

**VoW HOA Board of Directors Meeting Minutes – May 28, 2014**

A meeting of the Board of Directors was held on May 28, 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 six community members.
* The President, Mrs. Picataggi, called the meeting to order at 7:01pm.

**REPORTS**

**Secretary's Report**

Approval of the April, March Hearing and March 2014 Minutes

* A motion was made by Mr. Myers to approve the minutes of the April and March 2014 Board of Directors meetings and March hearing. 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 2014 meeting:
	+ Operating funds (checking and money market) balance is currently $88,436.14
		- Mr. Newsome noted that the capital reserves contributions were made erroneously to the operating funds and confirmed that has been corrected.
	+ Capital reserves (CD) balance is currently $69,927.27
* There is a total delinquency of homeowner dues and trash payments of $2,552,65
* Mr. Newsome audited the trash program with Mr. Jones, noting that the VoW HOA was paying fees beyond what was being collected from homeowners due to delinquent accounts. Mr. Newsome recommended increasing the trash collection fee to participating homeowners in the amount of $1. Mr. Seltzer motioned for a procedure to notify homeowners when 30 days delinquent and drop homeowners from trash program after 60 days of delinquent payment. Motion seconded by Mr. Myers. Motion carried without dissent.

**OPEN FORUM**

* A homeowner noted her observation of erratic trash pickup times. Mr. Jones noted he received notice when there is an equipment failure resulting in delayed pickup of trash. Mrs. Picataggi confirmed she would relay this information to the community via the VoW Facebook page.
* A request was made for clarification of the Board’s plan for plantings in front the individual villages signs. Mrs. Picataggi confirmed that the Board does not intend to approve funds this year for such plantings.
* A question requesting the mowing schedule of Terry’s Landscaping was posed. Mr. Jones confirmed Terry’s Landscaping mows in VoW on Fridays, pending inclement weather. Further, Mr. Jones noted his intent to conduct a walk-through with a representative from Terry’s Landscaping on May 29th to confirm location of common areas which should be mowed under contract.
* A request was made to cover red mulch in median with brown.
* A homeowner indicated her enjoyment of the celebration of the pool opening and dog show.

**COMMITTEE REPORTS**

* **Architectural Committee**: Mr. Seltzer
	+ Nothing to report
* **Deed Restrictions**: CJ Jones
	+ Mr. Jones noted the ongoing presence of a trashcan in sight at a residence on Tewksbury and indicated plans to send final notification of deed violation.
	+ Mr. Jones noted a closed hearing was held with a homeowner prior to tonight’s Board meeting in regards to ongoing complaints.
* **Pool Committee**: Eric Myers
	+ Mrs. Picataggi noted the pool opening was successful.
	+ Mrs. Picataggi advised that the concrete around the pool will need to be patched soon and that the brick surrounding pool needs maintenance in the fall.
	+ Mrs. Picataggi relayed a conversation with Douglas Aquatics in which they indicated VoW may need a second lifeguard given number of people present and their concern that few people are showing their pool pass upon entering the pool (too difficult for lifeguard to manage while monitoring pool). A homeowner questioned whether VoW regulates the number of guests each homeowner can bring to the pool. Mrs. Pictaggi confirmed there is currently no such regulation.
	+ Mrs. Picataggi noted she spent $200 (of the $500 pool accessories budget) to purchase new umbrella and indicated she does not anticipate using remainder of pool accessories budget this season.
* **Swim Team:** Corinne Picataggi
	+ Mrs. Picataggi confirmed the backstroke flags and diving blocks (which were largely donated along with installation labor) will only be put up during practice.
	+ Mrs. Picataggi noted there are currently 48 kids trying the swim team and 26 kids have paid their swim team registration fee. Mrs. Picataggi conveyed that the swim team appears to be increasing the sense of community in VoW and the safety of swimmers has improved while learning swimming skills.
* **Social Committee**: Corinne Picataggi
	+ Mrs. Pictaggi confirmed a parade on July 4th with a fire truck is planned.
* **Grounds Committee**: Dana Newsome
	+ Mrs. Newsome provided the Grounds Committee report via email on May 27th in which she noted the following:
		- Her recommendation that the Grounds Committee be renamed Grounds and Landscape Committee to avoid any confusion regarding the scope of work being conducted by the committee and to advance the understanding that all work done by the committee effectively beautifies VoW.
		- A reminder that $750 of the Grounds budget needs to be set aside for fall plantings at the entrance sign.
		- Given the presence of mature, neat bushed at each of the villages signs, no plantings are needed there, only the occasional application of mulch.
		- Anyone wanting to plant flowers in front of the individual village signs is welcome to do so at their expense so long as prior approval from the Grounds Committee is obtained.

**MANAGERS REPORT**

* Mr. Jones reported the following:
	+ Parking lot repaving and restriping has been completed. Mr. Jones will follow-up with the company to address the present cracks.
	+ Mr. Jones expects a part for repair of the fountain to be in by the end of this week.
	+ The repairs to the split rail fence surrounding the fountain will be completed soon.
	+ A bid from Rosenbaum was received for installing gate ($1,994) with electronic card reader at pool entrance. A bid was also received to install a card reader system ($7,491). Mr. Jones similar systems are in place at other local communities and have been successful.

**OLD BUSINESS**

* VDOT Updates
	+ Mr. Jones has requested VDOT to follow-up with him regarding resurfacing remainder of community and addressing potholes. Has not yet received a response, will continue to follow-up.
* Exterior painting of clubhouse
	+ Mr. Newsome power washed the exterior of the clubhouse. Given the improvement in appearance, he recommends waiting to consider painting the exterior at this time.

**NEW BUSINESS**

* Next meeting is scheduled for July 23rd 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. Seltzer and seconded by Mr. Myers. The meeting adjourned at 8:13pm by Mrs. Picataggi.

Respectfully submitted,

Jennifer Hayden

VOW Secretary