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

**Annual Membership Meeting Minutes**

**December 5, 2013**

* The Annual Membership Meeting was held December 5, 2013 in the Kitzinger Community Room at the James City County Library, 7770 Croaker Road. The meeting was called to order at 7:06 PM by Corinne Picataggi, President of the Board. Mrs. Picataggi announced that 114 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:
    - No major incidents that required use of the contingency fund;
    - Message board near the entrance was replaced;
    - Interior and exterior of clubhouse was painted;
    - Clubhouse kitchen appliances were replaced;
    - Clubhouse furniture and carpet are planned for replacement in 2014;
    - New picnic tables for the pool were purchased;
    - Fountain near entrance was repaired;
    - In 2014 the following items are planned;
      * Rust removal along sidewalk and entrance;
      * Request will be made of VDOT to paint guardrails;
      * Clubhouse parking lot will be resurfaced and stripped;
      * Baby pool will be re-tiled;
      * Gravel will be added to the RV lot;
      * Bulletin board near the clubhouse will be replaced
    - A swim team began in the community this year with the anticipation that the program will grow in the 2014 year;
    - The ARC continues to notify homeowners maintenance needs;
    - Community dumpster could only be financed in the spring due to the cost of cleaning-up the overflow;
    - Mr. Jones is retiring, but will continue part-time until new management is trained
* **Secretary’s Report**
  + The Secretary’s report was given by Jennifer Hayden. Ms. Hayden reviewed the minutes of the 2012 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:
    - A motion was made by Betty Chilipka to approve the two nominees, Corinne Picataggi and Jeremy Seltzer, by acclimation in light of the proxy being meet, two openings available and only two nominations being received. Motion was seconded by Danna Newsome. The Motion carried without dissent.
* **Treasurer’s Report**
  + Richard Newsome reviewed the activities of the Budget and Finance Committee for 2013. Additionally, Mr. Newsome reviewed the 2014 budget that was adopted by the Board in November 2013.
* **Old Business/Committee Reports**
  + The Pool Committee report was given by Corinne Picataggi.
    - Mrs. Pictaggi identified need for chairperson.
      * Community member, Ms. Schiller volunteered to serve as chairperson.
  + The Grounds and Beautification Committee was given by Donna Ward.
    - Mrs. Ward noted her intent to remove herself as chair of the committee due to concerns with Terry’s Landscaping
  + Corinne Picataggi gave the Social Committee report and noted the following activities over the past year:
    - Cookie exchange planned for December 16th;
    - Easter egg hunt was planned, but unable to carry-out due rain;
    - Successful 4th of July parade; and
    - Fall Festival and chili cook-off was successful with over 100 community members present
  + The Architectural Committee report was given by Jeremy Seltzer.
    - Mr. Seltzer noted his regular checking of the community and notification of homeowners as necessary for concerns of violations.
  + The Garden Club report:
    - No formal report given.
    - Mr. Seltzer praised work of Garden Club and requested members provide assistance for plantings as available to do so.
    - Community members noted their appreciation of the work of the Garden Club.
* **New Business**
  + Reminder that trash cans have to be concealed from visibility
  + A question was raised regarding response time for ARC. Mr. Seltzer responded that a response is required within 30 days of request.
  + A question was raised regarding trash pick-up that exceeds what can be contained in trashcan. Mrs. Picataggi addressed the policies of JCC and where to access specific information.
  + Mrs. Picataggi requested volunteers for a committee for the upcoming year to review Board guidelines and covenants to ensure accuracy and validity.
  + Mrs. Picataggi noted the need to review the community management company in the upcoming year, particularly in light of Mr. Jones’ pending retirement.
  + Concern was raised regarding the landscaping contract requirements for mowing and leaf blowing. Mrs. Picataggi responded that Terry’s Landscaping would be notified.

**ADJOURNMENT**

* With the quorum requirements met to fill the vacant Board position, a motion was made by Mr. Rogers to adjourn at 8:11pm. Motion seconded by Mr. Seltzer. Motion carried without dissent.

Respectfully submitted,

Jennifer Hayden

VoW Secretary