



VILLAGES OF WESTMINSTER Board of Directors Meeting Minutes – AUGUST 12, 2015

A meeting of the Board of Directors was held on August 12, 2015 at 7:00 pm at the Villages of Westminster clubhouse.

- Board Members present: Corinne Picataggi, Eric Myers, and Paul Holt. Absent: Jeremy Seltzer.
- Non-Board Members present: CJ Jones of Berkeley Realty Property Management and two community members.
- The President, Mrs. Picataggi, called the meeting to order at 7:00pm.

REPORTS

Secretary's Report

Approval of the May 27, 2015 Board Meeting and June 10, 2015 minutes:

- A motion was made by Mr. Meyers to approve the minutes for the Board of Directors meetings held May 27, 2015, June 10, 2015 and the Executive Session held June 10, 2015. The motion was seconded by Mr. Holt. Motion carried without dissent. Ms. Picataggi noted that the executive session held June 10th was to review the status of a complaint about a barking dog and also to review the matter of an act of vandalism to the common areas.

Treasurer's Report

- Mr. Holt reviewed the income and expense activity for the Association for the months of May, June and July 2015. He noted that at the beginning of this period the total assets were \$170,474.00; consisting of \$59,763.00 in operating funds, \$19,164.00 in contingency operating reserves and \$91,546.00 in Capital Replacement Reserves.
- During the reporting period of June through July the total income received was \$102,695.00:
 - a. \$70,074 in assessment income.
 - b. \$25,800 in trash program income.
 - c. \$4,380 in swim team income.
 - d. Interest for the period totaled \$6.71.
- Actual year to date income through July 31, 2015 was \$ 212,169 with a year to date budget expectation of \$216,554.
- Actual expense for the Association through July 31, 2015 totaled \$126,953 with a year to date budget expectation of \$137,412.

- Overall, Mr. Holt reported that the total assets for the Association increased to \$212,384 as of the end of July. The account balances as of the end of July were:
 - a. \$93,408.00 in operating assets.
 - b. \$19,167.00 in contingency operating reserves.
 - c. \$99,808.00 in Capital Replacement Reserves.
- A motion was made by Mr. Meyers to accept the treasurer's report. The motion was seconded by Mr. Holt and carried with no dissensions.

OPEN FORUM

- Mrs. Picataggi opened the floor for the Open Forum portion of the meeting.
 - a. A question was asked about plans for the fall yard sale. Current plans are to hold the yard sale on Saturday October 24, 2015 and to follow up with the dumpster day the following Saturday, October 31, 2015.
 - b. Two members expressed their appreciation for the work provided by Leo's Landscaping and noted how nice the community looked. It was also noted that the tree trimming especially along Wellesley Boulevard has made a big difference for traffic driving through the community.
 - c. Favorable comments were also received concerning both the quality of pool maintenance this season and also the quality of the lifeguard staff performance.
 - d. One owner provided details regarding a recent theft incident at his house while he was not far away. He noted that he observed four kids dribbling a ball down his street about the time of the incident but could not definitely say these kids were involved. The incident was not reported to police. Mrs. Picataggi encouraged residents to report all such incidents to the JCC police regardless of when the incident occurs. The police can use the fact that the incident did happen in planning patrol resources and allocation of extra patrols.
 - e. A question was asked about cleaning the sidewalks at the front entrance to the community. Mrs. Picataggi noted that the Board had obtained bids for this project but felt the cost was beyond the scope of the budget at that time. She agreed that this matter could be revived and requested Mr. Jones to work on updated bids for this fall.
 - f. A comment was also made about the discoloration of the front sign due to the sprinkler system spraying water on the signboard. Mr. Jones will address this concern.
 - g. Mrs. Shaw requested additional work for the sign for the Somerset village. She provided a history of the sign at this corner and expressed her concern about the fact that this sign corner should be made more visible as it was in the past. This project will be considered for a JCC grant this fall.

