801.84	\$0.00

ARROWOOD HOA ACTION ITEM LIST

Action Item List	Assigned Month	Status	Completion Month	Notes
BOARD REQUESTS				
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 - sent to county to start planning - 3/6 asked Ricky Hagstrom again when the PWC plans to move forward on this	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 (working on getting engineer bids)		
Get quote to repair/replace eclectic panel at entrance and get it working for front lights	Sep24	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>Waiting on Premier to schedule work</u> , depending on weather (scheduled 3/11)		
Get design quotes for creating a Landscape design plan to restore the resource protected areas in the SWMP areas that we cleared in 2023.	Jul24	working on design with Advantage Landscaping for a spring install		
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 -		
Get price for kick mats installed under two swings	Oct	approved in Jan. - installed 2/17	Feb	COMPLETE
Find out if Duane will continue on BOD	Feb	He resigned effective 3/11/25	Mar	COMPLETE
Resend speed study and petition to Pamela - she will work on getting petition signatures	Feb	sent 2/13	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	
MAINTENANCE ITEMS				
Lights on road in front of pavilion are on during daytime or are burnt out (Manassas Forge Dr)	Nov24	*need to verify with NOVEC that the lights are not under their maintenance plan because we only pay the standard street light rate and not metered electricity, like all the NOVEC lights are		
HOMEOWNER REQUESTS				

ARROWOOD HOMEOWNERS ASSOCIATION, INC.

OPERATIONAL CALENDAR

January	February	March	April	May	June
Meeting – 01/9/25 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 Monthly BOD Meeting Following Make Officer Appointments	Meeting – 6/12/25 Zoom Meeting
	Mail Call for Candidates	Mail annual meeting notice (not less than 15 days or more than 60 days)	Mail Yard Sale Flyer	Yard Sale – 1 st Saturday (?)	
			Bank United CDs mature 4.23.25		
		Check holes under swings (mulch)	Start Annual ARC Inspections		Check holes under swings (mulch)
			Approve Guidelines Update?		
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 st 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)
		Check holes under swings (mulch)			Check holes under swings (mulch)

*have playground mulch holes raked and leveled quarterly



MONTHLY GROUNDS REPORT

Haley Furr
Arrowood Homeowners Association
Sequoia Management Company
3998 Parkeast Circle
Chantilly, VA 20151

February 5, 2025

The following work was performed on the above-mentioned property on these dates:

Grounds Services Performed:

1/10/2025 – winter weather event, ice melt to sidewalks, clean sidewalks

Additional Services Performed:

If you have any questions or concerns, please do not hesitate to contact our office at (703) 754-3326 or send us an email.

Don Doxsee
President
Don@premierturfandlandscaping.com

Hans Fairbank
Landscape Manager
Hans@premierturfandlandscaping.com



MONTHLY GROUNDS REPORT

Haley Furr
Arrowood Homeowners Association
Sequoia Management Company
3998 Parkeast Circle
Chantilly, VA 20151

March 5, 2025

The following work was performed on the above-mentioned property on these dates:

Grounds Services Performed:

2/3/2025 – cut liriope

Additional Services Performed:

2/26/2025 – tree work #25288

If you have any questions or concerns, please do not hesitate to contact our office at (703) 754-3326 or send us an email.

Don Doxsee

President

Don@premierturfandlandscaping.com

Hans Fairbank

Landscape Manager

Hans@premierturfandlandscaping.com



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



Haley Furr

From: Thomas M. Skiba, CEO <government@caionline.org>
Sent: Monday, March 3, 2025 4:21 PM
To: Haley Furr
Subject: Treasury Department Suspends Enforcement of CTA for U.S. Citizens and Domestic Reporting Companies

Follow Up Flag: Follow up
Flag Status: Flagged

[To view the mobile/web version of this email, click here.](#)



Dear Haley,

On March 2, the U.S. Treasury Department issued a [statement](#) regarding enforcement of the Corporate Transparency Act.

The official notice says, “not only will it not enforce any penalties or fines associated with the beneficial ownership information reporting rule under the existing regulatory guidelines, but it will further not enforce any penalties or fines against U.S. citizens or domestic reporting companies or their beneficial owners after the forthcoming rule changes take effect either.”

