**VILLAGES OF WESTMINSTER HOMEOWNERS ASSOCIATION, INC.**

**Annual Membership Meeting Minutes**

**December 4, 2014**

* The Annual Membership Meeting was held December 4, 2014 in the Kitzinger Community Room at the James City County Library, 7770 Croaker Road. The meeting was called to order at 7:08 PM by Corinne Picataggi, President of the Board. Mrs. Picataggi announced that \* members were present in person or by proxy, the quorum requirements as prescribed in the Association’s governing documents was satisfied.
* **President’s Report**
  + The President’s report was given by Corinne Picataggi. Mrs. Picataggi reviewed the following activities of the Board for the past year:
    - Few emergency needs;
    - Replaced clubhouse carpet;
    - Interior painting of clubhouse was completed;
    - Replaced chair cushions in the clubhouse;
    - Clubhouse parking lot resurfaced and restriped; and
    - Baby pool retiled;
    - Plans for 2015 include the following:
      * Replacement of clubhouse furniture
      * Landscaping improvements
      * Anticipate a new landscaping company
    - Need for volunteers in the community and engagement at HOA meetings
* **Open Forum**
  + Question was raised regarding possibility of urban archery program being established in VOW. Mrs. Picataggi confirmed the Board’s decision to not pursue program.
  + Concern regarding lack ornamental plants in front individual sign entrances. Mrs. Picataggi confirmed Terry’s Landscaping planted annuals at main entrance. Additionally, Mrs. Newsome obtained a matching grant from JCC for planting perennials in front of individual villages signs. Mrs. Picataggi confirmed ongoing maintenance of new plantings will be carefully considered when selecting a new landscaping company.
  + Concern was raised regarding leaf pick-up and mowing needs to be maintained on a more regular basis.
  + Concern was addressed regarding need to increase communication from the Board to the community.
  + A question was raised regarding the sale of clubhouse furniture. Mrs. Picataggi confirmed the Board approved donating clubhouse furniture to the swim team to sell at the yard sale and plans are in place to replace the furniture per capital reserves timeline.
  + Concern was raised regarding cracks in roads. Mr. Seltzer confirmed VDOT has been contacted with several follow-up phone calls have been made.
  + Concern was raised regarding break-ins. A recommendation was made for the Board to consider security cameras.
  + Concern was raised regarding staining on new carpet. Mrs. Picataggi confirmed volunteers have been recruited to review state of clubhouse after each rental and use security deposit to clean-up any needs.
  + A question was raised as to whether the HOA financially support the swim team. Mrs. Picataggi confirmed the HOA does not fund the swim team, rather Berkley manages the funds on behalf of the team.
* **Secretary’s Report**
  + The Secretary’s report was given by Jennifer Hayden. Ms. Hayden reviewed the minutes of the 2013 annual membership meeting. A motion was made by Ms. Hayden to approve minutes. The motion was seconded by Mr. Seltzer. The motion carried without dissent.
* **Election**
  + Election of two Board members:
    - With a quorum of met with attendance and proxy votes totaling 146, Mrs. Picataggi confirmed the election of new Board members: Paul Holt and Naomi Smith.
* **Treasurer’s Report**
  + Richard Newsome reviewed the activities of the Budget and Finance Committee for 2014. Additionally, Mr. Newsome reviewed the 2015 budget that was adopted by the Board in November 2014.
* **Old Business/Committee Reports**
  + The Pool Committee report was given by Corinne Picataggi.
    - Mrs. Picataggi reported no major expenses anticipated for 2015.
  + The Grounds Committee chair is open.
    - Mrs. Picataggi requested members consider volunteering for the committee.
  + Corinne Picataggi gave the Social Committee report and noted the following activities over the past year:
    - Cookie swap upcoming on December 8th;
    - Chili cook-off at the Fall Festival;
    - Easter egg hunt; and
    - July 4th parade
  + The Architectural Committee report was given by Jeremy Seltzer.
    - Mr. Seltzer requested the member bring any concerns to his or Mr. Jones’ attention.
  + Manager’s Report was given by CJ Jones.
    - Mr. Jones confirmed the BMP clean-up will be a pressing project in 2015.
* **New Business**
  + None to report

**ADJOURNMENT**

* With the quorum requirements met to fill the vacant Board positions, a motion was made by Mr. Seltzer to adjourn at 8:14pm. Motion seconded by Mr. Newsome. Motion carried without dissent.

Respectfully submitted,

Jennifer Hayden

VoW Secretary