

**VOW HOA Board of Directors Meeting Minutes – January 30, 2013**

A meeting of the Board of Directors was held January 30, 2013 at 7:00 pm at the Villages of Westminster clubhouse.

* 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 11 community members
* The President, Mrs. Picataggi, called the meeting to order at 7:03pm

**REPORTS**

**Secretary's Report**

Approval of November 2012 Minutes

* A motion was made by Ms. Hayden to approve the minutes of the November 2012 Board of Directors meeting. The motion was seconded by Mr. Myers. Motion carried without dissent.

**Treasurer's Report**

* Mr. Jones and Mr. Newsome reviewed the income and expense activity for the Association and noted the following since the September 2012 meeting:
	+ Operating funds (checking and money market) were at $20,579.58
	+ Capital reserves (CD) were at $72,151.33
* There is a total delinquency of homeowner payments of $5,023.04. Four homes are in collections with the HOA attorney.

* To date, there is an overall budget surplus.
* M. Newsome recommended paying VOW HOA budget from contingency fund to cover capital reserves payment to ensure positive start to 2013 budget.

**OPEN FORUM**

* Homeowner raised concern regarding flooding on Glenwilton during periods of heavy rain.
	+ Mr. Jones suggested ensuring grading pipe was clean of debris and to clear property line of water retaining plants.
	+ Mrs. Picataggi offered to contact a contractor to look into flooding concerns and provide recommendation homeowner.
* A question was raised regarding the process of making suggestions to the Board.
	+ Mrs. Picataggi advised homeowner to do so during open forums of HOA Board of Directors meetings.
* Concern of possible redundancy in 2013 budget was expressed, specifically in regards to funds allocated for landscaping.
	+ Mrs. Picataggi suggested resident contact Mr. Jones to request a copy of the landscaping contract.

**COMMITTEE REPORTS**

* **Architectural Committee**: Mr. Seltzer
	+ Currently there is one ARC request pending review.
	+ Mr. Seltzer will soon complete a review of the neighborhood to look for ARC violations.
* **Deed Restrictions**: Mr. Jones
	+ Presently there are two open violations (fence repair and spring cleaning). A final notice will soon be sent.
* **Pool Committee**: Mrs. Picataggi
	+ New pool furniture will soon be purchased for the 2013 opening. Mrs. Picataggi is in the process of review possible products.
* **Social Committee**: Corinne Picataggi
	+ Holiday cookie exchange successful and plans will be made to host event again.
	+ Mrs. Picataggi is considering a movie on lawn in early May.
	+ Mrs. Picataggi is planning to request a fire truck to participate in a 4th of July parade in VOW.
* **Landscape Committee**: Donna Ward/Eric Myers
	+ No report
* **Garden Club**: Mrs. Shaal
	+ No report

**MANAGERS REPORT**

* Mr. Jones reported the following:
	+ There are three RV lot vacancies.
	+ Adopt-a-highway program in VOW is being revised so as to not include Route 60.
	+ The final bond on the entrance sign will soon be released.
	+ Tests on rust on the sidewalks to determine effectiveness of cleaning of retaining pond will be completed this spring.

**OLD BUSINESS**

* No new reports

**NEW BUSINESS**

* The Board of Directors agreed upon the following assignments for 2013:
	+ Corinne Picataggi: President
	+ Jeremy Seltzer: Vice President
	+ Jennifer Hayden: Secretary
	+ Richard Newsome: Treasurer
	+ Eric Myers: Member-at-large
* 2013 Pool Contract
	+ For the upcoming pool season Douglas Aquatics is maintaining last year’s fees as well as the number of hours.
	+ Douglas Aquatics is offering a two year contract at last year’s fees for both years.
	+ Hours for the 2013 summer season will be : Monday, Wednesday and Friday 11am-8pm and Tuesday, Thursday, Saturday and Sunday 10am-7pm
	+ Motion to accept Douglas Aquatic’s contract contingent that hours allotted does not change was made by Ms. Hayden and seconded by Mr. Seltzer. Motion carried without dissent.
* Carpet
	+ Decision was made to delay replacement of carpet. Mr. Jones will acquire estimates for professional cleaning instead.
* Appliances
	+ $2,175 has been allotted in capital reserves for the replacement of the refrigerator and stove in the clubhouse.
	+ A decision was made to remove and not replace the dishwasher
	+ Ms. Hayden to gather cost estimates for the replacement of the refrigerator and stove and present at the March meeting.
* Electronic newsletter
	+ The Board agreed to make the spring newsletter the last hard copy distributed to each homeowner.
	+ An announcement of the decision will be made in next newsletter.
	+ The Board agreed to further discussion of replacement of the message board outside the clubhouse with a smaller board in the breeze-through to the pool.
* Swim Team
	+ Mrs. Picatgaggi met with a representative from the VPSU to discuss the possibility of establishing a VOW swim team.
		- Insurance for the swim team would be covered by VPSU, however, VOW would need hold a fundraiser for equipment.
		- Mrs. Picataggi will hold a swim team interest meeting.
* Next Board Meeting
	+ Board Meeting: March 27, 2013 at 7pm

 **ADJOURNMENT**

* With no further business to discuss Mrs. Picataggi asked for a motion to adjourn. Motion to adjourn made by Mr. Seltzer and meeting adjourned at 8:34pm by Mrs. Picataggi.

Respectfully submitted,

Jennifer Hayden

VOW Secretary