**Association Board of Directors**

**Meeting Minutes for March 27, 2019**

**A meeting of the Board of Directors was held on March 27, 2019 at 7:00pm at the Villages of Westminster clubhouse.**

**In attendance –**

**BOD Members,** Pat Duggan, Kelly Coronel (by phone), Jeannette Potter, Donna Ward & Robin Wallace

**Association Manager,** Pierre Forget was not able to attend. Melinda Settle-Harris was present in his absence.

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

**Presidents Report – Pat D.**

Pat welcomed everyone to the meeting. We are getting lots of help from our community! Our committees are working hard and we are grateful to all those volunteering.

**Secretary’s Report – Robin Wallace**

Meeting minutes for January 23, 2019 were approved as is.

**Treasurer’s Report – Jeannette Potter**

Jeannette and Pat have been working with Pierre to clean up the reports. There is money that was allocated but never spent in previous budgets. The 2019 budget was done in October of 2018 and needed some changes. A revised budget was sent to the BOD via email. \***A motion was approved to adopt the revised 2019 budget.**

**Committee Reports**

**ARC** – Jeremy was not present but the report was presented by Pat D. The recent inspection of the Villages resulted in notices for violations as follows: 8 for faded paint, 14 for mold/algae, 6 for necessary repairs, and 3 other violations. The committee now has several volunteers and had its first meeting on 3/20/19. The committee has submitted a draft of new guidelines. **\*A motion was approved for the draft of the new guidelines.**

**Communication** – Pat D. reported that she and George are meeting next week to discuss the website changes.

**Pool** – Kelly C. reported that the committee already had one clean up day and is scheduling at least two more prior to the pool opening. The pool is looking good and scheduled to open on time. Kelly has been in contact with Continental.

**Clubhouse –** Jeannette P. reports that there have been some issues with key card access. Eric and Pierre are aware and working to resolve the issue. A few residents are taking turns with getting the clubhouse trash cans out each week.

**\*Motion approved to purchase new benches, mats and cleaning supplies at a cost of up to $1000**

**\*Motion approved to change cleaning fees and charge the fees against the deposit.**

**\*Motion approved for updated checklist with fee scheduled.**

**\*Motion approved to not allow the lifeguard access to the clubhouse during pool season.**

**Social** – Robin W. reported that the committee is planning to host an egg hunt.

**Grounds** – Jack H. reported that phase one and two of the juniper removal is complete. The irrigation system need repairs.

**\*Motion approved for irrigation repairs by Knight Scapes at a cost of up to $2000.**

**Manager’s Report – Pierre Forget was absent – report provided by Melinda**

The clubhouse address (4820 Wellesley Blvd) is now part of the county GIS data and can be located by gps. The engineering report regarding the pool erosion presented some good news. The site water runoff from the surface of the pool deck appears to be the cause of all the erosion. Recommend a modular trench drain system. They also recommended further investigation of the distress noted in the concrete along the clubhouse. We have submitted a request for proposals for the repairs.

There is still not a commitment from 757 to purchase the heater but they are still interested.

Berkeley will no longer be managing the trash removal program as of January 2020. Residents will have to subscribe individually with the company of their choice.

The yellow conduits belong to Dominion Power. A work order has been submitted to get them removed.

Yard sale ad will be in the paper on the 3rd and 6th.

The dumpster has been ordered for the 13th at 8am.

**Homeowner Comment Period**

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

A member suggested that power washing notices should be sent in the fall as that is a better time to get your house cleaned.

A member suggested that we put up signs reminding people to clean up after their pets.

A member noted that when the trees were trimmed there was a lot of debris left behind.

A member suggested that the swim team should not be allowed in the clubhouse unless they have rented it.

**Old Business**

Pool erosion issue – see Property Manager Report

RV lot – Completed

Key Card Access – Pierre and Eric continue to work on getting the panel replaced

Tree Removal – a tree removal policy has been drafted. **\*A motion was approved for the tree removal policy pending review by our lawyer.**

Executive Session began at 9:05pm and was adjourned at 10:03pm

The Board resumed regular session, where the following action was taken.

Board discussed delinquent accounts. At 60 days past due, residents will be notified that access to pool and clubhouse will be restricted.

ARC notification of violations will be sent out for major violations only.

Meeting adjourned at 10:05pm