

Arrowood Homeowners' Association
Board Meeting
March 11, 2015

The March 11th meeting was called to order at 7:03 PM at the Buckhall United Methodist Church.

Attendees:

Chris Spicer – President
Pam Morris – Vice President
Kathryn Scott – Secretary
Patty Sisk – Treasurer
John Bashore – Member-At-Large 1
John McLaren – Member-At-Large 2
Bill Gee – Member-At-Large 3/ARC Chairperson

Sequoia Management Company: Jessica Azzarano, Danny Niemi

Recognition of Homeowners/Resident Forum: One homeowner attended concerning an ARC application.

Review and Approval of Meeting Minutes –February 2nd: Bill made a **motion** to approve the February 2nd meeting minutes as amended. John B. seconded the motion. The vote was unanimous.

Architectural Committee Report:

Guideline Amendments – Board Liaison: Per Bill Gee, the Guidelines Amendments are still in progress. Board member discussed the packet they were given at the last meeting for possible revisions and asked to send changes to Bill.

Architectural Application(s) Review:

Account 29872: Bill suggested discussing one of the homeowner's proposed changes in executive session. Chris made a **motion** to approve the homeowners request to repaint the front door the existing color and replace the exterior porch, garage and yard lantern fixtures. Bill seconded the motion. The vote was unanimous.

Account 139755: Bill made a **motion** to deny the application due to a material change from aluminum to HardiePlank siding. John B. seconded the motion. The vote was unanimous.

Account 158061: Bill made a **motion** that the garage door handles need to be painted white to match the door and turned in a horizontal position or removed and the door holes patched. John B. seconded the motion. The vote was unanimous.

Unfinished Business – Management Report:

- 1) Asphalt Walkway & Basketball Court Replacement Proposals:** Jessica will talk with one company to see if they will be more competitive with the others submitted. Bill then made a **motion** to set an authorization limit of \$18,000 for Brothers Paving & Concrete Corporation to do the asphalt work on the walkway and basketball court at the

park, as well as reinstalling the fence. John M. seconded the motion. The vote was unanimous.

- 2) **Pavilion Damage:** Bill will ask Tommy's Lawn Care for an estimate to replace the rotting wood at the base of the gazebo columns.
- 3) **Final Reserve Study Approval:** John M. made a **motion** to approve the reserve study. Chris seconded the motion. The vote was unanimous.
- 4) **Monthly Board Meeting Location Update:** The April Board Meeting will be April 8th at 6:00 PM at the Buckhall United Methodist Church. The Annual Meeting will follow at 7:00 PM. Meanwhile Patty will check with Signal Hill Elementary School and the Manassas Church of Christ on Signal Hill Road for possible future Board meeting locations.

New Business - Management Report:

- 1) **Financial Statement analysis for the months ending February 28, 2015:** Jessica went over the financial statement in the Board members' packet.
- 2) **Sidewalk Snow Removal Contract Discussion:** Jessica confirmed the HOA does not have a contract for snow removal.
- 3) **Premier Turf & Landscaping Monthly Report:** Report included in Board members' packet.
- 4) **Tax Returns:** The HOA does not owe money for 2014. Bill made a **motion** to approve the 2014 tax returns. Patty seconded the motion. The vote was unanimous.
- 5) **Board Candidate Biography:** So far the Board has received one candidate biography for the upcoming election.
- 6) **Operational Calendar:** Board went over the calendar in the Board members' packet. Before Tot Lot wood chips are put down, Jessica will get bids to remove the rotten wood. The Community Spring Yard Sale will be May 2nd rain or shine.

Chris made a **motion** to go into Executive Session at 8:35 PM. John M. seconded the motion. The vote was unanimous.

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

Collection Status Report from CWMEB dated March 2, 2015: Board members were provided a copy.

Pre-Paid Assessments List: Board members were provided a copy.

Extension Request for Planting of Grass – Account 119555: Board discussion.

Chris made a **motion** at 8:39 PM to move back to open session. John B. seconded the motion. The vote was unanimous.

Account 29872: Bill made a **motion** to approve the window replacement with grids and to deny the French door without grids. John M. seconded the motion. The vote was unanimous.

Account 119555: Bill made a motion to deny the extension request. John B. seconded the motion. The vote was unanimous.

Account 88129: Court date is April 1st at 1:30 PM.

Adjournment: Bill made a **motion** to adjourn the meeting at 8:41 PM. John B. seconded the motion. The vote was unanimous.

Respectfully submitted,
Kathryn Scott, Secretary