Further, the department said it will be issuing a proposed rulemaking to narrow the scope of the act to foreign reporting companies only. Treasury stated it is taking this step to support hard-working American taxpayers and small businesses and ensure the law is appropriately tailored to advance the public interest.

This recent action is interpreted to mean the Corporate Transparency Act and its reporting requirements are no longer in effect for U.S. citizens or domestic reporting companies, including all applicable community associations.

The proposed rulemaking narrowing the scope of the act to foreign reporting companies is expected later this month. In the meantime, the suspension of enforcement is clear.

Secretary of the Treasury Scott Bessent states this decision is intended to “rein in burdensome regulations, in particular for small businesses that are the backbone of the American economy.”

Over the last two years, CAI and its advocates have urged Congress, the Financial Crimes Enforcement Network, and Treasury to exempt community associations or delay implementation of the act. While CAI supports the worthy goals of preventing money laundering and funding schemes for terrorist activity, the Act's requirements is not good public policy for community associations. CAI believes community associations were unintentionally caught up in the law intended to combat terrorist activity.

CAI also filed a federal lawsuit last year against former U.S. Department of the Treasury Secretary Janet Yellen and the director of FinCEN challenging the application of the act on community associations. The suit sought to protect CAI members from the burdensome and unnecessary requirements of the act. The CAI legal team is considering next steps in the lawsuit including the option of dismissal. We will keep members informed on the status of the lawsuit.

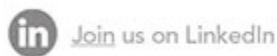
We thank the many CAI advocates who contacted their members of Congress to express their opposition to the act's reporting requirements for community associations. Your voices were heard!

As this is an ongoing situation, CAI will continue to monitor the situation. Please watch for additional confirmation of the suspension from Treasury by visiting www.caionline.org/cta.

Sincerely,



Thomas M. Skiba, CAE
Chief Executive Officer
Community Associations Institute



6402 Arlington Blvd. | Suite 500 | Falls Church, VA 22042 | (888) 224-4321



This e-mail was sent to inform you of CAI products, services or events. For more information, please visit www.caionline.org .
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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.



<https://votehoanow.com>

I agree to renewal

Please cancel

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

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



Homeowner Aging Report
Arrowood Homeowners Association, Inc.
End Date: 03/07/2025

Date: 3/6/2025
Time: 2:15 pm
Page: 1

Description	Current	Over 30	Over 60	Over 90	Balance
ARW128225 - Bruce Erick & Jennifer Erick Collection 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	\$294.68	\$0.00	\$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	\$294.68	\$606.34	\$918.70
ARW158023 - Carlos Medina Collection 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	\$294.68	\$0.00	\$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	\$294.68	\$582.30	\$894.66
ARW68178 - Wendy & Cinthian Dubon & Katherine Varela Collection 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	\$294.68	\$0.00	\$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	\$294.68	\$501.10	\$795.78
ARW59617 - Tisa Harris & Adam Harris Collection 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	\$294.68	\$0.00	\$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	\$294.68	\$383.17	\$695.53
ARW158084 - Daniela Sanchez Collection Last Payment: \$591.90 on 02/16/2024					
8084 Station Road					
Association Dues 2024	\$0.00	\$0.00	\$0.00	\$286.01	\$286.01
Association Dues 2025	\$0.00	\$0.00	\$294.68	\$0.00	\$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	\$294.68	\$303.17	\$615.53
ARW78009 - Ephram Gulilat & Yordanos Tarekegn Collection Last Payment: \$303.17 on 04/05/2024					
8009 Folkstone Road					
Association Dues 2024	\$0.00	\$0.00	\$0.00	\$286.01	\$286.01
Association Dues 2025	\$0.00	\$0.00	\$294.68	\$0.00	\$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	\$294.68	\$303.17	\$615.53



