

**VOW HOA Board of Directors Meeting Minutes – May 23, 2012**

A meeting of the Board of Directors was held May 23, 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: CJ Jones and Pierre 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 March 2012 Minutes

* A motion was made by Mrs. Picataggi to approve the minutes of the March 2012 Board of Directors meeting. The motion was seconded by Ms. Hayden. 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 March 2012 meeting:
  + Operating funds (checking and money market) were at $47,701.60
  + Capital reserves (CD and checking) were at $74,153.16
  + We are currently under budget for first four months of 2012, however, higher expenses are expected due to upcoming utilities
  + Legal fees are $250 over budget due to research required on our position with the Forest Heights lot
  + SunTrust will be changing their fee schedule once our CD matures in September of this year. As such, we should consider another banking institution in order to maximize CD return rates
    - This is a current goal of the finance committee
  + Homeowner delinquency has decreased by $4,000 since the March 2012 meeting
    - Currently only three accounts remain delinquent for more than one payment
    - One of the delinquent accounts was incurred from a previous owner (who also failed to provide disclosure packet per state law violation) and is now being transferred to the new owner
  + There are currently four vacancies in RV lot
  + Mulch and ground expenses caused overage, however, this will amortize
  + The first lifeguard payment was made this month

**OPEN FORUM**

* Mr. Goldner read a new notice regarding rules for community members to make statements in open forum. Moving forward members are asked to limit comments to two minutes and address the entire board.
* Donna Ward expressed concern regarding the change in pool hours. She noted that her peers (at least seven or eight persons) prefer using the pool early in the morning due to sun exposure and related skin problems.
* Don Kimball raised concern about possible “visual pollution” of solar panels and requested that the board amend covenants to prohibit their use in the community.
  + Mr. Goldner advised that the matter would be addressed by the ARC Committee
  + Mrs. Picataggi inquired as to the amendment process and Mr. Jones confirmed that such changes have to be approved by community members and then taken to an attorney.
  + Mrs. Picataggi suggested having a list of possible amendments be made available by the December 2012 meeting to be voted on by community.
  + Mr. Jones also suggested having a committee prepare list to see if potential amendments are worthwhile to move forward
    - Mr. Ward expressed concern that such committee might prevent the solar panels from being prohibited.
* Donna Ward relayed an event in which her neighbor had work completed by contractor who put business signs on the lawn while completing the work. Subsequently, the signs were removed by a community member and Mrs. Ward relayed this information to the contractor.

**COMMITTEE REPORTS**

* **Architectural Committee**: Mr. Seltzer
  + Current violations include siding in need of power washing and a colored light that is visible at street level. Information regarding the violations has been given to Mr. Jones.
* **Deed Restrictions**: Mr. Jones
  + Mr. Jones noted the following violations for which letters informing the homeowner(s) of such have been sent: fence violation, yard maintenance and trashcan shield built in improper location without ARC approval.
    - Mr. Jones will tour neighborhood to ensure violations are being addressed by homeowners.
* **Pool Committee**: Mrs. Picataggi
  + Mrs. Picataggi noted the following:
    - The pool is prepared for opening and that no additional funds were needed for repairs
    - Douglas Aquatics recently conducted lifeguard training at the VOW pool
  + Mr. Seltzer proposed staggering hours to accommodate multiple lifestyles of community members to: Monday, Wednesday and Friday 11am-8pm and Tuesday, Thursday, Saturday and Sunday 10am-7pm.
    - Mr. Jones to contact Douglas Aquatics to see if this is a possibility
    - Mr. Goldner expressed concerned that such a change sets an unwanted precedent of changing board decisions.
    - A motion was made by Mr. Seltzer to make changes to pool hours. The motion was seconded by Mrs. Picataggi and confirmed by Ms. Hayden. Mr. Goldner voted against the motion.
* **Social Committee**: Corinne Picataggi
  + Pool opening party set for May 26th from 2-4
    - Mrs. Picataggi to send email to community to notify of event
  + Mrs. Picataggi proposed a July 4th cookout/potluck due in part to success last year (time TBD)
  + Outback Restaurant managing partner is a resident of VOW and interested in holding a fundraiser for the neighborhood
    - Outback would donate burgers and members would be charged $1 to go toward community
    - Mr. Jones indicated preliminary approval of event so long as finances tracked
    - A motion was made by Mrs. Picataggi to accept offer. The motion was seconded by Ms. Hayden. Motion carried without dissent.
    - Further discussion was had regarding what to earmark potential profits for (possibly replacement of message board)
  + A request was made by the Garden Club to use the board’s email distribution list to advertise events
    - Mrs. Picataggi suggested creating a new distribution list for those interested in receiving Garden Club information.
    - Donna Ward expressed concern that new members would miss information.
      * Mrs. Picataggi suggested putting Garden Club events on the VOW website.
* **Landscape Committee**: Barbara Shaal
  + Mrs. Shaal reported recent activities of the committee included weeding, fertilizing, adding 760 new plants and mulch over a period of 30 hours.
    - Joel Patton from Homestead Gardens provided a cost savings deal
  + Mrs. Shaal requested approval to spend $80 (still within budget) to extend brick wall near clubhouse to prevent mulch from spilling out.
    - A motion was made by Ms. Hayden to approve purchase. The motion was second by Mrs. Picataggi. Motion carried without dissent.
  + Mrs. Shaal noted a problem with water overflowing on trellis near the clubhouse.
    - Mr. Jones to check on possible improvement to the gutters.

**MANAGERS REPORT**

* Mr. Jones reported the following:
  + A new sign for the RV parking lot is arriving soon.
  + The new filter system going in with sprinklers is now working.
  + James Pest Control is schedule to come on May 24th to treat common areas (no termites).
  + Three areas will be examined for trees that may be an issue in the upcoming hurricane season.
  + There are several upcoming seminars for HOA board members.
    - Mrs. Picataggi to attend the June 5th seminar (Legislative Lunch and Learn)
    - The June 13th seminar is on the topic of storm water management and is being sponsored by James City County

**OLD BUSINESS**

* Painting bids for clubhouse still forthcoming to Mr. Jones and will be further discussed at July meeting.
* **Clubhouse Rental Policy**
  + Board confirmed that current rental prices are acceptable
* **Message Board Sign**:
  + An application submitted to VDOT requesting approval for new sign to be reviewed by May 25th
  + Three designs have been submitted at various price points
  + VDOT has indicated initial approval of all three designs, but needs to finalize their approval
  + VDOT’s perimeters of the construction of the sign include cannot come any closer than 12 ft from the curb on Route 60.
  + Mr. Jones mentioned the possibility of having to put up bond (VDOT will make final determination) and suggested making final decision on design of sign at July meeting.
* **Dumpster**
  + Mr. Goldner expressed concerned about amount and type of items being dumped.
    - Mrs. Picataggi and Mr. Seltzer suggested communicating to the community what is acceptable.
    - Mr. Jones mentioned another community uses an attendant to monitor the dumpster during set times on Saturday after being delivered Friday evening and having it picked up Saturday evening. He will contact the dumpster company to determine possible changes to the pick-up hours and whether they have a list of items that are acceptable.

**NEW BUSINESS**

* No new business was presented.

**ADJOURNMENT**

* The next meeting will be at the clubhouse at 7:00 P. M. on July 18, 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 8:12pm by Mr. Goldner.

**EXECUTIVE SESSION**

* At 8:31pm Mr. Goldner reopened the meeting for an executive session.

Respectfully submitted,

Jennifer Hayden

VOW Secretary