

**VoW HOA Board of Directors Meeting Minutes – July 23, 2014**

A meeting of the Board of Directors was held on July 23, 2014 at 7:00 pm at the Villages of Westminster clubhouse.

* Board Members present: Corinne Picataggi, Jeremy Seltzer, Richard Newsome, Eric Myers, and Jennifer Hayden.
* Non-Board Members present: CJ Jones of Berkeley Realty Property Management and two community members.
* The President, Mrs. Picataggi, called the meeting to order at 7:03pm.

**REPORTS**

**Secretary's Report**

Approval of the May Board Meeting and May 28th Hearing minutes

* A motion was made by Mr. Seltzer to approve the minutes of the May 2014 Board of Directors meetings and May 28, 2014 hearing. The motion was seconded by Mr. Newsome. 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 2014 meeting:
	+ Operating funds (checking and money market) balance is currently $100,167.96
	+ Capital reserves (CD) balance is currently $79,388.46
* There is a total delinquency of homeowner dues and trash payments of $5,549.82.
* Mr. Newsome noted in his report that the semi-annual Capital Reserve contribution of $8,258 will be made this month.
* Overall, Mr. Newsome noted that the HOA is currently operating under budget for 2014.

**OPEN FORUM**

* A homeowner requested the clubhouse rental fee be waived for his daughter to use as fundraiser activity for the Humane Society. Ms. Hayden motioned to approved. Motion was seconded by Mr. Newsome. Motion carried without dissent.

**COMMITTEE REPORTS**

* **Architectural Committee**: Mr. Seltzer
	+ Mr. Seltzer reported that there are currently no outstanding applications for ARC to review.
	+ Mr. Seltzer recently completed neighborhood sweep to identify any possible ARC violations, the results of which were mostly related to the need for power washing. Mr. Jones is in the process of submitting letters to those homeowners.
* **Deed Restrictions**: CJ Jones
	+ Mr. Jones recently submitted a final notice regarding a deed violation with a hearing required if response not received from homeowner by August 2014.
* **Pool Committee**: Corinne Picataggi
	+ Mrs. Picataggi reported there have been limited pool closures as a result of inclement weather this season. She further noted an electrician was required to address pool lights and lights in the women’s restroom not functioning properly. Finally, Douglas Aquatics identified and address a PH imbalance in the pool.
	+ Douglas Aquatics recently submitted an incident report in which a pool attendee tripped over a piece of pool furniture and scrapped his stomach. The lifeguard on duty was able to attend to the scrap without further incident. Mr. Seltzer and Mrs. Picataggi inspected pool furniture and did not see any obvious defects.
* **Swim Team:** Corinne Picataggi
	+ Mrs. Picataggi reported that this season VOW has 43 paid, registered members (ages 5-16).In addition, the swim team will have small surplus in their account at the end of this season.
	+ The VPSU will require VOW to host three meets next year.
* **Social Committee**: Corinne Picataggi
	+ Mrs. Picataggi reported that the July 4th parade was well attended with fire truck and ambulance in attendance (though the parade was moved to the afternoon due to rain delay).
	+ Mrs. Picataggi will likely plan fall festival for VOW and plans to provide more information in September.
	+ Mrs. Picaaggi has been contacted about various clubs wanting to start in the neighborhood, including a possible bunko group.
	+ Mrs. Picataggi has added locks to two cabinets in clubhouse for social committee supplies.
* **Grounds Committee**: Dana Newsome
	+ Mrs. Picataggi has enlisted a neighborhood teenager (working as part of a community service project) to assist in the creation of a template for a five year landscaping plan. The teenager will complete inventory of medians and once completed will provide to the Grounds Committee for completion.

**MANAGERS REPORT**

* Mr. Jones reported the following:
	+ The reserve study last completed in 2009 and needs to be updated. Mr. Jones noted that $2,000 has been set aside for completing reserve study and he will collect bids for completion of the study.
	+ The HOA needs to update its contract for pool and landscaping. Mr. Jones recommends continuing to work Douglas Aquatics and will acquire bids.
	+ The HOA needs to survey two dams for ponds as trees are starting to grow into the ponds which may require the removal of some trees. Mr. Jones recommends having this work completed in the winter and will request quotes.
	+ Solitude indicated the back fountain is in need of replacement. The reserve study allots $2,500 for replacement of the fountain. Solitude presented the following options to Mr. Jones:
		- Return to factory for rebuild - $1,600
		- Replace power unit - $4,040
		- Replace with new system (include 5 yr warranty)-$6,998
		- Mr. Jones will acquire quote from another company for replacement of fountain and aerator as well as obtain quote for an aerator from Solitude as well.

**OLD BUSINESS**

* VDOT Updates
	+ Mr. Jones confirmed all work orders for VOW have been submitted to VDOT and are pending action by VDOT.
	+ VDOT will review request to paint guardrail and Mr. Jones will acquire quote for the same.
	+ The Board request that Mr. Jones contact VDOT to remove road maintenance sign along Wellesley Blvd.

**NEW BUSINESS**

* Tree Trimming
	+ Mr. Seltzer noted that trees along Wellesley Blvd. need trimming.
	+ Mr. Newsome and Mr. Jones confirmed tree trimming is not part of the VOW contract with Terry’s Landscaping.
	+ Mr. Jones will acquire quote along with quote for tree removal along pond.
* Pool Fair Housing
	+ Mrs. Picataggi does not recommend allowing for adult only swim out of concern for possible violation of equitable access laws.
	+ Mrs. Picataggi requested that Board consider at your own risk swimming with a volunteer monitoring the gate, possibly two days a week during pool season.
		- Mr. Seltzer expressed concern about increase in HOA insurance should the Board adopt such a policy.
		- Mr. Jones spoke with insurance agent (Nationwide) who said they would likely not underwrite policy again if VOW had swim at your own risk. Mr. Jones also asked legal counsel for resource material to consider adopting policy.
		- Ms. Hayden recommend considering extending hours for next year when negotiating new pool contract.
		- Mr. Seltzer suggested specifying time for “lap swimming only.”
* Next meeting is scheduled for September 2, 2014 at 7pm in the clubhouse.

 **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. Myers. The meeting adjourned at 8:09pm by Mrs. Picataggi.

Respectfully submitted,

Jennifer Hayden

VOW Secretary