Homeowner Aging Report

Arrowood Homeowners Association, Inc.
End Date: 03/07/2025

Date: 3/6/2025
Time: 2:15 pm
Page: 2

Description	Current	Over 30	Over 60	Over 90	Balance
ARW119550 - Stephanie Reynolds Occupied Last Payment: \$303.17 on 08/27/2024					
9550 Linden Wood Road					
Association Dues 2025	\$0.00	\$0.00	\$294.68	\$0.00	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$294.68	\$0.00	\$312.36
ARW119580 - Aven Ahmad & Hogir Rahim Occupied Last Payment: \$286.01 on 07/31/2024					
9580 Linden Wood Road					
Association Dues 2025	\$0.00	\$0.00	\$294.68	\$0.00	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$294.68	\$0.00	\$312.36
ARW128220 - David Hayes Occupied Last Payment: \$303.17 on 09/14/2024					
8220 Lone Oak Court					
Association Dues 2025	\$0.00	\$0.00	\$294.68	\$0.00	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$294.68	\$0.00	\$312.36
ARW139573 - William P. Lacy & Sun Im Lacy Occupied Last Payment: \$286.01 on 07/01/2024					
9573 Manassas Forge Drive					
Association Dues 2025	\$0.00	\$0.00	\$294.68	\$0.00	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$294.68	\$0.00	\$312.36
ARW139576 - Mike and Dayana Venzor Occupied Last Payment: \$303.17 on 09/05/2024					
9576 Manassas Forge Drive					
Association Dues 2025	\$0.00	\$0.00	\$294.68	\$0.00	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$294.68	\$0.00	\$312.36
ARW139597 - Pratima Bhattarai & Abhijit Rai Occupied Last Payment: \$303.17 on 10/23/2024					
9597 Manassas Forge Drive					
Association Dues 2025	\$0.00	\$0.00	\$294.68	\$0.00	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$294.68	\$0.00	\$312.36
ARW139615 - Jennifer Brooks Occupied Last Payment: \$303.17 on 09/23/2024					
9615 Manassas Forge Drive					
Association Dues 2025	\$0.00	\$0.00	\$294.68	\$0.00	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$294.68	\$0.00	\$312.36
ARW139632 - William L. & Patricia H. Sisk, Jr. Occupied Last Payment: \$303.17 on 11/13/2024					
9632 Manassas Forge Drive					
Association Dues 2025	\$0.00	\$0.00	\$294.68	\$0.00	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$294.68	\$0.00	\$312.36
ARW139633 - John F. Bashore & Glenell L. Bashore Occupied Last Payment: \$286.01 on 07/31/2024					
9633 Manassas Forge Drive					
Association Dues 2025	\$0.00	\$0.00	\$294.68	\$0.00	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$294.68	\$0.00	\$312.36



Homeowner Aging Report

Arrowood Homeowners Association, Inc.
End Date: 03/07/2025

Date: 3/6/2025
Time: 2:15 pm
Page: 3

Description	Current	Over 30	Over 60	Over 90	Balance
ARW139660 - Shaun & Christopher Germain & Brittany & Erin Germain Occupied		Last Payment: \$589.18 on 04/09/2024			
9660 Manassas Forge Drive					
Association Dues 2025	\$0.00	\$0.00	\$294.68	\$0.00	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$294.68	\$0.00	\$312.36
ARW139720 - Derrell McBroom & Deneen McBroom Occupied		Last Payment: \$303.17 on 09/10/2024			
9720 Manassas Forge Drive					
Association Dues 2025	\$0.00	\$0.00	\$294.68	\$0.00	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$294.68	\$0.00	\$312.36
ARW139732 - Daniel J. Desmet & Meaghan P. O'Brien Occupied		Last Payment: \$286.01 on 07/04/2024			
9732 Manassas Forge Drive					
Association Dues 2025	\$0.00	\$0.00	\$294.68	\$0.00	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$294.68	\$0.00	\$312.36
ARW148258 - Ahmed Bendary Occupied		Last Payment: \$50.00 on 12/18/2024			
8258 Plum Court					
Association Dues 2025	\$0.00	\$0.00	\$294.68	\$0.00	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$294.68	\$0.00	\$312.36
ARW148259 - Cherian Zachariah & Anita Zachariah Occupied		Last Payment: \$286.01 on 07/22/2024			
8259 Plum Court					
Association Dues 2025	\$0.00	\$0.00	\$294.68	\$0.00	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$294.68	\$0.00	\$312.36
ARW158001 - Bimala Shah Occupied		Last Payment: \$50.00 on 08/20/2024			
8001 Station Road					
Association Dues 2025	\$0.00	\$0.00	\$294.68	\$0.00	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$294.68	\$0.00	\$312.36
ARW18225 - Gary L. & Angela M. Thomas Occupied		Last Payment: \$286.01 on 07/08/2024			
8225 Ancient Oak Court					
Association Dues 2025	\$0.00	\$0.00	\$294.68	\$0.00	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$294.68	\$0.00	\$312.36
ARW29826 - Reginald Lerone Gallon & Sharisse Gallon Occupied		Last Payment: \$303.17 on 10/06/2024			
9826 Arrowood Drive					
Association Dues 2025	\$0.00	\$0.00	\$294.68	\$0.00	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$294.68	\$0.00	\$312.36
ARW29832 - Bryan Vasquez Occupied		Last Payment: \$303.17 on 09/12/2024			
9832 Arrowood Drive					
Association Dues 2025	\$0.00	\$0.00	\$294.68	\$0.00	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$294.68	\$0.00	\$312.36