- h. A recommendation was also made to replace the glass table for the clubhouse that was broken and disposed of earlier this year. This table was not included in the clubhouse furniture order that is pending. Barbara Shaw and Shirley Kimble will work on bids for additional tables and chairs to accommodate social activities for the clubhouse and bring their recommendations to the Board.

COMMITTEE REPORTS

- **Architectural Committee:** Mr. Jones for Mr. Seltzer
 - Mr. Jones reported that there was one pending application for improvements for the committee and one other that was in the planning stages.
- **Deed Restrictions:** CJ Jones
 - Mr. Jones reported that one hearing is set for the Board to address after the current open session is finished. This matter involves an owner who is in default with respect to property maintenance.
- **Pool Committee:** Corinne Picataggi
 - Mrs. Picataggi reported that this season was coming to a close but overall it has been a very good season for the residents, the swim team and the pool staff. She did note that there was a post light at the back left corner and also couple of spot lights that need to be checked. Mr. Jones will address these concerns. Mr. Jones was also requested to contact Douglas Aquatics about an underwater light on the left side of the pool.
 - The pool needs to make some changes in the storage of supplies such as toilet tissue, paper towels, etc. Perhaps a locking cabinet can be considered. This matter will be addressed during the off-season.
- **Swim Team:** Corinne Picataggi
 - Mrs. Picataggi reported that this season the VOW swim team was very successful and she looked forward to next year when the team will host meets at the VOW pool. The swim team project is self-supporting and is expected to end the year with a financial surplus.
- **Social Committee:** Corinne Picataggi
 - Mrs. Picataggi will likely plan an adult Halloween social and details are in progress.
 - As noted in the Open Forum a yard sale will be scheduled for October 24th with a dumpster day the following weekend.
 - Mrs. Picataggi announced that a Fall Festival will be scheduled for November 15th and volunteers are welcome to help organize and stage the event.
- **Grounds Committee:** Donna Ward
 - Mrs. Ward reported that she has had very good communication with the owner of Leo's Landscaping and that Shanda makes an effort to visit with her when the crew is onsite. Overall the service is very satisfactory.

MANAGERS REPORT

- Mr. Jones reported the following:
 - Several companies have been contacted to provide proposals for reserves study updates for the Board to consider. These proposals have been requested for the September meeting.

- VDOT paving is still in the works but it will be delayed until later August or early September. He has made inquiries regarding Powner Court which is not on the list but has not heard from VDOT yet.
- The pond tree clean up and the removal of the RV lot driveway trees approved at the last meeting should be completed within the next week.
- The new message board has been ordered but Mr. Jones does not yet have a delivery date.

OLD BUSINESS

- The clubhouse furniture is scheduled for delivery within ten days. Mrs. Picataggi asked to be informed of the delivery date.

NEW BUSINESS

- No New Business was introduced.
- Next meeting is scheduled for September 23, 2015 at 7:00 pm in the clubhouse.

EXECUTIVE SESSION

With no further business to discuss Mrs. Picataggi asked for a motion to adjourn into Executive Session to discuss delinquent assessment accounts and to discuss one covenant violation. The motion was made by Mr. Holt and seconded by Mr. Meyers. Motion carried with no dissensions. Members were excused.

No motions or decisions were made in Executive Session and no other matters were discussed. A motion was made by Mr. Meyers to find the owner in violation of the covenants with respect to Case 2015-001 and to impose a fine of \$10.00 per day until the violation is cured to the satisfaction of the Association but to dismiss the fine if the owner completes the corrective action within 30 days of the date of the hearing. The motion was seconded by Mr. Holt. Motion carried unanimously.

A motion was made by Mr. Holt to authorize the attorney to file liens on four delinquent accounts and also to file warrants in debt on four other accounts as necessary. The motion was seconded by Mr. Meyers and carried unanimously.

ADJOURNMENT

- With no further business to discuss Mrs. Picataggi asked for a motion to adjourn. Motion to adjourn made by Mr. Newsome and seconded by Mr. Myers. The meeting adjourned at 8:34 pm by Mrs. Picataggi.

Respectfully submitted,

C. J. Jones
VOW Recording Secretary