

**VOW HOA Board of Directors Meeting Minutes – September 26, 2012**

A meeting of the Board of Directors was held September 26, 2012 at 7:00 pm at the Villages of Westminster clubhouse.

* Board Members present: Corinne Picataggi, Jeremy Seltzer, and Jennifer Hayden.
* Non-Board Members present: CJ Jones of Berkeley Realty Property Management and 6 community members
* The Vice President, Mrs. Picataggi, called the meeting to order at 7:14pm

**REPORTS**

**Secretary's Report**

Approval of July 2012 Minutes

* A motion was made by Jeremy Seltzer to approve the minutes of the July 2012 Board of Directors meeting. The motion was seconded by Jennifer Hayden. 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 July 2012 meeting:
	+ Operating funds (checking and money market) were at $68,426.21
	+ Capital reserves (CD and checking) were at $82,027.15
* There is a total delinquency of homeowner payments of $11,198.36, $3,054.96 of which is from four homes.
	+ A suggestion was made by Mr. Jones to allocate additional funds in the 2013 budget for attorney collections fees as the courts are currently passing judgments that provide for recovery of only 25% of fees.
* Presently VOW has spent 82% of its annual budget
* Capital Reserve payment recommended by Mr. Newsome to be paid
	+ Funds for replacement of clubhouse and entrance signs can be withdrawn from Capital Reserves.
	+ Maintenance costs, such as clubhouse painting, cannot be allocated from Capital Reserves account.

**OPEN FORUM**

* Homeowner addressed concerns regarding pool hours
	+ Mr. Jones advised Board will review sign-in sheet to determine usage when setting 2013 contract.
	+ Mrs. Picataggi informed homeowner that the Board will consider operating hours of 10am-8pm for 2013 depending on cost.
* Homeowner expressed concerns that yard sale signs were removed by another community member.
	+ Mr. Jones advised Wellsley Blvd. is a VDOT right-of-way and therefore signs are not permitted.
* Homeowner expressed concerned that presently there is no one on the Board who lives in Cambridge.
	+ Mrs. Picataggi offered to be the point of contact.
* Homeowner inquired as to whether there was presently more than one member on the ARC.
	+ Mr. Seltzer confirmed that currently there was one member on the ARC.
		- Homeowner suggested expanding the size of the ARC.
* Homeowner expressed concern regarding the placement of basketball hoops and trashcans throughout the community.

**COMMITTEE REPORTS**

* **Architectural Committee**: Mr. Seltzer
	+ No reports
* **Deed Restrictions**: Mr. Jones
	+ There are two unauthorized handicap ramps which have been addressed via letters.
* **Pool Committee**: Mrs. Picataggi
	+ Recommendation made by Mrs. Picataggi to purchase picnic tables for the 2013 pool season.
	+ Motion made by Ms. Hayden to accept recommendation. The motion was seconded by Mr. Seltzer. Motion carried without dissent.
* **Social Committee**: Corinne Picataggi
	+ Mrs. Picataggi identified plans for a holiday cookie swap scheduled for Monday, December 10th at 7pm.
* **Landscape Committee**: Mr. Jones
	+ Mr. Jones advised that community sprinklers were in the process of being reset for the winter season.

**MANAGERS REPORT**

* Mr. Jones reported the following:
	+ Tree Removal
		- Two companies provided bids for removal of six trees in the common areas. A bid was received from Johnny Timbers in the amount of $3,800 and from Arbol in the amount of $2,900.
		- Two homes will be contacted if interested in joining in cost of those being removed from common areas as trees in their properties have been identified as being in need of removal.
		- Motion made by Ms. Hayden to approve the estimate and work from Arbol. Motion is seconded by Mr. Seltzer. Motion carried without dissent.
	+ Complaint Procedure
		- Attorneys for VOW HOA have completed preparation of forms for recently implemented complaint procedure.
		- Motion to accept complaint procedure, forms and copy reimbursement was made by Mr. Seltzer. The motion was seconded by Ms. Hayden. The motion was carried without dissent.

**OLD BUSINESS**

* **Message Board Sign**
	+ Sign is on track to be completed in three weeks.
	+ Bond has been acquired through Nationwide Insurance.
	+ The final adjusted cost of sign amounts to $6,720.62.
* **Update of by-laws**
	+ Mrs. Picataggi is in the process of reviewing with plans to present at annual meeting in December.

**NEW BUSINESS**

* **Rental Form**
	+ Currently 36 (approximately 10%) of homes in VOW are being rented.
	+ Mr. Jones proposed the creation of a lease registration policy in order to ensure the Board and property management company maintains current contact information of homeowners who rent their property.
	+ Mrs. Picataggi recommended that the Board take additional time to consider such possible policy.
	+ Mr. Jones recommended that the VOW HOA attorney review a lease registration policy before Board moves to adopt.
* **Yard Sale and Dumpster**
	+ Mrs. Picataggi recommends a Fall yard sale and dumpster for the community.
		- Yard Sale: October 20th
		- Dumpster: October 27th
* **Annual Meeting**
	+ December 6th at 7:30pm (registration at 7pm)
* **Next Board Meeting**
	+ Budget Workshop: October 24th at 7pm
	+ Board Meeting: November 28th at 7pm

 **ADJOURNMENT**

* With no further business to discuss Mrs. Picataggi asked for a motion to adjourn. Motion to adjourn made by Ms. Hayden and meeting adjourned at 8:31pm by Mrs. Picataggi.

Respectfully submitted,

Jennifer Hayden

VOW Secretary