

**VoW HOA Board of Directors Meeting Minutes – April 16, 2014**

A meeting of the Board of Directors was held April 16, 2014 at 7:00 pm at the Villages of Westminster clubhouse.

* Board Members present: Corinne Picataggi, Richard Newsome, and Jennifer Hayden.
* 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.

**OPEN FORUM**

* Nothing to report

**COMMITTEE REPORTS**

* **Architectural Committee**: Mr. Seltzer
  + Nothing to report
* **Deed Restrictions**: CJ Jones
  + Nothing to report
* **Pool Committee**: Eric Myers
  + Nothing to report
* **Swim Team:** Corinne Picataggi
  + Nothing to report
* **Social Committee**: Corinne Picataggi
  + Nothing to report
* **Grounds Committee**: Danna Newsome
  + Mrs. Newsome noted she is still waiting for an estimate from Terry’s Landscaping regarding seeding of the soccer field.

**MANAGERS REPORT**

* Nothing to report

**OLD BUSINESS**

* VDOT Updates
  + Mr. Jones noted the following:
    - Regarding the painting of the guardrails, VDOT wants VoW to get estimate and written scope of work from contractor to confirm nothing will be done to damage structural integrity of guardrails. Mr. Jones will acquire estimates.
    - Mr. Jones confirmed with VDOT orders are in place to repair sinkholes.
    - Mr. Jones will follow-up with VDOT to determine possibility of addressing slurry along recently repaved portions of community.

**NEW BUSINESS**

* JCC Recycling Change
  + Mr. Jones reported that County Waste will be collecting trash and recycling and need containers to be two feet apart to allow truck arms to pick-up.
* Pool, Hours/Rules and Clubhouse Rules
  + Mr. Jones will check with VoW insurance company to determine whether pool could be open outside of hours when lifeguards are present.
  + Mrs. Picataggi noted that Douglas Aquatics has a concern with getting a second lifeguard on duty in a timely manner when a large group plans to use the pool. Mr. Jones will re-write pool rules and cover letter (to be sent out with pool passes) to include 10 day request for special events to enable timely notification of Douglas Aquatics. A motion was made by Ms. Hayden that no more pool rental fees will be required, but a clause will be added that the clubhouse rental deposit may be forfeited in the event a second lifeguard is needed. Motion was seconded by Mr. Newsome. Motion carried without dissent.
  + Regarding replacement of cracked baby pool tiles, Douglas Aquatics recommends retiling band and re-grouting skimmer. Mr. Jones received the following bids for this work: Continental, $1,800 and Douglas Aquatics, $2,750. Ms. Hayden motion to approve bid from Douglas Aquatics with request that Mr. Jones ask Douglas for alternate option for tile that make it less (remove tiles and paint or use 6 inch tiles instead of two 3 inch rows). Motion seconded by Mr. Newsome. Motion carried without dissent.
* Review and Define Committees
  + Mrs. Picataggi noted based on her review of the VoW covenants, ARC and nominating committees required. Mrs. Picataggi requested a budget proposal presented to the Board prior to October budget planning meeting.
* Power Washing Clubhouse Exterior
  + Mr. Jones received two bids for this work: from Barry Bruinsma, $550 and from Charles Lewis Handyman, $650.
* Parking Lot
  + Mr. Jones received the following bids for sealing and striping in existing configuration: from Cobb’s Striping, $3850 and from R.E. Berry Construction & Paving, Inc., $3,975. Mr. Jones recommended R.E. Berry Construction given past experience with company’s work on patches. Motion was made by Ms. Hayden to accept bid from R.E. Berry Construction. Motion was seconded by Mr. Newsome. Motion carried without dissent.
* Carpet and Vinyl in Clubhouse
  + Mr. Jones received the following bids to replace the carpet and kitchen vinvyl in the clubhouse: from Harvell’s Floors, $5,600 and from Richardson’s Carpet Service, $4,760. Motion made by Mr. Newsome to move forward with Richardson’s Carpet Service for the replacement of carpeting and kitchen vinyl in the clubhouse. Motion seconded by Ms. Hayden. Motion carried without dissent.

**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 Ms. Hayden. Motion carried without dissent. The meeting adjourned at 9:09pm by Mrs. Picataggi.

Respectfully submitted,

Jennifer Hayden

VOW Secretary