

**VoW HOA Board of Directors Meeting Minutes – February 25, 2014**

A special meeting of the Board of Directors was held February 25, 2014 at 7:00 pm at the Villages of Westminster clubhouse to discuss landscaping concerns among the community members.

* Board Members present: Corinne Picataggi, Richard Newsome, Jeremy Seltzer, Eric Myers, and Jennifer Hayden.
* Non-Board Members present: CJ Jones of Berkeley Realty Property Management and 14 community members.
* The President, Mrs. Picataggi, called the meeting to order at 7:02pm.

**REPORTS**

**President’s Report**

* Mrs. Picataggi review her memo to the community in which she highlighted several points, including:
  + The difference between the Beautification and Landscape committees, which act at the discretion of the Board and the Garden Club, which self-organized and funded
  + The difference between community items paid for with funds from capital reserves (money set aside each year for periodic replacement) and budgeted items (ongoing projects and fees)

**COMMITTEE REPORTS**

* **Landscape Committee**: Dana Newsome
  + Mrs. Newsome identified her role as chair of the landscape committee and noted that she recently completed a review of the landscaping contract with Terry’s Landscaping. Based on recent communication with Terry’s, she is happy to continue working with them.
  + Mrs. Newsome then noted the need for the following items to be addressed in the community:
    - Fertilizer
      * In February of 2012, Virginia Tech’s Cooperative Extension evaluated the community’s turf management program and noted the need for a comprehensive plan. It was suggested that the community contact Yard Works, who recommended a six step fertilization program for the common areas at a total cost of $3,600.
        + Resident suggested also evaluating the extent to which concrete extends into common areas underground prior to paying for a fertilization program.
    - Plantings
      * Yard Works quoted Mrs. Newsome $1,900 to plant six inch pots of annuals at the front entrance twice a year (estimate includes two plantings). Terry’s Landscaping quoted Mrs. Newsome $1,500 for the same service.
      * Mrs. Picataggi asked Mrs. Newsome to see if Yard Works would be willing to work cooperatively with Terry’s Landscaping to address need for turf management program as well as regular maintenance and plantings.
    - Mulching
      * Mrs. Newsome confirmed with Terry’s Landscaping that they will pull mulch away from trees in the common areas.
        + Resident suggested increasing mulched areas, particularly in places where the sprinklers do not reach.
      * Medians
        + Mrs. Newsome noted the need to have VDOT evaluate plants in the medians to ensure growth is within limitations for visibility.
* **Beautification Committee**: Open
  + Mrs. Picataggi noted the following in regards to the beautification committee:
    - need for a chair to head the committee
    - need of the Board to explore perimeters of the committee
    - the Board’s approval at the February 2014 meeting of $1,500 of the committee’s funds are allocated for plantings at the front entrance
    - Dawn Oleski from James City County has indicated an interest in working with VoW through the grant process for plantings in the fall; however, awarding of the grant may require an adjustment to the current planting program.
    - VDOT evaluation may necessitate changes to the plantings in the medians.

**OPEN FORUM**

* Resident comments regarding current and proposed landscaping items included all of the following:
  + Request that the Board consider setting aside funds for plant exchanges, particularly for bushes
  + Request to the Board to consider increasing dues
    - Mrs. Picataggi noted this could be considered by the Board, but not until the October budget planning meeting.
  + Request that the Board confer with Terry’s Landscaping to determine our community’s landscaping needs and identify whether Terry’s can provide such services
  + Recommendation that the Board consider decreasing the number of committees
    - Mrs. Picataggi noted the Board’s general agreement with the recommendation
  + Request to continue planting annuals at the front of each village sign
    - Mrs. Picataggi noted the need for a volunteer(s) to carry out such work
  + Recommendation for the Board to consider planting a combination of annuals and perennials
    - Mr. Seltzer thanked member and noted that this was the first recommendation received from the community regarding alternate plans for the plantings program
  + Request that the Board contact Virginia Tech’s Cooperative Extension to provide a recommendation for overall plan and management of VoW’s turf management and plantings
    - Mrs. Picataggi agreed and requested Mrs. Newsome contact them and update the Board at the March Board meeting
  + Request that the Board contact a local nursery to provide a recommendation for overall plan and management of VoW’s turf management and plantings
    - Mr. Seltzer noted his preference to request a recommendation from Virginia Tech’s Cooperative Extension given they do not gain financially from their advice

**NEW BUSINESS**

* Committee Alterations
  + Motion made to dissolve beautification and landscape committees and create a grounds committee which would carry out the functions of communicating with contracted landscaping company and researching and proposing plans to the Board regarding turf management as well as aesthetics of the community, specifically plantings by Ms. Hayden and seconded by Mr. Seltzer. Motion carried without dissent.
    - Dana Newsome appointed as chair of grounds committee.
* Spring Plantings
  + Motion made to approve $750 of the plantings budget for the planting of annuals by Terry’s Landscaping at the front entrance of VoW for the spring made by Mr. Newsome and seconded by Mr. Seltzer. Motion carried without dissent.
* Mulching
  + Motion made to defer mulching for the year made by Mr. Seltzer and seconded by Mr. Myers. Motion carried without dissent.
* Grounds Committee
  + Mrs. Picataggi made the following requests of the grounds committee to be presented at the March Board meeting:
    - Develop a plan for the planting of 150 6 inch pots of flowers at front entrance for the spring
    - Contact Terry’s Landscaping to request that they:
      * Refresh mulch, including pulling mulch away from trees in common areas
    - Mrs. Newsome to remove dead flowers in front of individual villages signs.
    - Contact Virginia Tech’s Cooperative Extension for a recommendation of a long-term turf management and plantings plan for VoW
* Committee Structures
  + Mrs. Pictaggi asked each Board member to identify a list of committee each considered necessary for VoW and a list of proposed objectives and duties for committee for discussion at the March Board meeting

**ADJOURNMENT**

* With no further business to discuss Mrs. Picataggi asked for a motion to adjourn. Motion to adjourn made by Ms. Hayden and seconded by Mr. Newsome. The meeting adjourned at 9:05pm by Mrs. Picataggi.

Respectfully submitted,

Jennifer Hayden

VOW Secretary