Homeowner Aging Report
Arrowood Homeowners Association, Inc.
End Date: 03/07/2025

Date: 3/6/2025
Time: 2:15 pm
Page: 4

Description	Current	Over 30	Over 60	Over 90	Balance
ARW29844 - Steven Bishop Occupied Last Payment: \$286.01 on 08/06/2024					
9844 Arrowood Drive					
Association Dues 2025	\$0.00	\$0.00	\$294.68	\$0.00	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$294.68	\$0.00	\$312.36
ARW29878 - Marcial Vicedo Occupied Last Payment: \$303.17 on 09/23/2024					
9878 Arrowood Drive					
Association Dues 2025	\$0.00	\$0.00	\$294.68	\$0.00	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$294.68	\$0.00	\$312.36
ARW29908 - Timothy Longanacre Occupied Last Payment: \$286.01 on 07/09/2024					
9908 Arrowood Drive					
Association Dues 2025	\$0.00	\$0.00	\$294.68	\$0.00	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$294.68	\$0.00	\$312.36
ARW29916 - Rohni Uppal Occupied Last Payment: \$286.01 on 06/27/2024					
9916 Arrowood Drive					
Association Dues 2025	\$0.00	\$0.00	\$294.68	\$0.00	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$294.68	\$0.00	\$312.36
ARW38166 - Mark & Susan Scheufler Occupied Last Payment: \$303.17 on 10/03/2024					
8166 Barnwood Road					
Association Dues 2025	\$0.00	\$0.00	\$294.68	\$0.00	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$294.68	\$0.00	\$312.36
ARW59621 - Charles & Pam Shifflett Occupied Last Payment: \$303.17 on 09/15/2024					
9621 Dairymaid Court					
Association Dues 2025	\$0.00	\$0.00	\$294.68	\$0.00	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$294.68	\$0.00	\$312.36
ARW68177 - Robert Debnam & Cassandra Debnam Occupied Last Payment: \$303.17 on 11/26/2024					
8177 Dickinson Court					
Association Dues 2025	\$0.00	\$0.00	\$294.68	\$0.00	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$294.68	\$0.00	\$312.36
ARW88108 - Jose Mendez-Chavez Occupied Last Payment: \$303.17 on 10/02/2024					
8108 Fruit Wood Court					
Association Dues 2025	\$0.00	\$0.00	\$294.68	\$0.00	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$294.68	\$0.00	\$312.36
ARW88128 - Jamal & Fidda Natour Occupied Last Payment: \$303.17 on 10/15/2024					
8128 Fruit Wood Court					
Association Dues 2025	\$0.00	\$0.00	\$294.68	\$0.00	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$294.68	\$0.00	\$312.36



