

**VOW HOA Board of Directors Meeting Minutes – November 29, 2012**

A meeting of the Board of Directors was held November 29, 2012 at 7:00 pm at the Villages of Westminster clubhouse.

* Board Members present: Henry Goldner, Jeremy Seltzer, and Jennifer Hayden.
* Non-Board Members present: CJ Jones of Berkeley Realty Property Management and 10 community members
* The President, Mr. Goldner, called the meeting to order at 7:05pm

**REPORTS**

**Secretary's Report**

Approval of September 2012 Minutes

* A motion was made by Mr. Seltzer to approve the minutes of the September 2012 Board of Directors meeting. The motion was seconded by Henry Goldner. Motion carried without dissent.

Approval of October 2012 Budget Planning Meeting Minutes

* A motion was made by Mr. Seltzer to approve the minutes of the October 2012 Budget Planning meeting. The motion was seconded by Mr. Goldner. Motion carried without dissent.

**Treasurer's Report**

* Mr. Jones and Mr. Newsome reviewed the income and expense activity for the Association and noted the following since the September 2012 meeting:
  + Operating funds (checking and money market) were at $49,009.80
  + Capital reserves (CD and checking) were at $72,151.33
* There is a total delinquency of homeowner payments of $5,548.70. Three homes are in collections with the HOA attorney.
* Presently VOW has spent 83% of its annual budget.
* A motion was made by Ms. Hayden to approve the minutes of the October 2012 Budget Planning meeting. The motion was seconded by Mr. Goldner. Motion carried without dissent.

**OPEN FORUM**

* Concern was raised regarding litter found around the community. Homeowner requested the Board contact James City County police to request increased patrols.
* The Board was informed of sinkholes throughout the community, including two on Wellesley Blvd. and one on Weathersfield. Mr. Jones responded that he will contact VDOT to request filling of sinkholes.
* A questioned was posed to the Board regarding the possibility of installing surveillance cameras outside the clubhouse and in the RV parking lot. Mr. Seltzer responded that he would investigate county requirements for installing surveillance equipment.
* A homeowner expressed concern that damage to his neighbor’s fence has been left unrepaired for nearly fifteen months. Mr. Jones advised the homeowner and Board that two letters have been sent requesting the homeowner to make necessary repairs. Further, Mr. Jones recommended he and Mr. Seltzer hold a hearing with the homeowner.

**COMMITTEE REPORTS**

* **Architectural Committee**: Mr. Seltzer
  + No reports
* **Deed Restrictions**: Mr. Jones
  + Letters sent to four homes for courtesy reminders.
  + No basketball goals noticed in VDOT right-of-way.
* **Pool Committee**: Mrs. Picataggi
  + Winterization of pool system has been completed. Douglas Aquatics will continue to maintain throughout the winter.
* **Social Committee**: Corinne Picataggi
  + No reports
* **Landscape Committee**: Mr. Jones
  + Mr. Jones presented 2013 contract for Terry’s Landscaping & Irrigation. The proposed contract includes a three percent increase which has been addressed in the proposed 2013 budget.
  + Mr. Seltzer motioned to approve contract on the condition that maintenance and cleaning of filter system. Mr. Goldner seconded motion. Motion carried without dissent.
* **Garden Club**: Mrs. Shaal
  + Mrs. Shaal updated the Board on recent plantings completed by the Garden Club including the planting of 800 plants for the Fall along Wellesley Blvd. Mrs. Shaal also noted the generosity of Homestead Garden Center for providing free delivery of flowers.

**MANAGERS REPORT**

* Mr. Jones reported the following:
  + Mr. Jones proposed discussion of Complaint Procedure at annual meeting.
  + Mr. Jones reminded the Board and present members of quorum needed to elect a new Board member at the annual meeting in December.

**OLD BUSINESS**

* **Rental Policy**
  + The Board agreed to not accept a rental policy at the time due to uncertainty as to its potential effects on mortgage loans. Instead it was decided to address possible penalties for homeowners delinquent for 90 days or more at the January Board of Director’s meeting.
* **Entrance Message Sign**
  + Mr. Jones has contacted Fine Signs to request that they make minor paint and hardware repairs. Fine Signs agreed to allow HOA use of sign but will wait to sign off on work until repairs are done.
* **Clubhouse Painting**
  + Cash balance in operating funds is limited due to Capital Reserve payment. Funds are available in the Operating Contingency fund.
  + The lowest bid came from Bear’s Custom Painting at $2,778.12 for the interior work and 1,117.10 for the exterior work.
  + Motion made to accept bid from Bear’s Custom Painting with a deferment of painting the exterior (pergola) until the Spring by Mr. Goldner. Motion seconded by Ms. Hayden. Motion carried without dissent.

**NEW BUSINESS**

* **Leaf Collection**
  + Mr. Goldner addressed the community members present to confirm James City County’s policy on leaf collection and advised members to contact the County directly for additional information.
* **Annual Meeting Update**
  + Mr. Jones noted error in meeting notice that only one vacancy is available on the Board of Directors.
    - As of today, no nominations have been received.
* **Approval of 2013 Budget**
  + Motion made to approve the proposed 2013 Budget by Ms. Hayden. Motion seconded by Mr. Seltzer. Motion carried without dissent.
* **VDOT Adopt-a-Highway**
  + Mr. Jones contacted VDOT to address point of contact change from the VOW Garden Club to the VOW HOA.
* **Annual Meeting**
  + December 6th at 7:30pm (registration to begin at 7pm)
* **Next Board Meeting**
  + Board Meeting: January 30, 2013 at 7pm

**ADJOURNMENT**

* With no further business to discuss Mr. Goldner asked for a motion to adjourn. Motion to adjourn made by Mr. Goldner and meeting adjourned at 8:29pm by Mr. Goldner.

Respectfully submitted,

Jennifer Hayden

VOW Secretary