

**VoW HOA Board of Directors Meeting Minutes – November 26, 2013**

A meeting of the Board of Directors was held November 26, 2013 at 7:00 pm at the Villages of Westminster clubhouse.

* Board Members present: Corinne Picataggi, Richard Newsome, Jeremy Seltzer, Eric Myers, and Jennifer Hayden.
* Non-Board Members present: CJ Jones of Berkeley Realty Property Management and four community members.
* The President, Mrs. Picataggi, called the meeting to order at 7:00pm.

**REPORTS**

**Secretary's Report**

Approval of the September 2013 Minutes

* A motion was made by Mr. Newsome to approve the minutes of the September 2013 Board of Directors meeting. The motion was seconded by Mr. Seltzer. 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 2013 meeting:
	+ Operating funds (checking and money market) balance is currently $59,634.66
	+ Capital reserves (CD) balance is currently $72,151.33
* There is a total delinquency of homeowner dues and trash payments of $8,184.64
* Motion made by Ms. Hayden to accept treasurer’s report. The motion was seconded by Mr. Myers. Motion carried without dissent.

**OPEN FORUM**

* Concern was raised about the possibility of persons from outside of the community parking a car in the neighborhood.
	+ Mrs. Picataggi suggested collecting the license plate number for future reference if there are problems.
* A resident questioned why VDOT posts remained at entrance to VoW. Mr. Jones noted he would ask VDOT when following-up with them on other matters.

**COMMITTEE REPORTS**

* **Architectural Committee**: Mr. Seltzer
	+ One ARC request pending review.
	+ Home with growth in gutters has received final notice.
* **Deed Restrictions**: CJ Jones
	+ None to report.
* **Pool and Swim Committee**: Eric Myers
	+ Closed for season
	+ Mr. Jones has contacted Douglas Aquatics has recommended completing repairs to the baby pool in the spring. Mrs. Picataggi noted the need to follow-up with them to ensure there are no delays in the pool opening.
* **Swim Team:** Corinne Picataggi
	+ The team continues to fundraise and recruit in attempt to support a team in the 2014 season.
* **Social Committee**: Corinne Picataggi
	+ Fall festival was successful with 120 people present, which represents approximately 10% of VoW.
	+ Cookie exchange scheduled for December 16th in the clubhouse.
* **Landscape Committee**: Donna Ward
	+ Mr. Jones reported that Terry’s Landscaping has winterized the sprinkler system. A repair to one of the sprinkler heads will be needed in the spring.
* **Garden Club**: Barbara Shaal
	+ Mrs. Shaal queried whether the Board should consider approving a one-time beautification fee for new owners to support the annual planting programs.
	+ Mrs. Picataggi recommended holding off on decisions regarding the 2015 budget and perennial plantings until after the first of the year.

**MANAGERS REPORT**

* Mr. Jones reported the following:
	+ Annual meeting is scheduled and reminded the Board and members present at the meeting of the need to collect proxy votes.
	+ Mr. Jones is in contact with JCSA to receive a sewer credit.
	+ The clubhouse has been winterized with the exception of the water fountain which will be completed next week.
	+ Mr. Jones suggested the Board consider sealing and re-striping the clubhouse parking lot in the spring.
	+ Mr. Jones collected estimates for power washing the sidewalk to remove the rust stains. He will email the Board with specific details of the bids for consideration at the January 2014 meeting.

**OLD BUSINESS**

* None to address

**NEW BUSINESS**

* Approval of 2014 Budget
	+ Motion to approve the 2014 budget was made by Ms. Hayden. Motion was seconded by Mr. Seltzer. Motion carried without dissent.
* Plans for 2013 Annual Meeting
	+ Mr. Jones confirmed a meeting room at the James City County library has been booked.
* Date for next Board meeting is set for January 22, 2014 at 7pm.
* Mr. Jones reported his plans to ease into retirement over the upcoming year. Mrs. Picataggi reported no concerns with Mr. Jones being part time as a new manager is trained.

 **ADJOURNMENT**

* With no further business to discuss Mrs. Picataggi asked for a motion to adjourn. Motion to adjourn made by Mr. Newsome and seconded by Ms. Hayden. The meeting adjourned at 8pm by Mrs. Picataggi.

Respectfully submitted,

Jennifer Hayden

VOW Secretary