Homeowner Aging Report

Arrowood Homeowners Association, Inc.
End Date: 03/07/2025

Date: 3/6/2025
Time: 2:15 pm
Page: 5

Description	Current	Over 30	Over 60	Over 90	Balance
ARW98159 - Michael Fewell & Tina Fewell Occupied Last Payment: \$303.17 on 10/05/2024					
8159 Grand Court					
Association Dues 2025	\$0.00	\$0.00	\$294.68	\$0.00	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$294.68	\$0.00	\$312.36
ARW98170 - Craig & Mary Reilly Occupied Last Payment: \$303.17 on 10/05/2024					
8170 Grand Court					
Association Dues 2025	\$0.00	\$0.00	\$294.68	\$0.00	\$294.68
Late Fee 2025	\$0.00	\$17.68	\$0.00	\$0.00	\$17.68
Total:	\$0.00	\$17.68	\$294.68	\$0.00	\$312.36
ARW29929 - Justin Kim Occupied Last Payment: \$272.39 on 01/01/2024					
9929 Arrowood Drive					
Association Dues 2025	\$0.00	\$0.00	\$49.53	\$0.00	\$49.53
Total:	\$0.00	\$0.00	\$49.53	\$0.00	\$49.53
ARW119635 - Gary O'Brien & Melissa O'Brien Occupied 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
ARW139704 - David W. & Traci L. Stathis Occupied Last Payment: \$294.62 on 02/07/2025					
9704 Manassas Forge Drive					
Association Dues 2025	\$0.00	\$0.00	\$17.68	\$0.00	\$17.68
Total:	\$0.00	\$0.00	\$17.68	\$0.00	\$17.68
ARW78016 - William & Laurie Harris Occupied Last Payment: \$20.00 on 02/21/2025					
8016 Folkstone Road					
Association Dues 2025	\$0.00	\$0.00	\$11.62	\$0.00	\$11.62
Total:	\$0.00	\$0.00	\$11.62	\$0.00	\$11.62
Association	Current Total	Over 30 Total	Over 60 Total	Over 90 Total	Balance Total
Arrowood Homeowners Association, Inc.	\$0.00	\$631.12	\$10,392.63	\$2,679.25	\$13,703.00

Description	Total
Association Dues 2024	\$2,173.90
Association Dues 2025	\$10,422.63
Capital Contribution 2023	\$50.00
Disclosure Packets 2023	\$222.39
Late Fee 2024	\$102.96
Late Fee 2025	\$601.12
Rules Violation Fee 2023	\$50.00
Rules Violation Fee 2024	\$80.00

AR Total: \$13,703.00

Collection Status Report
Arrowood Homeowners' Association
Client Number 52709
Date Range for Completed Actions: All Dates
March 4, 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	\$9.64
Court Costs	\$52.00
Interest	\$0.00
Balance Due	\$980.34

Actions

<u>Date</u>	<u>Status</u>	<u>Description / Remarks</u>
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

<u>Date</u>	<u>Amount</u>	<u>Type</u>
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	\$894.66
Special Assessments	\$0.00
Violation Charges	\$0.00
Accelerated Assessments	\$0.00
Attorney Fees	\$19.28
Court Costs	\$52.00
Interest	\$0.00
Balance Due	\$965.94

Actions

<u>Date</u>	<u>Status</u>	<u>Description / Remarks</u>
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 filing. (Carlos)
12/14/23	Complete	Research Bankruptcy Status Pursuant to bankruptcy research, currently there is no active bankruptcy filing. (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

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	\$910.21
Special Assessments	\$0.00
Violation Charges	\$0.00
Accelerated Assessments	\$0.00
Attorney Fees	\$9.64
Court Costs	\$0.00
Interest	\$0.00
Balance Due	\$919.85

Actions

<u>Date</u>	<u>Status</u>	<u>Description / Remarks</u>
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

None

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	\$0.00
Interest	\$0.00
Balance Due	\$999.85

Actions

<u>Date</u>	<u>Status</u>	<u>Description / Remarks</u>
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

None

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	\$910.21
Special Assessments	\$0.00
Violation Charges	\$0.00
Accelerated Assessments	\$0.00
Attorney Fees	\$9.64
Court Costs	\$0.00
Interest	\$0.00
Balance Due	\$919.85

Actions

<u>Date</u>	<u>Status</u>	<u>Description / Remarks</u>
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

