

# VoW HOA Board of Directors Meeting Minutes - January 29, 2015

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- A meeting of the Board of Directors was held on January 29, 2015 at 7:00 pm at the Villages of Westminster clubhouse.
- Board members present: Corinne Picataggi, Jeremy Seltzer, Naomi Smith, Paul Holt, Eric Meyers
- Non-Board Members present: CJ Jones of Berkley Realty Property Management, 8 community members and guest Shanda King from Leo's Landscaping.
- President, C. Picataggi, called meeting to order at 7:15pm

## *Special Topics*

Introduction to special guest Shanda King – a representative from Leo's Landscaping.

- Ms. King introduced herself and her company – Leo's Landscaping as the new landscaping company newly contracted by VoW to replace Terry's Landscaping. She discussed her plans for the community's greenscape and made a donation of \$250 worth of labor. There was an open forum to the community members. Ms. King addressed concerns of communication between landscaping company and grounds committee and leaf removal.

## *Election of Officer's for 2015*

Motions were made for election of Officers for 2015. Motion for Paul Holt as treasurer was carried without dissent. Motion for Jeremy Seltzer as Vice President was carried without dissent. Motion for Naomi Smith as Secretary was carried without dissent. Motion for Corinne Picataggi as President was carried without dissent.

## **REPORTS**

### *Secretary's Report*

Approval of November 2014 Board Meeting Minutes

- Motion was made by C. Picataggi to approve the minutes of the November 24 , 2014 meeting. Motion seconded and carried without dissent.

### *Treasurers report*

Mr. Jones reviewed the balances, income and expense activity for the association through December 2014.

Currently we are operating at budget.

- Operating funds ( Checking and Money market) balance is \$ 62,837.74.
- Capital Reserves (CD) and money market balance is \$ 91,398.15.

There is a total Liability of \$37,960.35, primarily for prepaid 2015 assessment accounts .

## Open Forum

- Concern brought up about billing issue concerning enrollment in the trash program by a newer resident on Regent's Park. Mr. Jones clarified information about enrollment in trash program and proper billing.
- Resolution to an electrical issue with a flickering street lamp that was repaired by Dominion power was confirmed by resident.
- Suggestion made to have reflectors placed on island near St. John's. There have been issues with visibility of the curb at night. CJ Jones to look into the issue with the county.
- A request was made to have a tree hanging on owner property at 6232 Glenwilton. CJ Jones agreed to follow-up with homeowner regarding this tree issue.

## Committee Reports

### *Architectural Committee: Jeremy Seltzer*

- No fencing applications received.

### *Deed Restrictions: CJ Jones*

- Owner complaint regarding barking dog on South Mayfair. The complaint was investigated by C. Picataggi and issue is unsubstantiated.
- Garage sale signs posted on streets are not approved and have been removed accordingly.
- Complaint of construction material left outside of a home on Chelsea Crescent is unresolved. Resident of the home was verbally informed of the violation. CJ to follow up with the homeowner with a formal letter.

### *Pool Committee: Corinne Picataggi*

Discussion of the requirement of the swim team to host meets. Hosting meets will allow for the swim team to continue competing now that the team's "exhibition" status is over. 3 meets will need to be hosted at the community pool. Topics of discussion were centered on logistics such as parking, noise and community notification. A motion was made by Paul Seltzer to host meets. Motion seconded and passed without dissent.

### *Social Committee: Corinne Picataggi*

Easter egg hunt to be planned for the spring

### *Landscaping Committee: Open*

Homeowner [Donna Ward](#) agreed to act as the committee chair and work with closely Leo's Landscaping.

## **Managers Report: CJ Jones**

Tree Bids: Three bids for tree removal / trimming along common areas were reviewed:

Dan's Tree Service      Revised bid of \$6,300.00

R. A. Coleman            Revised bid of \$9,795.00

Bartlett Tree Service      Bid of \$15,285.00

Motion was made and seconded to accept the bid from Dan's Tree Service subject to final review of scope of work. Motion carried with no dissentions.

Pond cleanup: Two bids were reviewed:

R. A. Coleman            \$ 5,245.00

Bartlett Tree Service    \$ 6,630.00

Motion was made and seconded to approve the bid submitted by R. A. Coleman subject to clarification of his work to include reduction of excess volunteer trees along both side embankments of clubhouse pond. Motion carried unanimously. Mr. Jones will obtain the requested clarification.

Douglas Aquatics contract:

Douglas Aquatics submitted a contract proposal for 2015 for \$26,555.00. The bid was approved unanimously subject to a revision in the schedule for the operating hours. The total number of contract hours will not be affected by this revision. Mr. Jones will coordinate with Douglas Aquatics for this change and get the final contract to Mrs. Picataggi for signature.

## **Old Business**

- Reviewed the denial of the urban archery program from the November 24, 2014 meeting.

## **New Business**

Next Board Meeting to be held March 31, 2015 at the VoW Clubhouse.

## **Adjournment**

With no further business to discuss C. Picataggi asked for motion to adjourn Motion to adjourn made and seconded. Meeting adjourned at 8:50pm.

Respectfully Submitted,

Naomi Smith

VoW Secretary

# VoW HOA Board of Directors Executive Session Meeting Minutes - January 29, 2015

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- An Executive session of the Board of Directors was held on January 29, 2015 @ 8:55 pm at the Villages of Westminster clubhouse.
- Board members present: Corinne Picataggi, Jeremy Seltzer, Naomi Smith, Paul Holt, Eric Meyers
- Non-Board Members present: CJ Jones of Berkley Realty Property Management
  
- The board met to review the Aged owner balance sheet.
  - Total outstanding balances of 29 accounts totaling \$10,198.
  - Discussion was had about the need to address the outstanding accounts and their affect on the operating budget. Suggestion was made by CJ Jones to consider collections, payment plans and tax liens as a resolution to the overdue fees.
  - C. Picataggi stressed importance of giving homeowners an opportunity to make acceptable payment arrangements.
  - The Board agreed to review the aged owner account balances again after the account is updated to include the current HOA fees due date of 1/31/15.
  
- Motion for meeting adjournment seconded and meeting adjourned at 9:15pm.