**Association Board of Directors**

**Meeting Minutes for May 25, 2018**

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

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

**Absent - Association Manager,** Pierre Forget.

The bi-monthly meeting was called to order at 7:00pm by the president, Patricia Duggan.

**Presidents Report – Pat D.**

Pat reported that she met with Pierre twice since our last meeting to follow up on items. She has regularly reviewed the bathroom remodel project and authorized a new tile flooring as the previously chosen floor wasn’t going to work. Pat updated the website with her correct email and phone numbers for her and VP Jeanette Potter. VoW was able to sell some of our old lounge chairs at the Spring yard sale and made $80. Dumpster day was a success and the dumpster was filled before 10am. Pat has communicated with residents about volunteering options and fielded questions and complaints about various items.

**Secretary’s Report – Robin Wallace**

March 2018 meeting minutes were approved as written.

**Treasurer’s Report – Eric Myers**

All is well. Report was approved.

**Member Forum / Input**

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

Lifeguard room needs to be cleaned – Robin will reach out to Corrine and Stephanie.

A request was submitted for reimbursement of rental fee for clubhouse because the bathrooms were not in service due to the remodel.

A resident expressed concern about the pool opening on time because of it’s poor appearance – Robin will contact Continental.

**Committee Reports**

**ARC** – Jeremy was not in attendance. A review of the neighborhood was done in April and letters were sent out to all home in violation. Next check will be done in June or July.

**Communication** – Pat reported that she went through the website and is working on updating documents and getting everything put on the website. Pat is researching other HOA websites for reference and also researching alternative hosts. Pat met with Berkeley about tech services including website demo, owner’s directory and email blast options.

**Pool** – Furniture has been ordered. Robin presented options for new picnic tables and requested approval of funds for new umbrellas and pool toys. Robin will follow up with Continental about making sure pool will open on time. Recommendations for updates to pool rules include limiting toys to only soft, pool appropriate toys and also limiting pool float size to only single person floats.

Clubhouse – Jeanette reported that they have scheduled a cleanup day for June 2. They are coordinating volunteers to help with power washing as well. Several suggestions were presented to the board for approval.

**Social** – Linda is planning a Beach Bag Giveaway for opening day at the pool and is looking for volunteers to help with the July 4th celebrations. She is also working on ideas for our Fall Fest and a 20th Anniversary Birthday Bash for the VoW. Linda requested funds from the social committee budget.

**Grounds** – Janice M. reported that the committee met twice to go over contracts. They will provide info about maintenance to Pierre. They will also meet with Leo’s and Pierre to put together a proposal for updates within the community.

**Manager’s Report – Pierre Forget**

Pierre was not in attendance but did meet with Pat and also emailed the Board prior to the meeting. Pierre reported that the ARC reminders have been mailed. The pool furniture has been ordered and loaner furniture has been coordinated. Potholes and drop inlet erosion issues have been reported to VDOT. Contacted 757 Swim regarding sale of pool heater.

**Old Business**

Shed – Need to measure new pool furniture and decide on size and location.

Card entry system – several dates and times will allow residents to obtain key cards.

**New Business**

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

Next BOD meeting will be on July 25, 2018.

At 8:56pm a motion was adopted to go into Executive Session.

Following discussion, the meeting was reconvened at 9:53pm and the below actions were taken…

Motion approved for clubhouse rental reimbursement because of bathroom remodel.

Motion approved to allow VoW groups (ex. Sommerset) to use the clubhouse on a monthly basis without a deposit and will not be bumped for a paid renter.

Motion approved to change clubhouse deposit to $100.00 to cover cost of cleaning, if needed.

Motion approved for $50.00 budget for bathroom mats.

Motion approved for Social Committee to use $25 for Beach Bag Giveaway and $300 for July 4th celebration

Motion approved to change Pool Rules to include a) only soft, pool appropriate toys b) pool floats should not exceed the size of a single person float

Motion approved to purchase 6 pack of folding picnic tables from Lifetime.

Motion approved for budget of $50 for pool toys

Motion approved for budget of $50 for bathroom mats.

Motion approved for Eric to purchase a VoW laptop to use for the Key Card Entry System, cost not to exceed $400.

Meeting adjourned at 10:10pm