None

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
Balance Due	\$795.78

Actions

<u>Date</u>	<u>Status</u>	<u>Description / Remarks</u>
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
<u>Current Liens</u>		
<u>Date</u>	<u>Amount</u>	<u>Type</u>
8/5/24	\$779.87	Assessment

Payments**Date**

2/13/25

Amount

\$1,000.00

Type

Credit Card



Account # Account #	Homeowner Name	Address	Lot / Block
ARW29844	Steven Bishop	9844 Arrowood Drive	(Current Owner)
405667 Type: 7 Day Covenant Violations			
Violations	Initial Date: 12-03-2024	Level: 2nd Notice	Next Contact: Escalation Date: 03-13-2025
Shrubs			
Desc: 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		
ARW29929	Justin Kim	9929 Arrowood Drive	(Current Owner)
402593 Type: 30 days Non-Walkthru			
Violations	Initial Date: 09-23-2024	Level: 2nd Notice	Next Contact: 10/23/2024 Escalation Date: 03-13-2025
Fences			
Desc: Right side fence panel needs to be re-secured, and replace warped fence picket.			
09/23/2024 :	Level 1st Notice Violation created by Kelly Beavers:30 days Non-Walkthru 9/23/2024Fences Right side fence panel needs to be re-secured, and replace warped fence picket. Level: 1st Notice		
02/27/2025 :	Violation changes by Kelly Beavers: -level changed from 1st Notice to 2nd Notice		
ARW68178	Wendy & Cinthian Dubon & Katherine Varela	8178 Dickinson Court	(Current Owner)
380203 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			
Desc: No approved architectural application on file for the three fences. Please submit an application for approval.			
03/13/2024 :	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		
Violations	Initial Date: 03-04-2025	Level: 1st Notice	Next Contact: Escalation Date: 03-14-2025
Derelict Vehicles			
Desc: Remove the silver unregistered Toyota Camry with no license plate, or proper state requirements from the driveway.			
03/04/2025 :	Level 1st Notice Violation created by Kelly Beavers: 7 Day Covenant Violations 3/4/2025 Derelict Vehicles Remove the silver unregistered Toyota Camry with no license plate, or proper state requirements from the driveway. Level: 1st Notice		



Account # Account #	Homeowner Name	Address	Lot / Block
Violations Initial Date: 03-04-2025 Level: 1st Notice Next Contact: Escalation Date: 03-14-2025			
Vehicle Parking			
Desc: Cease from parking vehicles on grass.			
03/04/2025 : Level 1st Notice Violation created by Kelly Beavers: 7 Day Covenant Violations 3/4/2025 Vehicle Parking Cease from parking vehicles on grass. Level: 1st Notice			
ARW78004	Michael A. & Angela Israel	8004 Folkstone Road	(Current Owner)
407738 Type: 7 Days			
Violations Initial Date: 02-11-2025 Level: 1st Notice Next Contact: 03/19/2025 Escalation Date: 02-21-2025			
Holiday Decorations/Lighting			
Desc: Remove all holiday decorations.			
02/11/2025 : Level 1st Notice Violation created by Kelly Beavers: 7 Days 2/11/2025 Holiday Decorations/Lighting Remove all holiday decorations. Level: 1st Notice			
02/17/2025 : Owner sent email (see attached) requesting a 30 day extension. Extension granted to 3/19/2025.			
ARW139636	Mursal Hossein	9636 Manassas Forge Drive	(Current Owner)
408689 Type: No Approval on File			
Violations Initial Date: 03-04-2025 Level: First NOA Next Contact: Escalation Date: 04-03-2025			
No Approval on File			
Desc: No architectural approval on file for replacement siding, and for replacement windows. Submit an architectural application for approval.			
03/04/2025 : Level First NOA Violation created by Kelly Beavers: No Approval on File 3/4/2025 No Approval on File No architectural approval on file for replacement siding, and for replacement windows. Submit an architectural application for approval. Level: First NOA			
Violations Initial Date: 03-04-2025 Level: 1st Notice Next Contact: Escalation Date: 03-14-2025			
Miscellaneous			
Desc: Remove all construction debris and miscellaneous items from the front, left and rear of home.			
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			