

**Arbor Landing Homeowners Association Board of Directors Meeting Minutes**  
**6201 Ironbridge Parkway, Chester, Virginia 23831**  
**Tuesday, February 27, 2024 @ 6:30 PM**

**I. Welcome and Call to Order**

The ALHOA meeting was called to order at 6:30 p.m. by the President, Iris Adams.

**II. Introduction of Board Members/Roll Call and Quorum Status**

The roll call was done, and quorum was confirmed. The Board members present were President, Iris Adams; Vice President, Sophia Akrea; Secretary, Eugendra Barrow; Office Administrator, Cynthia Ragsdale and Community Partners were represented by Bill Swift and Sarah Sutterfield.

**III. Approval of Agenda**

Sophia Akrea made a motion to approve the agenda and it seconded by Eugendra Barrow. Motion carried.

**IV. Approval of Minutes.**

Minutes for 11/28/2023 - Sophia Akrea motioned to approve the minutes as presented and it was seconded by Eugendra Barrow. Motion carried.

Minutes for 01/23/2024 - Sophia Akrea motioned to approve the minutes as presented and it was seconded by Eugendra Barrow. Motion carried.

**V. Reports**

**A. President Report – Iris Adams**

- The closet and floors are completed.
- Thanks to Cynthia Ragsdale who assisted with staying late and flexing her schedule to accommodate the installation crew.
- Transition strips are needed for the corners. We will check on getting them.

**B. Secretary – No Report**

**C. Treasurer – Bill Swift**

**• Financials**

- The new CDs will be reflected in the February statement.
- The light bill was \$50 below budget.
- Bill walked around the clubhouse and looked at the renovations needed, and the windows and doors were poorly installed, which increases the heating and cooling costs.
- Sealing the windows up better will stop some of the airflow.
- Bill Swift stated there was an error in the January financial. Item 5833 should have been transferred.
- Iris stated she will be sending the receipts for the purchase of items for the clubhouse renovations that she purchased.

**D. Office Report**

- There was one (1) cancellation and two (2) rentals for February.
- The touch up painting was completed.
- Clubhouse supplies updated.
- The floor grates were upgraded.
- Purchased the 2024 pool pass stickers.

**D. Office Report (Cont'd)**

- Reported on the family that had the fire.
- We transferred to a new accounting system April 1, 2024. According to the internet, it is one of the greatest systems. We will have to communicate with all homeowners as far as payments. Everyone will be mailed a new coupon book.
- Notifications will be sent out in the next ten days concerning Community Partners' merger with a smaller company. Payments will be going to NJ. Each resident will be receiving a new account number. The old account number will be linked to the new account. Those who paid annually, their payment will transfer automatically.

**E. Committees**

**1. Social [Iris Adams]**

- Social Committee – They will have a Social Hour during the month of March.

**2. ARC [Iris Adams]**

- The ARC Committee continues to receive applications and has turned them around in a timely manner.

**3. Pool [Bill Swift]**

- Bill reported the complaint of the bottom of the pool being rough and people getting hurt. The pool was replastered in 2014. It is supposed to last 10 to 15 years. The cost to replaster is \$40K, very expensive.

**VI. Management – [Bill Swift]**

**• Violations/Lawn Care**

- Sarah did a drive through. There are still a lot of outstanding violations. We will revisit this again this week. We should have a second batch of letters going out this week.

**VII. Old Business**

- Iris stated that the Clubhouse furniture had been ordered. Sconces have also been ordered. We will store the new furniture in the wicker room until we put it out. The cart for the tables and chairs should be in on Thursday.

**VIII. New Business**

- Iris Adams asked what we should do with the old furniture. She was told that in the past, they either sold it or gave it away. We will investigate an organization to donate it to if they can come pick it up. Iris asked if we would get a tax donation if we donated it. Bill said he will have to ask the accountant.
- Deck furniture – Iris Adams will send something out this week for the board to look at.
- The Washington Family – A go fund me page has been created to assist the Washington family in the fire that destroyed their home. A communication has gone out to the Arbor Landing residents in case they want to contribute.
- Sophia communicated that there are residents sweeping leaves onto the street and leaving them there.

**IX. Members Voice**

- None

X. **Adjournment**

- Sophia Akrea made a motion to adjourn this portion of the meeting at 7:27 pm and go into Executive Session. It was seconded by Eugendra Barrow.
- The Executive Board returned to the regular meeting at 7:41 pm. Sophia Akrea made a motion to adjourn the meeting and it was seconded by Eugendra Barrow. Motion carried. The meeting was adjourned.