**Association Board of Directors**

**Meeting Minutes for March 28, 2018**

**A meeting of the Board of Directors was held on March 28, 2018 at 7:00pm at the Villages of Westminster clubhouse.**

**In attendance –**

**BOD Members** Patricia Duggan, Eric Myers, Robin Wallace, Donna Ward

**Association Manager,** Pierre Forget.

The bi-monthly meeting was called to order at 7:02pm by the president, Patricia Duggan.

**Presidents Report – Pat D.**

Pat reported that she met with Pierre and went over all VoW contracts. Pat, Eric, Donna and Jeannette met with the VoW lawyer to go over the responsibilities of the BOD and they all found this to be very helpful.

Paul Holt is building a Free Little Library to be placed at the clubhouse. The BOD is working on a policy for the key card entry system.

**Secretary’s Report – Robin Wallace**

January 2018 meeting minutes were reviewed and approved.

**Treasurer’s Report – Eric Myers**

On target with all sources of income. 757 paid final invoice.

**Member Forum / Input**

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

Chris K. had concerns about potholes. Pierre has reported the issue to VDOT. Chris was also confused about the vagueness of the requirements for sheds. Per Jeremy – the guidelines are left vague to allow for some flexibility but the main concern is that the shed is installed and attached to the ground securely. He suggested that Chris simply submit a request and they can go from there.

John H. reported a water drainage issue regarding water runoff from the RV lot. Pierre had previously spoken to John and informed him that this was an issue that would have to be taken up with the county.

Jack H. reported that he is working with the landscaping committee this year and wanted to know the landscaping budget. That info was provided by our treasurer, Eric Myers.

James inquired about the cables in front of the clubhouse parking lot. Pierre is going to look into this.

**Committee Reports**

**ARC** – Jeremy was in attendance and stated that he did a sweep of the neighborhood and will send his report to Pierre. There are currently only two outstanding reviews.

**Communication** – Pat reported that she went through the website and is working on updating documents and getting everything put on the website. A committee meeting is being held on 4/14/18.

**Pool** – Corinne was not in attendance.

**Social** – Linda was not in attendance.

**Landscape** –Donna has spoken to Shanda from Leo’s about getting the dead bushes removed and will ask her to attend the meeting on 4/14/18. The weather has made it difficult to get much done.

**BMP** – No info provided

**Manager’s Report – Pierre Forget**

Pierre reported that the 757 invoice has been paid in full. Request for pothole repairs has been submitted to VDOT. To get the pool lights rewired will cost $300. The clubhouse fridge is on it’s last leg and will need to be replaced the next time it has an issue. Pierre spoke with Solitude about the pond issue and they stated that there is debris in the overflow drain. .

**Old Business**

Robin continues to work on the pool furniture. Once everything has been decided on, the BOD can move forward with purchasing a shed. Pierre got info on the value of the pool heater as well as the cost to have it removed for future reference. Pierre presented quotes for the bathroom repairs/updates. Dates set for yard sale and community dumpster. Landscaping plan will be sent to Donna for review by the landscaping committee.

**New Business**

Clubhouse carpets were cleaned about 6 months ago. Pierre will get bids to have them cleaned/replaced.

Pierre will look at the peeling paint on the front message board.

One key card will be provided to each household. One additional card may be purchased at a cost of $25.00.

Eric will set up dates/times to distribute key cards. Homeowners will be responsible for key cards for renters.

Next BOD meeting will be on May 23, 2018.

At 8:26pm a motion was adopted to go into Executive Session.

At 10:03pm a motion was adopted to reconvene into open session.

Motion approved purchase of 30 sling loungers and 10 sling sitting chairs from Criterion.

Motion approved to continue with current lawyer, Tarley Robinson.

Motion approved to hire John Reece for bathroom renovations.

Motion approved for Card Entry System Policy written by Eric Myers.

Pierre will email dates to schedule hearing for ARC violations.

Meeting adjourned at 10:10pm