**Association Board of Directors**

**Meeting Minutes for November 15, 2017**

**A meeting of the Board of Directors was held on November 15, 2017 at 7:00pm at the Villages of Westminster clubhouse.**

**In attendance –**

**BOD Members** Linda Cole, George Colombo, Paul Holt, Eric Myers and Robin Wallace.

**Association Manager,** Pierre Forget.

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

**Presidents Report – Linda Cole**

Linda welcomed everyone to the meeting. Linda reviewed contracts that have been signed including Paramount Tree Services for the removal of a nuisance tree, Lenny’s to power-wash the entrance, Vector Security to install a lock to support the swipe card system and the installation of the swipe card system itself, Continental Pools to perform repairs and filter sand replacement, TNT Cleaning for bi-monthly light housekeeping of the clubhouse and restrooms, and Douglas Aquatics to winterize the pool.

Linda also stated that the Board met on Oct 12, 2017 to prepare the budget for 2018. After the meeting, the Bard inspected both restrooms to determine if repairs are necessary. The restrooms were added to the most recent update of the Reserve Study for 2040. During the meeting, it was discovered that the life guard room had been vandalized. Linda cleaned the spill and returned the room to proper order. The Kraken Sim Team was still storing food in the closet and the refrigerator and it needed to be removed. Linda scheduled a Clubhouse cleanup day on December 1st at 3pm.

Linda reported that the Fall Yard Sale was a success with about 10% of the neighborhood participating. The Board also sponsored the dumpster on the Saturday following the yard sale. Robin Wallace, George Colombo, Lance and Linda Eagan, and Sharon M. all came out to help. A special thanks to Lance who packed the dumpster like a pro!

The first meeting of the Friends of VOW was held on October 25. The purpose of the roup is to coordinate a corps of volunteers to assist the Board with managing Common Areas and facilities. Three Friends attended the inaugural meeting and generated tons of great ideas. It was also noted that next year is the 20 year anniversary of our neighborhood.

The Fifth Annual Chili Cook-off and Fall Festival was held on November 5th. About 15 families participated and enjoyed four different kinds of chili. Lisa Crawford was the winner of the Chili cook-off.

George Colombo and Terri Reed agreed to serve on the Nomination Committee to solicit Owners to run to fill two Board seats for 2018 through 2020.

Linda has spoken to our Girl Scout troops about using reflective tape on the stop signs to help drivers remember that they are there.

**Secretary’s Report – Robin Wallace**

September 2017 meeting minutes were reviewed and approved.

**Treasurer’s Report – Paul Holt**

As of September we are under budget. The 2016 taxes have been filed.

**Member Forum / Input**

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

A member expressed that he was impressed with the Board’s accomplishments and happy about the landscapting budget, however there was concern about a tree being trimmed that he believed was on common ground. Linda clarified about trimming trees on common ground and Pierre suggested that we confirm which tree was cuta and send a letter to the homeowner. Another member expressed that she was happy with the way the tree was trimmed as it made it better when she walks in that area. A motion was passed for George and Pierre to check out the tree in question and follow up as needed.

**Committee Reports**

**ARC** – Jeremy was not present at the meeting but did email a list of violations to Pierre. We will hold hearings about the repeat offenders at the January meeting.

**Communication** – Prior to the meeting George emailed fellow BOD members a sample of a website design for review however the BOD felt that more information and more options were needed. George will present more at the January meeting. Pat D. volunteered to help with communication.

**Pool** – Corinne was not present at the meeting. VOW was not able to offer much off seasion swimming because there weren’t any life guards available. We do not know the cost to heat the pool during the off season but it was suggested that maybe we could reach out to 757 Swim to see what the gas bill was so we can have an estimate. The final invoice for 757 Swim has been submitted. Robin met with Criterion to get quotes for new pool furniture and that info will be provided to Corinne.

**Social** – Corinne was not present at the meeting but has been in contact with Linda. Corinne wants to do a cookie exchange but does not have a set date yet.

**Landscape** – Donna was not present at the meeting. Leo’s has plated all the fall plants.

**BMP** – No info provided

Nominations – Two members have expressed interest in the open BOD positons for 2018. Notice of the openings has been posted on Facebook and Next Door with no feedback. George will contact people that ran last year to see if they are interested.

**Manager’s Report – Pierre Forget**

Pierre reported that VDOT continues to fill holes throughout the neighborhood. A radar trailer has been requested for Chelsea Cresent and Gelnwilton. JCC police has also offered extra patrol for that area.

A request for stop signs was reviewed and VDOT said they would not recommend 4-way stop signs but it’s ok to add reflective tape to the poles. Pierre will check with Officer Lilly to see if there have been reports of any accidents at the intersection in question.

The pump room and water fountains are scheduled to be winterized.

Pool repairs including a pod light, wood rot, new lock on lifeguard room have been completed and the pool can now be winterized.

Pierre will talk to Douglas Aquatics about the erosion on the side of the baby pool.

**Old Business**

Card entry system has been installed and is working. Eric is working on entereing card info for each home.

A motion was passed to distribute the swipe cards (as is) at the annual HOA meeting in December.

The BOD voted to not replace the dishwasher in the clubhouse.

**New Business**

A motion was passed to change the Clubhouse rental fee to $25 per hour with a cap of $175 for 2018.

A motion was approved to change the Clubhouse rental deposit to $110 to cover the cost of cleaning if needed.

A motion was approved to keep the pool rental fee the same

Annual BOD meeting will be held on December 7, 2017.

At 9:34pm a motion was adopted to go into Executive Session.

During Executive Session the following motions were approved.

* Leo’s Landcare contract
* Continental Pools 1 year contract for pool management
* Continental Pools will be paid $750 for overage on work completed
* Clubhouse cleaning will be done monthly rather than bi-monthly
* Contract with Jack Crete was approved
* Renewal with Solitude for pond management

At 10:02pm a motion was adopted to reconvene into open session.