

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

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

* Board Members present: Corinne Picataggi, Jeremy Seltzer, Eric Myers, Richard Newsome and Jennifer Hayden.
* Non-Board Members present: CJ Jones of Berkeley Realty Property Management and seven community members.
* The President, Mrs. Picataggi, called the meeting to order at 7:01pm.

**REPORTS**

**Secretary's Report**

Approval of the May 2013 Minutes

* A motion was made by Mr. Newsome to approve the minutes of the May 2013 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 May 2013 meeting:
	+ Operating funds (checking and money market) balance is currently $87,234.06
	+ Capital reserves (CD) balance is currently $72,151.33
* There is a total delinquency of homeowner dues and trash payments of $6,407.26 (down from $17,053.73)
* Overall Mr. Newsome reports our current position budget as excellent and notes VoW is currently running under budget.
* There are several completed and upcoming projects. Recently completed projects include the replacement of clubhouse appliances and tables in the pool area. Mr. Newsome recommends budgeting for the replacement of the bulletin board near the clubhouse, projecting a cost of $1,000.
* Recent replacements made for the fountain cause question regarding the amount allocated in the capital reserves for future maintenance of the fountain. Mr. Newsome recommended considering an increase in the amount budgeted in light of the cost of the recent project.
* Motion made by Ms. Hayden to accept treasurer’s report. The motion was seconded by Mr. Seltzer. Motion carried without dissent.

**OPEN FORUM**

* No comments

**COMMITTEE REPORTS**

* **Architectural Committee**: Mr. Seltzer
	+ Mr. Seltzer completed a review of the neighborhood yesterday and most previous items have been addressed. A few homeowners continue to be in violation and Mr. Seltzer will discuss these individuals with Mr. Jones to determine the best course to resolve these issues.
* **Deed Restrictions**: CJ Jones
	+ None pending
* **Pool and Swim Committee**: Eric Myers
	+ Five new umbrellas have been purchased for the pool.
	+ Douglas Aquatics recommended purchasing a shed to store pool furniture in the off season to extend the life of the furniture.
* **Swim Team:** Corinne Picataggi
	+ Swim team practice ended on July 19th and the final regular season meet was July 22nd.
	+ Our neighborhood team was recognized at an end of the year awards ceremony. Three swimmers moved on the finals. VoW had 23 swimmers this year, but will need about 40 to be competitive moving forward.
* **Social Committee**: Corinne Picataggi
	+ Halloween party on October 26th in the clubhouse planned for adults only.
	+ Study hall planned to start in the fall for middle and high school students from 6:30pm-8pm on odd Thursdays. Looking for tutoring volunteers and the swim team will provide snacks.
	+ Fourth of July celebration at the clubhouse was not as well attended as in the past. Parade with fire truck however was well attended.
* **Landscape Committee**: Donna Ward
	+ Will be touring the neighborhood on Friday with Mr. Jones and landscaping company to address concerns, including landscaping in the medians. Mrs. Picataggi requested that Mrs. Ward and Mrs. Shaal create a proposal of costs to update plantings.
* **Garden Club**: Barbara Shaal
	+ Mrs. Shaal reported on the planting of 400 pots of flowers throughout the community in May. Voles continue to damage plantings this year. Homestead Gardens provided bedding plants to fill in damaged areas.
	+ Mrs. Shaal estimates that the volunteer work of the Garden Club equates to a low estimate of $6,000 a year. Further, she has requested the Board to address the need for additional volunteers during planting times.

**MANAGERS REPORT**

* Mr. Jones reported the following:
	+ Five vacancies are open in the RV lot.
	+ Clubhouse front door has been re-keyed.
	+ On June 15th a swimmer fell and required a band aid requiring Douglas Aquatics to complete an incident report.
	+ Ziegler Plumbing will be replacing the clubhouse water fountain and reinstall the backflow pump.
	+ Terry’s Landscaping reported that sinkholes are causing the irrigation system to fail.
		- Four VDOT work orders are pending for sinkholes. Mr. Jones contacted them and requested an updated status and will continue to follow-up with them.
	+ Two trees need to be put down into the common area and one dead tree on Wellesley Blvd. needs to be removed.

**OLD BUSINESS**

* Rust Removal
	+ Mr. Jones reported that a combination of chemicals is continuing to be tested to determine which will work in a safe manner.
* Home Rental Policy
	+ Mrs. Picatggi reported homeowner concerns about the number of rentals in the neighborhood. Mr. Seltzer suggested not voting on the matter again and suggested that the number of rentals will drop as the economy improves.
* Pool rental policy
	+ Mrs. Picataggi reported problems with the rental of the clubhouse in regards to extended use of the pool. Current policy requiring notification if a large group will make use of the pool is becoming difficult to enforce, however, Virginia law requires no more than 25 persons in the pool per lifeguard. Thus, when large parties rent the clubhouse and make use of the pool, the lifeguard is rushed to request a second lifeguard. When Douglas Aquatics has to send a second lifeguard a fee is issued to VoW.
	+ Mrs. Picataggi suggested adding a line on a clubhouse rental form to ask if renter plans on using pool and having Berkley forward this info to Douglas Aquatics.
	+ Mrs. Picataggi suggested discussing further at a later meeting.

**NEW BUSINESS**

* Clubhouse furniture is in need of being reupholstered /replaced clubhouse furniture.
	+ Mrs. Shaal and Mrs. Ward volunteered to reupholster chair cushions.
* Mr. Myer motioned to approve the replacement of clubhouse pictures and Mr. Seltzer seconded. Motion carried without dissent.
* Next Board Meeting is scheduled for September 25, 2013 at 7pm.

 **ADJOURNMENT**

* With no further business to discuss Mrs. Picataggi asked for a motion to adjourn. Motion to adjourn made by Mr. Newsome and seconded by Mr. Seltzer. The meeting adjourned at 8:20pm by Mrs. Picataggi.

Respectfully submitted,

Jennifer Hayden

VOW Secretary