

Arrowood Homeowners' Association
Board Meeting
February 3, 2011

The meeting was called to order at 7:34 PM at the Buckhall Fire Department.

Attendees:

Chris Spicer – President
Karen Hatcher – Vice President
Kathryn Scott – Secretary
Krista Miller – Treasurer
Byron Lewis – ARC (arrived during the reading of the minutes)
Marci Looney – At Large
David Milliken – At Large

Community Members – Mike Kendall, Lloyd Marshall, Melissa Hawkes, Patricia Sisk

The agenda was approved as amended.

Community Time:

No community members in attendance at community time. Community time was revisited after the reading of the finance report, but there were no topics for discussion from the community.

Minutes:

The meeting minutes for December 2nd and January 6th were read and approved.

Finance Report:

The balance sheet as of January 31st was read. As of this date, the actual accounts receivable is \$4528.35 with 164 homeowners having paid their 2011 dues in full with the discount, 43 paying quarterly, and 46 not paid. Six demand letters were sent from the attorney with no response. One owing \$1500 past due, plus 2011 dues need to go to suit.

Old Business:

Landscaping follow up/finalization: RFPs were provided to six landscaping companies:

The Green Designer, JDs Lawn Service, Professional Grounds, Providence, Quinns, and Wewerka. The Board received bids from five companies. Quinns did not bid. It was confirmed that all Board members were provided copies of all documents for the landscaping bids, source selection matrix, and an apples-to-apples comparison, and these were discussed. Chris confirmed that the Board voted and agreed for him to negotiate the contract with The Green Designer for two years (1 April 2011 – 31 March 2013), in accordance with their bid. The vote was unanimous with all Board members present for a special meeting held at Panera's on

Monday, January 31, 2011. Chris will talk with Amarildo, The Green Designer, concerning 26 cuttings instead of 28, doing the aeration ourselves (Byron and David volunteered), no liming, and limiting the poison ivy control to as needed, or from seven to three times. The unsuccessful bidders have been notified and provided debriefs based on the source selection criteria provided in the RFP.

Discussion/Vote on proceeding to suit – delinquent homeowner: Discussion concerning a homeowner owing about \$1800. They are not responding to us or the attorney so we are past the point of working something out. The Board voted unanimously to proceed with a lawsuit. We need to pay the court costs of \$400 up front to proceed. We are guaranteed to get \$100 of it back. The homeowner will have to pay the attorney fees and interest.

Community website modifications (blog, contacts link, email newsletter): Idriss has added an interactive Blog to our website, as well as a link for contact info (including VDOT re snow removal). Chris is putting together a list of homeowners' email addresses for sending HOA information. Chris thanked Idriss for his continually generous and prompt attention to our website.

Attorney Referral: Further to the discussion at the December 2nd meeting regarding the need for an HOA specific attorney's advice concerning inconsistencies between the Covenants and ARC Guidelines, out-of-date Covenants, and a recent matter with a homeowner not filing a required ARC application; Chris confirmed that the Board had agreed and voted to proceed with a \$1500 cap to engage HOA attorney, David Mercer, from Mercer Trigiani, to review our Covenants and unresolved recurring questions. The vote was unanimous with all Board members present for a special meeting held at Panera's on Monday, January 31, 2011. Board members were all provided with an info packet from Mercer Trigiani. A list of questions is being compiled and homeowners with questions were encouraged to email them to Chris or Karen. The Board agreed to read over the VPOAA to see if any of our questions could be answered prior to giving them to Chris or Karen to include in the list for Mr. Mercer. The approach and prioritization of questions will be dependent on how many questions can be answered within the cap. A response from Mr. Mercer is expected before the next meeting. The Board will share the questions and answers with the community once it is determined how they apply to the Covenants and ARC Guidelines, as well as how we plan to proceed.

After the reading of the minutes, Krista requested for it to be acknowledged that she disagreed with the above stated process.

New Business:

Trees down – Signal Hill Road: Chris contacted Freedom Tree Service, the company we had used about 3 – 4 months ago, because several trees at the front entrance were damaged during the recent snowstorm. We were told some of the trees will only need to be staked but some will have to be removed. Chris was provided an itemized list with a total of \$850 to complete this job, but meanwhile he will check with our insurance company to see if we can file a claim. Contingent on the answer Chris gets from the insurance company, the Board voted unanimously

to spend up to \$850, if need be to have Freedom Tree Service stake/remove trees at the front entrance.

Letter to community re: March meeting: Chris wrote a letter to the homeowners referencing a meeting with Carlos Montenengro, attorney for the Liberia developer to be held on March 3rd at 7:30 PM at BVFD. The purpose is to inform us about the developers plans for the land on the corner of the PW Parkway and Liberia, as it will impact our community. A question was raised about whether we may need to reserve the large room (BVFD charges \$150) or use the small room with a 25 capacity limit. We can also check about reserving the Methodist church. The Board stuffed envelopes for mailing.

Date for Spring Yard Sale (Advertising?): The yard sale will be held on May 14th. Chris will ask Idriss to post it on the website.

2011 Meeting Dates: The Board discussed the 2011 Board meeting dates, and Kathryn will confirm them with BVFD. The meetings will all be the first Thursday of each month, except September. That meeting will be on the second Thursday, September 8th, due to the Labor Day weekend.

ARC Report: none

Last Minute – Signage at Back Entrance: Question was asked about revisiting a previous issue concerning a sign at the back entrance. Byron mentioned that the neighbor that would be most affected was agreeable to the idea. Byron will take the lead to gather information concerning the easement, permits, and other necessary info.

Neighborhood Watch: Everyone was encouraged to attend county meetings and check the website. Due to budget cuts, police officers have limited availability to come to individual HOA meetings. Instead they are setting up meetings throughout the county for homeowners to attend.

Incoming Correspondence: none

The meeting was adjourned at 8:53 PM.

Respectfully submitted,

Kathryn Scott