**Association Board of Directors**

**Meeting Minutes for September 27, 2017**

**A meeting of the Board of Directors was held on September 27, 2017 at 7:00pm at the Villages of Westminster clubhouse.**

**In attendance –**

**BOD Members** Linda Cole, 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 and reported that VoW had a great pool/summer season.

**Secretary’s Report – Robin Wallace**

July 2017 meeting minutes were reviewed and approved with amendments.

**Treasurer’s Report – Paul Holt**

Paul was unable to attend the meeting but did send his report via email. The report was reviewed and no issues or concerns were noted.

**Member Forum / Input**

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

October 21, 2017 was chosen as the date for our fall yard sale with the following Saturday being the date for the dumpster. Pierre will confirm that the dumpster can be delivered and picked up on the same day.

A member reported that there were car break ins in the neighborhood. Pierre reported that he has spoken to Officer Lilly and she stated that several WJCC neighborhoods have been targeted. Officer Lilly stated that residents should be reminded to lock their car doors and don’t leave your keys in your car.

A member expressed concern about the clubhouse and bathrooms being cleaned properly. Pierre stated that a cleaning person has been hired and will begin as soon as the pool season is ended (we may still have a few off season swims).

**Committee Reports**

**ARC** – Jeremy was not present at the meeting but did communicate updates with Pierre via email. There are still about 20-25 members that remain in violation after the second notices have been sent. Pierre will drive through the neighborhood to do another assessment. Notices have been sent to remind home owners that trailers are not allowed in driveways or on the side of houses. There is concern about several residents leaving their trash cans out long after trash has been collected. Linda will put a message on the entrance board to remind residents to bring their trash cans in after pick up.

**Communication** – George was unable to attend the meeting. Robin will update website with meeting minutes asap.

**Pool** – The pool will be open this weekend for off season swim. Corinne is hoping to be able to schedule a few more off season swim dates depending on the turn out this weekend.

**Social** – Corinne was unable to attend the meeting but did email Linda with two potential dates for the fall festival. She will let Linda know which date works best asap.

**Landscape** – Donna reported that the hole on Wellesley has not been filled yet. Pierre is working with Knight Scapes on the leak issue. He will also work with them to set a date to end irrigation for the season once we are able to have the front entrance power washed. If possible, Pierre will also see if he can get the clubhouse sidewalk and pergola power washed.

The junipers and median plants were discussed at length and a motion was made for Pierre to get quotes on getting the diseased plants removed. There was also discussion about just removing all the plants and leaving the medians with just trees, grass and mulch. The landscape committee will have a meeting to discuss further.

A member expressed concerns about our landscaping company aerating and seeding in areas that don’t have irrigation as he felt this was a waste. Member explained that there is irrigation in areas that has been broken for years and needs to be fixed. Pierre stated that he would talk to Knight Scapes about these issues.

**BMP** – No info provided

**Manager’s Report – Pierre Forget**

Pierre reported that the tax return/audit info should be available and ready to sign in about one week.

VDOT repaired 18 sink holes and will continue to work on the rest.

Pierre met with an arborist to get a risk assessment about some trees that are of concern. Quotes were provided for the trees that were deemed a risk.

**Old Business**

Linda will email Corinne about getting quotes for replacement furniture for the pool. Linda will also look into getting quotes for a shed once we determine what size is needed.

Card entry system has been installed. Eric will be working on getting the software installed and cards activated. As the process continues the board will decide how to distribute cards to home owners.

Robin agreed to take over the doggie station that Donna oversees.

**New Business**

VoW Fall Yard Sale will be on October 21, with the dumpster the following weekend, October 28.

Tentative date for annual budget meeting is October 11. Date will be finalized once confirmed with the BOD members that weren’t able to be at tonight’s meeting.

Annual BOD meeting will be held on December 7, 2017. Pierre will make arrangements to book the room.

At 8:40pm a motion was adopted to go into Executive Session.

At 9:10pm a motion was adopted to reconvene into open session.

A proposal from Paramount Tree Services was approved for removal of a tree at 6272 Glenwilton Ln.

A proposal from Lenny’s was approved for power washing the sidewalks at the entrance of the neighborhood as well as the clubhouse sidewalk and pergola.

A proposal from Vector Security was approved for installation of the lock needed for the card entry system.

A proposal from Continental Pools was approved for ‘remove and replace deck expansion caulk’ and ‘remove and replace skimmer without equalizer’.

A motion was made to change clubhouse air filters every three months and lights as needed.