



The annual meeting of the Villages at Westminster Homeowners Association membership was held on Thursday, December 15, 2016, at 7:00 p.m. in the Kitzinger Community Room of the James City County Library 7770 Croaker Road, the President being in the chair and the Secretary being present. Mrs. Corinne Picataggi introduced our guest speaker, Chairman Michael J. Hipple, James City County Board of Supervisors, Powhatan District. A quorum of members as required per the Amended and Restated Bylaws of September 2, 2003, was announced as 118 present or by proxy.

### **President's Report**

Mrs. Picataggi (Oxford) provided the State of the Association. In 2016 there was no significant storm damage and the Association is within budget for the year. An audit of the Association's financial condition was completed this year with no significant findings. An updated Capital Reserve Study was finalized in 2016. Both of these documents are located on the web at <http://villagesofwestminster.org>. The 18-year old neighborhood soon will need to address some big-ticket items like the dredging of the ponds and disposal of the dredged sediments.

Mrs. Picataggi has served on the Board for six years and is proud to say that there has only been an increase in the assessment twice during that time. Community events, such as the recently held Fall Festival and chili contest, create a strong bond between neighbors and she encouraged more members to participate.

Mrs. Picataggi indicated that the Association is considered to be an Internal Revenue Code section 501(c)(4) social welfare organization that must not be organized for profit and must be operated exclusively to promote social welfare. While it is important that we protect our investment, it is also important that we protect our sense of community. Decisions that the Board makes on behalf of the Association impact each Board member as well because we are all neighbors. She recommended that members ask questions when things are not clear and don't make assumptions. Participate in Board meetings. Volunteer. Take pride in the neighborhood. We are all here to make the Villages of Westminster a neighborhood where people want to raise families, want to retire, want to live.

### **Secretary's Report**

The minutes from the December 3, 2015, annual meeting were distributed and approved as corrected upon motion of Mr. Paul Billings (Oxford).

### **Treasurer's Report**

Mr. Paul Holt (Kensington) provided a review of the 2016 financial status as of November 30, 2015, and presented the proposed 2017 budget.

- Income for the year is expected to exceed expenses by \$4,421.97.
- Account balances as of the end of November were:
  - \$35,739 in the operating assets account,
  - \$19,304 in contingency operating reserves, and
  - \$115,516 in capital replacement reserves.
- The two reserve accounts combine to total \$134,820.
- As of November 30<sup>th</sup>, HOA assets total \$170,559.
- As of November 30<sup>th</sup>, HOA liabilities total \$5,119.

Mr. Holt explained that the \$2,740 in income for the VoW Kraken Swim Team is for informational purposes only as the team is self-supporting and does not receive any contribution from annual assessments. However, the Board did recommend a 3% change in assessment for 2017, which amounts in \$12/year/membership. This increase supports the recommendations of the Capital Reserve Study and allows for the recommended contribution of \$24,720 for 2017. The increase is intended to cover the normal increases in the cost-of-doing-business. Mr. Holt also reported that 321 homes participated in the Trash Program at a rate of \$14.25/month. The Board was notified that there will be a 2.5% increase in the rate to \$14.60/month that will be billed during the second 2017 semi-annual billing from Berkeley Management Company. The Association does not profit for providing this service but benefits from a standardized collection day.



### **Nominations**

The Nominating Committee, consisting of Mrs. Picataggi (Oxford), Mrs. Terri Reed (Oxford), and Mrs. Chris Lahl (Somerset), submitted a slate of five candidates to fill two, three-year terms on the Board of Directors:

1. Mr. George Colombo (Kensington)
2. Mr. Gregory Dries (Somerset)
3. Mrs. Jeannette Potter (Oxford)
4. Mrs. Terri Reed (Oxford)
5. Mr. Doug Sappington (Somerset)

Mrs. Picataggi also announced two additional candidates:

1. Ms. Peg Whitney (Somerset)
2. Mrs. Robin Wallace (Kensington)

There were no further nominations from the floor.

### **Unfinished Business**

There was no unfinished business from the previous annual meeting.

### **Committee Reports**

There were no reports from any committee.

### **New Business**

There were no motions made for new business.

Members discussed:

1. Satisfaction with the current Trash Program: a contract has been signed for 2017 but there are opportunities to rebid the contract for 2018. It was suggested that the contract be reviewed to determine if there is a clause in the contract that can be exercised if service is not improved or deteriorates further. There are no covenants specify how long a bin may remain in the street but there are requirements for storing the bins. The Trash Program was initiated have one service provider to consolidate waste pickup on one day of the week.
2. Landscaping: the beds in front of the clubhouse were supposed to be replanted by 757SWIM. The landscaping contractor has provided a design plan and the planting will occur during the appropriate season.
3. The Board is considering a new attorney who is more aggressive collecting assessments in arrears. There is approximately \$4,000 in unpaid assessments, which is down from \$11,000.

### **Announcement of Election Results**

Mr. Colombo and Mrs. Wallace were elected to serve 2017-2019 on the Board of Directors.

### **Adjournment**

The meeting adjourned at 8:22 p.m. upon motion of Mr. Paul Billings (Oxford).

*Linda Cole*

Linda Cole,  
Association Secretary



Approved December 11, 2017 as submitted