

**VOW HOA Board of Directors Meeting Minutes – May 22, 2013**

A meeting of the Board of Directors was held May 22, 2013 at 7:00 pm at the Villages of Westminster clubhouse.

* Board Members present: Corinne Picataggi, Jeremy Seltzer, Eric Myers and Jennifer Hayden.
* Non-Board Members present: CJ Jones of Berkeley Realty Property Management and eight community members.
* The President, Mrs. Picataggi, called the meeting to order at 7:12pm.

The Board unanimously agreed to reappoint Mr. Newsome given that his position on the Board had not, as of this meeting, been replaced.

**REPORTS**

**Secretary's Report**

Approval of the March 2013 Minutes

* A motion was made by Ms. Hayden to approve the minutes of the March 2013 Board of Directors meeting. The motion was seconded by Mr. Seltzer. 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 2013 meeting:
  + Operating funds (checking and money market) were at $56,631.56
  + Capital reserves (CD) were at $72,151.33
* Presently running approximately $7,000 under projected income. This is primarily due to unrented RV lots and delinquency in homeowner payments.
* There is a total delinquency of homeowner and trash payments of $11,033.
* Mr. Jones negotiated a flat rate for phone service, used in the clubhouse and at the pool by lifeguards, through Verizon.
* 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 exterior upkeep of properties. Specifically, trash cans left out after pickup, visible watering hoses and trailers parked in driveways. Mr. Jones confirmed that he recently sent out violation notices to offending homeowners.
* A question was raised as to whether the windows in the clubhouse were locking properly. Mr. Jones and Mrs. Picataggi agreed to check after today’s meeting and initiate repairs if needed.
* Mary Anne Herman volunteered to update the message board at the entrance to the neighborhood.
* A homeowner requested an update as to the status of rust removal and permanent solution to prevent further rust along Wellesley Blvd. Mr. Jones noted that he has received bids and was in the process of reviewing them with Mr. Newsome. Mrs. Picataggi confirmed a decision would be made at the July Board meeting.

**COMMITTEE REPORTS**

* **Architectural Committee**: Mr. Seltzer
  + Mr. Seltzer reported violations to Mr. Jones recently and letters have been sent out.
  + New paint colors have been approved and posted online for residents to access.
* **Deed Restrictions**: CJ Jones
  + Mr. Jones will be resolving a concern with a camper parked in a resident’s driveway this evening.
* **Pool Committee**: Eric Myers
  + Tables for the pool area have been ordered and will be delivered this week at a cost of $1,600.
  + Mr. Jones reported that the pool is scheduled to be opened Saturday.
  + In order to move forward with the pool opening handrails need and will be installed.
* **Swim Team:** Corinne Picataggi
  + Swim team is conducting open registration through the weekend with practices will begin next week. Practices will be held 7pm-8pm (Monday-Friday) and the team members will pay Douglas Aquatics for a lifeguard to remain at the pool during practices. A fee of $120 covers lifeguard and team bathing suit, liability insurance for VPSU. The team will be competing in six meets with other communities. Twenty-five kids are needed to maintain the team moving forward.
* **Social Committee**: Corinne Picataggi
  + The Easter Egg Hunt was cancelled due to recurrent rain. Mrs. Picataggi reported the items purchased for the hunt are non-perishable and will be used next year.
  + A fire truck will be arriving at 9:45am on July 4th for a community parade with a potluck at the clubhouse to follow that afternoon.
* **Landscape Committee**: Donna Ward
  + Mr. Jones reported Terry’s Landscaping has been in the community recently to reseed and recommended pruning trees along common areas to allow for more sunlight to penetrate the ground for improved growth of grass.
  + Mr. Jones has requested that Terry’s Landscaping pickup fallen tree branches.
  + Mrs. Picataggi raised concerns over the sod around message sign. Mr. Jones confirmed Terry’s Landscaping will ensure its growth.
  + Mrs. Picataggi expressed concern of quality of grass growth in common areas and requested a representative from Terry’s Landscaping to attend the July Board meeting to review a plan for improvement.
* **Garden Club**: Mrs. Shaal
  + Mrs. Shaal expressed concern of vole problem. Mr. Jones reported James Pest Control will be coming out this week.

**MANAGERS REPORT**

* Mr. Jones reported the following:
  + Adopt-a-Highway sign needs to be changed so that the correct person is contacted. Mrs. Picataggi volunteered. VoW is no longer responsible for Route 60, only Wellesley Blvd.
  + VDOT has signed off on the bond to release message board at the entrance of the neighborhood.
  + Painting of the pergola at the entrance to the clubhouse has been completed.
  + Flooring in lifeguard room will be repaired this week.
  + A design plan for converting the dishwasher area in the clubhouse to a trash receptacle is in place.
  + Plumbing problems: urinal in men’s room in the clubhouse area has been fixed. Water fountains at the clubhouse are leaking and can be repaired for $600 or replaced for $1,600 with ones that can be removed in the winter. Mr. Jones recommends replacing water fountains. Finally, the backflow preventer needs to be replaced. Mr. Jones is contacting JCSA to resolve this issue.
  + A homeowner has expressed concerns regarding standing water in the rear of her property on Glenwilton. Mr. Jones to meet with homeowner to help find a contractor to correct problem, because HOA is not responsible.

**OLD BUSINESS**

* None reported

**NEW BUSINESS**

* Mrs. Picataggi received a request to review pool rental policy which is currently $75 for pool usage, clubhouse rental fee, $150 deposit and Douglas Aquatics for a lifeguard. The Board rejected the request to reduce fees.
* Ms. Hayden requested permission to purchase a container to be placed near the clubhouse for newsletters at a cost of no more than $40.
  + Mr. Newsome motioned to approve and Mr. Myers seconded. Motion carried without dissent.
* A second dumpster was needed and clean up service had to be paid for as a result of overflow during the spring dumpster delivery. The Board will reevaluate in the fall whether ongoing costs related to providing a dumpster to the community are financially worthwhile.
* Next Board Meeting
  + Board Meeting: July 24, 2013 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 meeting adjourned at 8:32 pm by Mrs. Picataggi.

Respectfully submitted,

Jennifer Hayden

VOW Secretary