

**VOW HOA Board of Directors Meeting Minutes – July 18, 2012**

A meeting of the Board of Directors was held July 18, 2012 at 7:00 pm at the Villages of Westminster clubhouse.

* Board Members present: Henry Goldner, Corinne Picataggi, Jeremy Seltzer, and Jennifer Hayden.
* Non-Board Members present: Pierre and CJ Jones of Berkeley Realty Property Management and 10 community members
* The President, Mr. Goldner, called the meeting to order at 7:00pm

**REPORTS**

**Secretary's Report**

Approval of May 2012 Minutes

* A motion was made by Mrs. Picataggi to approve the minutes of the May 2012 Board of Directors meeting. The motion was seconded by Mr. Seltzer. 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 May 2012 meeting:
  + Operating funds (checking and money market) were at $74,711.58
  + Capital reserves (CD and checking) were at $74,153.16
  + The boat/RV lot rental fees are behind budget by $1,131,76
    - There are boat/RV lots available for rent
  + Clubhouse rental fees are slightly below budget
* There are currently 10 homeowners delinquent in payments
* Presently VOW has spent 49.6% of its annual budget
* Capital Reserve payment of $7,873.99 recommended by Mr. Newsome to be paid
  + Funds for replacement of clubhouse and entrance signs can be withdrawn from Capital Reserves
  + Maintenance costs, such as clubhouse painting, cannot be allocated from Capital Reserves account

**OPEN FORUM**

* Ray Allen
  + Mr. Allen raised concerns regarding enforcement of ARC guidelines
    - Noted problems with general appearance and storage; need for rental properties to be maintained
    - Specifically Mr. Allen expressed his opinion that the ARC should not be chaired by one person who is also on the HOA Board rather he recommended an odd number of persons on committee
    - Further Mr. Allen requested that the HOA Board be more proactive in acquiring additional persons to various committees
* John Morris
  + Mr. Morris raised concern that pool visitors are using VOW streets for parking
  + Further he requested more stringent restrictions on solicitors leaving items in mailboxes, including the VOA HOA newsletter
  + In addition Mr. Morris expressed concern regarding vehicle security and suggested the possibility that thefts were a result of VOW residents
    - Mr. Seltzer and Mr. Goldner suggested that members call police whenever suspicions are raised
* Garden Club Resolution
  + A representative from the VOW Garden Club requested that the HOA Board adopt a resolution acknowledging the services of Barbara Shaal to the community
    - The HOA Board unanimously approved the resolution

**COMMITTEE REPORTS**

* **Architectural Committee**: Mr. Seltzer
  + Mr. Seltzer identified 36 homes in line to receive notices of ARC violations
  + Further he described the process of submitting such notices to residents, including the amount of time available to residents to act/respond
  + Mr. Seltzer requested that resident contact him if they are aware of specific violations
* **Deed Restrictions**: Mr. Jones
  + Mr. Jones identified no deed restrictions prior to Mr. Seltzer’s report
* **Pool Committee**: Mrs. Picataggi
  + Mrs. Picataggi identified the need for new tables and umbrellas as well as fund allocation for same
  + Member inquired as to the status of new tables at the time and commented that presently only two are operational
  + Mr. Newsome advised that recent pool expenses have pushed the pool budget over its limit. However, he also notes that funds are available in capital reserve for the purchase of such items.
  + In light of the status of the pool budget and the limited time remaining in the pool’s operational season, the HOA Board agreed to make the purchase of tables and chairs at the pool a priority for next year’s pool opening.
* **Social Committee**: Corinne Picataggi
  + Mrs. Picataggi noted that no fire truck paraded in VOW for the July 4th celebration due to the lack of availability
* **Landscape Committee**: Mr. Jones
  + Mr. Jones noted that a new water filtration system in place
  + He further noted that at end of the summer season if filtration system is working, a power washing to remove rust stains along the entrance road will be authorized

**MANAGERS REPORT**

* Mr. Jones reported the following:
  + New state regulations will soon go into effect requiring the following of the VOW HOA:
    - Cost of production for providing documents to members to be made available
      * This is limited to open documents only
      * The HOA can forward reproduction costs to the requesting member
    - A formal complaint policy/form needs to be added to VOW HOA covenants and made available to members
      * The policy must be put into place by September 29, 2012
      * The complaint process is available only for issues addressing covenants
      * As part of the new procedure, any complaint received must be acknowledged within 7 days of receipt and responded to within 14 days
      * If member does not agree with HOA response, s/he can file complaint to the Virginia Common Interest Community Board
    - The VOW HOA attorney will draft the necessary documents for cost of $525
      * Motion to approve attorney process and fee made by Mr. Newsome and seconded by Ms. Hayden. Motion carried without dissent.
  + Mr. Goldner request an approximate cost estimate for the Board to meet with the VOW HOA attorney to review the new complaint procedure
    - Mr. Jones advised that there would likely be no cost for entire board to meet with the attorney

**OLD BUSINESS**

* **Message Board Sign/Clubhouse Paint**
  + Funds of $4,000 have been allocated in the capital reserves for the replacement/repair of both the entrance and clubhouse signs
  + VDOT has approved VOW’s proposals for the replacement of the entrance sign in its current location
  + The next step in the process of replacing the entrance sign is to post bond (equal to cost of production) and file application for specific sign design
  + Financing of new entrance sign was discussed and it was determined that funds could come from either the capital reserve of the operational contingency
    - * Mr. Newsome recommended taking the funds from capital reserve
      * A concern was raised that the cost of the new sign competes with funds available to paint clubhouse
      * Mr. Seltzer proposed waiting on clubhouse painting until the September HOA Board meeting to consider whether operational funds will be needed for clean-up from any possible hurricanes
  + Mrs. Picataggi motioned to accept option number two for sign. Ms. Hayden second motion. Mr. Seltzer approved option two with the exception of assessing the cost of putting in aluminum/metal posts. Mr. Goldner and Mr. Newsome opposed the motion. With a three to two majority, the motion passed.

**NEW BUSINESS**

* No new business presented.

**ADJOURNMENT**

* The next meeting will be at the clubhouse at 7:00 P. M. on September 26, 2012. With no further business to discuss Mr. Goldner asked for a motion to adjourn. Motion to adjourn made by Mr. Goldner and meeting adjourned at 8:45pm by Mr. Goldner.

Respectfully submitted,

Jennifer Hayden

VOW Secretary