**Association Board of Directors**

**Meeting Minutes for September 26, 2018**

**A meeting of the Board of Directors was held on September 26, 2018 at 7:00pm at the Villages of Westminster clubhouse.**

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

**Association Manager,** Pierre Forget.

Eric Myers had to leave early due to illness

Robin Wallace arrived about 30 minutes late

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

**Presidents Report – Pat D.**

Pat reported that things are going well and our neighborhood didn’t have any damage from hurricane Florence.

**Secretary’s Report – Robin Wallace**

Meeting minutes for July 25 were approved.

**Treasurer’s Report – Eric Myers** (presented by Pierre in Eric’s absence)

Pierre gave a summary of the financial report and there were no issues. Pierre will review some of the pool maintenance costs to make sure everything was logged properly.

**Committee Reports**

**ARC** – Jeremy was not in attendance but sent a report to Pierre. There were 40 reports of mold, 13 reports of paint issues, no trash can violations.

**Communication** – Pat reported that she continues to work on ideas to update our website.

**Pool** – Kelly C. was not in attendance. Robin reported that Continental was able to close the pool and get the cover on before hurricane Florence. Robin, Pierre and Jeanette measured pool furniture to get an idea of what size shed we need. Pierre is going to work on getting bids for a shed. Pierre is also going to get bids for our pool maintenance contract for 2019 and email them to the BOD.

**Clubhouse** – Jeanette reported volunteers have been taking out the trash cans every week and checking the clubhouse after every event held there. The Garden Club worked to clean the areas around the clubhouse and it looks great!! The carpets in the clubhouse were professionally cleaned and look great! A new thermostat was installed in the clubhouse and it is much easier to program. It was suggested that we post a sign that indicates what temp the thermostat should be kept at so renters know how to leave it when they are done. The deck around the clubhouse has some cracks and is in need of repair. Pierre will have someone take a look and will get bids for any work that needs to be done.

**Social** – We need volunteers for the Fall Festival and VoW Birthday Bash. Arden Billings offered to collect pictures of VoW throughout the year to present at the festival. Officer Lilley also suggested that we invite JCC Police to attend the festival as they can set up for bike safety checks, etc…

**Grounds** – Arden B. presented a report from the grounds committee. They are suggesting that we approach the landscaping issues in phases and have requested funds to get started. A copy of their report is attached.

It was also suggested that we get rid of the mulch and shrubs that surround the pool and just plant grass. The much washes onto the pool deck and can get quite messy. The pool committee had suggested a rock border but that would be very expensive.

**Homeowner Comment Period**

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

Resident was glad to see that the pool had been closed and covered in a timely manner and prior to the hurricane. He also stated that he felt the pool season was successful and safer than previous years.

Resident asked if the BOD could request that home owners who rent out their homes could be required to hire contractors to do regular yard/house maintenance.

Resident requested that the BOD review insurance policy for info on workman’s comp for volunteers. Pat stated that she and Pierre are working to set up a meeting with the insurance agent to go over our policy.

**Special Presentation –**

Officer Lilley from the JCC Police department attended our meeting to go over some safety reminders. There was a recent report of suspicious activity in our neighborhood, but otherwise things have been very quiet here. A resident asked about solicitors and how to deal with them. Officer Lilley said that having a sign at the front of the neighborhood is not enough because the HOA doesn’t own the individual homes. It is recommended that you put a sign on your house/door and if you have any issues, call the police and let them handle the situation. As always, residents were reminded to lock cars and report any suspicious activity.

**Manager’s Report – Pierre Forget**

Pierre reported that our previous property manager, CJ has recently had some health issues. He had a blockage in one of his arteries and had to have a stint put in but he is doing ok and resting at home. Please feel free to send CJ well wishes as he would love to hear from people.

VDOT has been notified about the erosion issues ad has plans to fill the areas.

757 Swim has expressed interest in purchasing our pool heater. They plan to discuss it at their next meeting and will get back to us.

Pierre will advertise for our upcoming Fall Yard Sale and has already arranged for a dumpster on 10/20/18.

* Electrical and heat tape for the backflow preventer
* Concrete decking around the clubhouse
* Maintenance for the RV lot – Also send notice to renters that they will need to prepare to move their items when the maintenance is done.
* Erosion concerns around the pool deck
* Pool Maintenance for 2019

**Old Business**

Shed – Pierre will get bids

RV Lot – one bid was presented but Pierre will get more and will send them to the BOD via email. Pierre will send a notice to all the renters to let them know that there will be maintenance done and they need to be prepared to movie their items.

**New Business**

None

VoW Budget Meeting held on October 30, 2018 at 6pm at the VoW Clubhouse.

Next BOD meeting will be held on November 14, 2018 at the VoW Clubhouse at 7pm.

At 8:47pm a motion was adopted to go into Executive Session.

Following discussion, the meeting was reconvened at 10:09pm and the below actions were taken…

Motion approved for the requested funds to remove shrubs, address ant infestation, remove soil and add new plants at the front entrance. Cost not to exceed $2000.

Motion approved to remove 4 crepe myrtle trees in front of the clubhouse/bathrooms.

Meeting adjourned at 10:13pm