

**VOW HOA Board of Directors Meeting Minutes – March 27, 2013**

A meeting of the Board of Directors was held March 27, 2013 at 7:00 pm at the Villages of Westminster clubhouse.

* Board Members present: Corinne Picataggi, Richard Newsome, 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 7:04pm.

**REPORTS**

**Secretary's Report**

Approval of the Reconvening of the 2012 Annual Meeting and January 2013 Minutes

* A motion was made by Mr. Newsome to approve the minutes of the January 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 January 2013 meeting:
	+ Operating funds (checking and money market) were at $79,602.81
	+ Capital reserves (CD) were at $72,151.33
* There is a total delinquency of homeowner payments of $17,053.73, 25% of which is from one homeowner who has recently filed for Chapter 7. The Board will file for a lien against the house.
* Presently revenue collection is running behind forecast and expenses are over budget, but this is expected to even out throughout the year.
* Upcoming expenditures include mulching and painting of pergola at the clubhouse.
* Motion made by Ms. Hayden to accept treasurer’s report. The motion was seconded by Mr. Myer. Motion carried without dissent.

**OPEN FORUM**

* Homeowner identified the need for raking of leaves in the common areas on St Johns Wood, Mayfair and Chelsea Crescent.
* Homeowner identified erosion concerns on Chelsea Crescent, Glenwilton and Wellesley Blvd.
* A request was made to repave the neighborhood.
	+ Mr. Jones confirmed he will contact VDOT to determine their schedule for repaving.
* A request was made to clean a utility pole near the neighborhood entrance, the entrance sign and general rust on Wellesley Blvd.
* An inquiry was made as to the plans for landscaping around the new message board.
	+ Mr. Jones confirmed this would need to be completed prior to VDOT releasing the bond. A request has been made of Terry’s Landscaping for a cost estimate to lay sod.

**COMMITTEE REPORTS**

* **Architectural Committee**: Mr. Seltzer
	+ Mr. Seltzer identified several homes with ARC violations, three of which will be required to attend a hearing in front of the board in the next 30 days due to repeat requests to remedy problems.
	+ There are no pending ARC requests.
	+ Mr. Jones suggested updating color chart to offer to residents.
		- Mr. Selzter confirmed he would update the color chart.
	+ Mrs. Picataggi addressed resident concerns regarding basketball hoops. Mrs. Picataggi proposed amending ARC guidelines to exclude role of HOA Board in informing homeowners of VDOT regulations against basketball hoops in VDOT right-of-way.
	+ Mrs. Picataggi relayed offer from homeowner to install basketball hoop near clubhouse.
		- Mr. Newsome made a motion to accept the offer to install a basketball hoop. Ms. Hayden seconded the motion. Motion carried without dissent.
* **Deed Restrictions**: CJ Jones
	+ No reports
* **Pool Committee**: Eric Myers
	+ Mr. Jones reported pool mechanical system was recently checked and is running well. There was one malfunction with the electrical system which Douglas Aquatics repaired. Pool passes will be sent out in late April.
* **Social Committee**: Corinne Picataggi
	+ Mrs. Picataggi reported plans to move forward with a rain date for the Easter Egg hunt.
	+ Mrs. Picataggi reported plans in the works to have a movie night on the clubhouse lawn May 4th.
* **Landscape Committee**: Donna Ward
	+ Mrs. Ward reiterated concerns raised during the open forum regarding erosion.
	+ Mr. Jones suggested contacting landscaping company to determine costs of turf maintenance.
* **Garden Club**: Mrs. Shaal
	+ Plants have been ordered and will be planted in May in the common areas.

**MANAGERS REPORT**

* Mr. Jones reported the following:
	+ Garage sale advertisements have been placed and dumpster has been requested for May.
	+ Regarding homeowner concerns of drainage raised during January 2013 meeting, Mr. Jones confirmed the HOA does not have the right-of-way to work on drainage system. Mr. Jones will put homeowner in touch with contact at James City County to address concern.
	+ Mr. Jones will be contacting homeowners at the end of St. Johns Wood and Regents Park to advise that vehicles are not permitted on common area property.

**OLD BUSINESS**

* Mr. Jones reported that carpet cleaning in the clubhouse will be completed by end of the week

**NEW BUSINESS**

* Pool Furniture
	+ Douglas Aquatics recommended five picnic tables be purchased for the pool area. Mr. Newsome advised $5,400 is allotted for pool furniture for next year. In light of the fact that none of the picnic tables are currently operable, a recommendation has been made to use some of those funds now.
	+ Mr. Newsome motioned to approve the allotment of $2,700 for the purchase of picnic tables. Motion was seconded by Ms. Hayden. Motion carried without dissent.
* Swim Team/Pool Hours
	+ VPSU will provide insurance coverage for use of VoW pool during swim meets.
	+ A VoW swim team would not have equipment expense for this summer as it will be partnered with other communities for this year alone.
	+ The swim team would need pool time for practice, suggesting from 7pm-8pm which would necessitate changing the pool hours to 10am-7pm throughout the week.
	+ At this point the swim team would operate a budget independent of HOA budget.
	+ The next swim team meeting is in April.
* Clubhouse Appliances
	+ Bids for current appliances
		- Mr. Jones received a bid for $85 for refrigerator, $85 for the stove and free offer to remove the dishwasher. Mr. Myer motioned to accept the offers. Mr. Newsome seconded the motion. Motion carried without dissent.
	+ Purchase of new appliances
		- Ms. Hayden motioned to move forward with the purchase of a new refrigerator and stove not to exceed $1,200. Mr. Newsome seconded the motion. Motion carried without dissent.
* Powner Ct.
	+ Mr. Jones to contact VDOT to address erosion of road.
* Next Board Meeting
	+ Board Meeting: May 22, 2013 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 meeting adjourned at 9:04pm by Mrs. Picataggi.

Respectfully submitted,

Jennifer Hayden

VOW Secretary