**Association Board of Directors**

**Meeting Minutes for July 25, 2018**

**A meeting of the Board of Directors was held on July 25, 2018 at 7:00pm at the Villages of Westminster clubhouse.**

**In attendance – BOD Members** Patricia Duggan, Jeanette Potter, Robin Wallace, Donna Ward

**Association Manager,** Pierre Forget.

**Absent –** Eric Myers

The bi-monthly meeting was called to order at 7:03pm by the president, Patricia Duggan.

**Presidents Report – Pat D.**

Pat reported that she had been out of town but remained in contact with BOD members regarding matters happening in the neighborhood. She was also contacted by residents regarding a few concerns and was able to deal with them accordingly. Pat commented on how great the pond area looks.

**Secretary’s Report – Robin Wallace**

Meeting minutes for May 25 and May 30 were approved with amendments.

**Treasurer’s Report – Eric Myers**

Eric was not in attendance. Pierre gave a summary of the financial report and there were no issues.

**Committee Reports**

**ARC** – Jeremy reported that ARC letters were mailed and he will be doing another review of the neighborhood soon. There are currently no outstanding ARC requests.

**Communication** – Pat reported that since correcting the contact info on the VoW website she has been contacted by several residents and was able to assist them accordingly. Berkeley worked to update our email list for better communication with residents.

**Pool** – Kelly C. reported that a lot of work has been done at the pool such as painting the umbrella stands, power washing the deck, cleaning the drains, etc… The committee hosted a July 4th cookout at the pool and it was a huge success. The committee is planning a community Glow Swim for some time in August. The committee raised some concerns about lifeguard duties including break times exceeding 10 minutes, bathrooms not being kept clean, and having the lifeguard open and close the umbrellas. Pierre will email Continental regarding these concerns. The committee made recommendations to the BOD regarding a new vacuum system and having the pool drained for acid washing and painting. Pierre will work to get bids for the needed work. Pierre is also getting the word out to other property managers and pool management companies that our pool heater is for sale.

Robin W. reported on the pump issues that were encountered. With the help of James B. and Andrew W. we were able to determine that the current pump appears to be in good working condition and we were able to prevent the overheating by restricting the water flow rate to within the manufacturers recommended rates. The pump and motor have been running without issue since the changes were made. The loose gate pole was replaced and the key card gate lock was also replaced.

Pierre recommended looking into having the pump removed and serviced during the off season.

**Clubhouse** – Jeanette reported that she was able to seal the entry way at the clubhouse with some silicone and she has since tested to make sure there is no more water getting in. It is recommended that the carpet be professionally cleaned and scotch guarded and that the thermostat be replaced. Pierre will get bids for this. The committee has worked out a schedule for getting the trash cans out each week and also for checking the clubhouse after being rented. There have been a few times where renters did not clean the clubhouse properly. Pierre will work on finding someone that can get the clubhouse cleaned on an ‘as needed’ basis and that cost would be deducted from the renter’s deposit.

**Social** – Dates were selected for the fall yard sale, dumpster and VoW birthday bash/fall festival. Robin will post a Save the Date on the website, Facebook and Nextdoor.

**Grounds** – Janice M. met with the landscaping company but was not in attendance tonight. The committee will be able to discuss this more at their next meeting. Donna reported that she has an extensive list of concerns that she will be submitting to Shanda.

**Homeowner Comment Period**

An open forum was held and a number of comments and questions were addressed.

Resident informed the BOD that she rented the clubhouse in March and there was no hot water. Pierre explained that there was a problem with the back flow preventer freezing and when it was repaired the hot water was not turned back on. The issue was fixed once it was reported but there was discussion on how to prevent it in the future. One resident suggested using heat tape to prevent freezing. Pierre will get more info.

A resident requested that we remind people to clean up after their dogs.

A resident expressed concern about the condition of the RV lot.

A resident expressed concern about the conduit sticking up from the ground in front of the clubhouse. Pierre reported that he inquired about this and it can simply be cut down. He will have this taken care of.

A resident expressed concern about a particular home that is in poor condition and needs attention. Pierre stated that such concerns could be directed to Berkeley.

**Manager’s Report – Pierre Forget**

Pierre reported that there have been 11 homes sold in VoW this year and all were sold within 33 days or less. One home was only on the market for 3 days!

It is suggested that the BOD consider having the pool pump motor stored and serviced during the off season.

There are a few common areas that were previously being maintained by residents but are not anymore. It is suggested that these areas be added for our landscaping company for maintenance.

Pierre will work to get bids/info on the following

* Electrical and heat tape for the backflow preventer
* Siding issues on the pump room
* Maintenance for the RV lot
* Possible concrete slab and bench for pond area
* Clubhouse carpet cleaning / scotch guard
* Clubhouse cleaning on an ‘as needed’ basis after being rented.
* Erosion concerns around the pool deck

**Old Business**

Key Card Access Update – Eric was not in attendance but Pierre did report that some of the issues continue to be worked out.

Shed – Robin will email BOD members with measurements of pool furniture.

Clubhouse Carpet – Pierre presented a bid for vinyl (wood in appearance) flooring at the expense of $7700. The current carpet is in good condition but very dirty. Pierre will get bids to have the carpet professionally cleaned.

**New Business**

Clubhouse entry was sealed by Jeanette.

Dates chosen for fall events and will be posted accordingly.

* Fall Yard Sale Oct 13
* Fall Dumpster Oct 20
* VoW Birthday Bash / Fall Festival Nov 3

The VoW Swim Team will host a Glow Swim on August 4th.

Next BOD meeting will be on September 26, 2018. Pat D. has invited Officer Lilley to attend this meeting and review safety precautions for homeowners.

At 8:27pm a motion was adopted to go into Executive Session.

Following discussion, the meeting was reconvened at 9:40pm and the below actions were taken…

Motion approved to purchase new pool vacuum. Cost not to exceed $2000.

Motion approved to replace the clubhouse thermostat. Cost not to exceed $200.

Motion approved to have clubhouse carpet cleaned and scotch guarded. Cost not to exceed $400.

Motion approved for Continental to add algae treatment for the pool at a cost of $190.

Motion approved to reimburse Robin W. for purchase of shelving unit for pump room at a cost of $36.

Meeting adjourned at 9:50pm