

**VoW HOA Board of Directors Meeting Minutes – March 26, 2014**

A meeting of the Board of Directors was held March 26, 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 seven community members.
* The President, Mrs. Picataggi, called the meeting to order at 7:02pm.

**REPORTS**

**Secretary's Report**

Approval of the January and February 2014 Minutes

* A motion was made by Mr. Newsome to approve the minutes of the January and February 2014 Board of Directors meetings. 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 November 2013 meeting:
  + Operating funds (checking and money market) balance is currently $112,966.78
    - Mr. Newsome noted that the capital reserves contributions were made erroneously to the operating funds and confirmed that Mr. Jones will follow-up to ensure deposit is made into the proper account.
  + Capital reserves (CD) balance is currently $69,915.58
* There is a total delinquency of homeowner dues and trash payments of $4,137.81
* The following projects, funded from Capital Reserves, are being considered and Mr. Jones is in the process of acquiring quotes for each:
  + Cleaning of sidewalks and gutters at entrance of community
  + Cleaning of metal fences and guardrails at entrance of community
  + Replace carpeting and upholstered furniture in clubhouse
  + Restripe clubhouse parking lot
  + Replace bulletin board near clubhouse
  + Relamp lights in the fountain
  + Repair broken tiles in the baby pool
* Motion made by Ms. Hayden to accept treasurer’s report. The motion was seconded by Mr. Seltzer. Motion carried without dissent.

**OPEN FORUM**

* Concern was raised regarding the condition of roads throughout the community. Specifically, residents noted the presence of potholes, damage from recent winter weather, and cracks. A suggestion was made to ask VDOT to conduct a walk-through with Mr. Jones. Mr. Jones noted he would continue to follow-up with VDOT regarding these concerns.
* Resident noted observation of speeding throughout the community. Mr. Seltzer responded that he had observed a greater police presence in the community. Mrs. Picataggi noted that she had called the police in February regarding this matter and indicated she would post a reminder on the entrance sign to be mindful of the speed limit. Mr. Jones indicated he would contact the police and request a speed watch sign be placed in the community.
* Resident raised concern over the presence of trash in front the pond. Mrs. Picataggi announced VoW’s participation in a neighborhood clean-up sponsored by James City County on April 5th at 9am.
* A question was asked about the removal of sand spread by VDOT during the winter. Mr. Jones confirmed that VDOT does not provide for the clean-up of sand.

**COMMITTEE REPORTS**

* **Architectural Committee**: Mr. Seltzer
  + Mr. Seltzer noted 33 notices of violations were mailed to residents in the past week. The violations were mostly in regards to power washing. Further concern was raised against a home on Shrewsberry with a missing shutter.
* **Deed Restrictions**: CJ Jones
  + Mr. Jones noted one deed restriction which was resolved in a hearing held by the Board prior to the Board of Directors meeting.
* **Pool Committee**: Eric Myers
  + Nothing to report
* **Swim Team:** Corinne Picataggi
  + Mrs. Picataggi confirmed VPSU designated the VoW swim team as exhibition only for the 2014 summer. As such, meets will not be held at the VoW pool. The team plans to spend this year continuing to fund raise.
* **Social Committee**: Corinne Picataggi
  + Mrs. Picataggi reported the following upcoming social events, also noted in the recent newsletter:
    - Easter Egg Hunt
    - Clean-up Day with JCC
    - Planning a Memorial Day cook-out
      * Swim team considering planning a dog show during the cook-out
* **Grounds Committee**: Dana Newsome
  + Mr. Jones conducted walk through with Terry’s where the lack of fertilizer used for the past six years was discussed.
  + Mrs. Newsome suggested the following based on research and discussions with landscaping professionals in the area:
    - A turf management fertilizer and weed control program included in our current (and suggested future) landscape contractor contracts.  
      Moving forward with a recommendation from JCC extension service/VA Tech to re-seed the soccer field. Mrs. Newsome is waiting on a quote to do this work from Terry's Landscaping and will present it to the Board upon receipt.
    - Continuing to have the Spring and Fall plantings at the community entrance beds to be done by the landscape contractor.
    - Mrs. Newsome does not recommend addressing or changing the landscaping in the medians at this time.
    - Mrs. Newsome does not recommend addressing, changing or planting anything at the four village signs at this time.
  + A motion was made by Ms. Hayden to accept the bid from Terry’s Landscaping to provide a turf management program to include six treatments of fertilizer and weed control. Motion was seconded by Mr. Myers. Motion carried without dissent.

**MANAGERS REPORT**

* Mr. Jones reported the following:
  + Requesting bids for resurfacing and restriping of parking lot as well as painting of exterior of clubhouse.
  + Mr. Jones proposed a 40 yard dumpster on May 3rd in light of the dumpster collection being monitored. Mr. Jones will acquire an estimate for the larger size.

**OLD BUSINESS**

* Rust Removal/Painting
  + Mr. Jones provided the Board with a bid from Shoreline Pressure in the amount of $1,850 to power washing and seal all sidewalks, curbing and fence along entrance and $650 to repaint aluminum fence.
  + Ms. Hayden motion to accept Shoreline Pressure’s bid of $1,850 for power washing. No second received from Board.
* Douglas Aquatics:
  + Baby pool repair estimate
    - Estimate received From Douglas Aquatics in the amount of $3,020 to retile band of baby pool. Mr. Jones will acquire an additional estimate to be discussed at a special Board meeting in April 2014.
  + Contract proposal
    - Mr. Newsome confirmed contract signed by the Board in 2013 was for a two year period.
* Exterior Clubhouse Painting
  + Mr. Jones noted trim work needs to be painted, particularly in the back. Mr. Jones will acquire an estimate to be discussed at a special Board meeting in April 2014.
* Replacement of Clubhouse Furniture
  + Mrs. Picataggi noted $5,000 in reserve study to replace clubhouse furniture. Mrs. Pictaggi requested the Board approve $2,000 to replace loveseats and chairs and donate the furniture to the swim team to sell during the community yard sale. Motion was made by Mr. Seltzer to approve $2,000 from Capital Reserves for replacement of clubhouse furniture and donation of existing furniture. Motion seconded by Mr. Myer. Motion carried without dissent.
* Carpet
  + Mr. Jones will acquire an estimate for replacement of carpet to be decided upon by the Board at a special meeting in April 2014.

**NEW BUSINESS**

* Review and Define Committees
  + Mrs. Picataggi requested from Mr. Jones a copy of the packet received by new homeowners to review guidelines and information provided with the intent to further discuss possible revisions.
  + Review of community bylaws confirmed the following committees are required: ARC and Nominating (Board acts as such).
  + Review of community bylaws confirmed the following committees are optional: newsletter, neighborhood watch, and clubhouse. Mrs. Picataggi recommended considering deleting those.
    - Mr. Jones suggested a need to maintain a representative who would provide an inspection function.
  + Mrs. Picataggi suggested continuing discussion during the April Board meeting.
* Dates for next Board meetings are set for April 16, 2014 at 7pm and May 28, 2014 at 7pm.

**ADJOURNMENT**

* With no further business to discuss Mrs. Picataggi asked for a motion to adjourn. Motion to adjourn made by Mr. Seltzer and seconded by Ms. Hayden. The meeting adjourned at 8:53pm by Mrs. Picataggi.

Respectfully submitted,

Jennifer Hayden

VOW Secretary