

**VoW HOA Board of Directors Meeting Minutes – January 22, 2014**

A meeting of the Board of Directors was held January 22, 2014 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 four community members.
* The President, Mrs. Picataggi, called the meeting to order at 7:06pm.

**REPORTS**

**Secretary's Report**

Approval of the November 2013 Minutes

* A motion was made by Mr. Newsome to approve the minutes of the November 2013 Board of Directors meeting. The motion was seconded by Eric 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 November 2013 meeting:
  + Operating funds (checking and money market) balance is currently $71,142.06
  + Capital reserves (CD) balance is currently $69,879.92
* There is a total delinquency of homeowner dues and trash payments of $51,881.60
* Mr. Newsome reported that by the end of 2013, VoW ended with a surplus of $108.16
* Mr. Newsome recommended that the Board limit its discretionary spending (operating funds) and implement projects that can use capital reserve funds where possible.
* Mr. Newsome plans to audit the trash program with Mr. Jones and will report at the next Board meeting.
  + Mr. Jones and Mr. Newsome recommended the Board consider adding a fee to the trash program to cover delinquent payments.
* Motion made by Ms. Hayden to accept treasurer’s report. The motion was seconded by Mr. Myers. Motion carried without dissent.

**OPEN FORUM**

* No comments

**COMMITTEE REPORTS**

* **Architectural Committee**: Mr. Seltzer
  + Nothing to report
* **Deed Restrictions**: CJ Jones
  + Nothing to report
* **Pool and Swim Committee**: Eric Myers
  + Mrs. Picataggi identified a volunteer who will assist in the upcoming swim team season
  + Closed for season; nothing further to report
* **Swim Team:** Corinne Picataggi
  + Mrs. Picataggi reported that it is likely the swim team will swim exhibition this year in order to allow more time for fundraising.
* **Social Committee**: Corinne Picataggi
  + Nothing to report
* **Landscape Committee**: Donna Ward
  + Mr. Newsome identified his wife’s willingness to serve as a liaison with Tery’s Landscaping.
* **Beautification Committee**: Barbara Shaal
  + Mrs. Shaal read prepared statement requesting direction from the Board regarding planning of beautification projects. She noted the difficulty of maintaining perennials and the lack of volunteers willing to undertake the level of care needed throughout the year. Also noted were the ceased efforts to fertilizer various shrubs throughout the community. Finally, Mrs. Shaal indicated her willingness to continue as chair of the beautification committee with the stipulations that she continue to be permitted the use of volunteers to plant annuals twice a year and have a professional plant the annuals at the front entrance.
    - Mr. Newsome identified the necessity of decreasing funds for the annual plantings program moving forward.
      * Mrs. Shaal indicted her unwillingness to act as coordinator if there were limitations made to the annual plantings program or if the Board decided against the use of flowering plants to any degree. Additionally, Mrs. Shaal requested that the Board poll the community about any planned changes to the annual plantings program.
      * Mr. Jones advised the Board to consider a grant program offered by James City County for plantings at the front entrance along Richmond Road.

**MANAGERS REPORT**

* Mr. Jones reported the following:
  + Estimates are being gathered for exterior painting to the clubhouse.
  + Five open orders with VDOT including sinkholes and painting of guardrails.
  + Mr. Jones will follow-up with Dominion to address light out on St. Johns Wood.

**OLD BUSINESS**

* Rust Removal/Painting
  + Mr. Jones is waiting for a response from VDOT requesting permission for painting of guardrails.
  + The least expensive estimate Mr. Jones received for rust removal included power washing near the entrance to VoW, sidewalks, curbing and white walls for $2,500 from Shoreline Pressure. Mrs. Picataggi suggested Mr. Jones get a new estimate to include miscellaneous items. Mrs. Picataggi also requested Mr. Jones get an estimate for homeowners to utilize their services.

**NEW BUSINESS**

* Mrs. Picataggi suggested the addition of new duty to the member-at-large: parliamentarian. She recommended this duty would require knowledge of VoW HOA procedures. Mr. Myers agreed to consider the additional duties.
* Newsletter
  + Ms. Hayden noted a newsletter would be prepared within the next month and requested items to be included.
* Date for next Board meeting is set for March 26, 2014 at 7pm.

**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. Seltzer. The meeting adjourned at 8:11pm by Mrs. Picataggi.

Respectfully submitted,

Jennifer Hayden

VOW Secretary