

**VoW HOA Board of Directors Meeting Minutes – September 25, 2013**

A meeting of the Board of Directors was held September 25, 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 11 community members.
* The President, Mrs. Picataggi, called the meeting to order at 7:00pm.

**REPORTS**

**Secretary's Report**

Approval of the July 2013 Minutes

* A motion was made by Mr. Newsome to approve the minutes of the July 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 July 2013 meeting:
	+ Operating funds (checking and money market) balance is currently $78,368.59
	+ Capital reserves (CD) balance is currently $72,151.33
* There is a total delinquency of homeowner dues and trash payments of $11,152.
* Annual contribution to the Capital Reserve accounts of $16,516 needs to be made by the end of the year and Mr. Newsome reported the HOA is in a good position to be able to do so without impacting operating funds.
* Motion made by Ms. Hayden to accept treasurer’s report. The motion was seconded by Mr. Myers. Motion carried without dissent.

**OPEN FORUM**

* Urban Archery Program
	+ A resident requested made asking the Board to open VoW common areas to an urban archery program.
		- Presently laws exist at both the state and county level approving of such programs.
		- Mr. Jones reported similar programs have been established in other local communities with successfully imposed perimeters.
	+ The Board agreed to discuss the request further at annual meeting with opportunity for more community feedback and vote at the January Board meeting.
* A homeowner asked about the presence of red flags in the community.
	+ Mr. Jones noted they were placed by Terry’s Landscaping to indicate the presence of a sinkhole for VDOT to address. Currently there are six open orders with VDOT. The Board will consider sending letter from President or HOA attorney in attempt to facilitate VDOT addressing the issue.
* Concern was raised regarding garbage cans left in front of homes.
	+ Ms. Hayden will remind community of the covenants requiring garbage cans to be out of sight in the next newsletter.
* Concern was raised regarding the need of community members to follow the posted speed limit.
	+ A suggestion was made to place an electronic driving speed sign out temporarily.
	+ Ms. Hayden will remind community of the need to follow the posted speed limit in the next newsletter.

**COMMITTEE REPORTS**

* **Architectural Committee**: Mr. Seltzer
	+ Mr. Seltzer recent completed a sweep of the community and noted the need for some residences to address pressure washing and shutter painting. One resident is in need of final notice for trees growth into gutter.
* **Deed Restrictions**: CJ Jones
	+ None to report
* **Pool and Swim Committee**: Eric Myers
	+ Closed for season
	+ Residents noted they enjoyed having one lane in the pool designated for lap swimming.
	+ Mrs. Picataggi noted the baby pool needs to be retiled before the next season.
		- Mr. Jones will ask Douglas Aquatics for a cost estimate.
* **Swim Team:** Corinne Picataggi
	+ The swim team will spend its off season fundraising.
	+ Consideration is being given to ask the Longhill Station community to join with the VoW swim team.
	+ On October 8th the VPSU Board meeting will be held in the VoW clubhouse.
* **Social Committee**: Corinne Picataggi
	+ A recent social committee meeting was held where the following events were planned:
		- Holiday Cookie Exchange
		- Fall Festival
		- Halloween party for adults on October 25th
	+ A resident high school student will be interning for the community.
	+ Study hall will continue to be held from 6:30pm-8pm in the VoW clubhouse for resident students.
* **Landscape Committee**: Donna Ward
	+ The Board will review the budget request at the annual budget meeting in October.
	+ Terry’s Landscaping forgot to mulch VoW in spring due to equipment failure.
		- Mr. Jones reported Terry’s will be out next week to mulch, aerate and finish a landscaping project.
	+ A question was raised as to the satisfaction with Terry’s.
		- Homeowner comments:
			* Terry’s shows up on time, but cut the grass too short and allow too much crabgrass
			* Too many leaves are left fallen
			* Bushes along Wellesley need to be trimmed
				+ Mrs. Picataggi confirmed bushes, ornamental trees and leaf clean-up are part of the contract and suggested inviting a representative of Terry’s to the November Board meeting.
* **Garden Club**: Barbara Shaal
	+ Fall plants were delivered on October 21st.
	+ Mr. Seltzer requested an itemized list of costs from Mrs. Shaal.

**MANAGERS REPORT**

* Mr. Jones reported the following:
	+ Water fountain and backflow are functioning properly.
	+ Roof repair on clubhouse roof was recently completed by Square One Roofing.
	+ VoW’s insurance premium for the upcoming year will be $3,101, which is under budget.
		- A credit of $106 was issued by the insurance company due to calculation error.
	+ The RV lot was overbooked by Berkley.
		- A boat on parked on Wethersfield is due to RV lot being overbooked.
		- All renters have paid, but not all have updated their registration information.
			* Mr. Jones believes people are renting lots to hold but are not actively using them. Mr. Jones recommended sending a letter to those who have not updated registration, giving them two weeks to do so. Mr. Seltzer noted the possibility of RVs that are in the lot and not operable. Mrs. Picataggi suggested completing an audit of the lot and sending a letter to those maintaining inoperable vehicles.

**OLD BUSINESS**

* Rust Removal
	+ Mr. Jones suggested waiting until irrigation is closed for season (November). Mrs. Picataggi suggested requesting estimates and voting at the November Board meeting.
* Furniture Replacement in Clubhouse/Reupholstering of Chair Cushions
	+ Mrs. Picataggi and Ms. Hayden will collect price estimates for completing the projects.
* Replacement of Bulletin Board Near Clubhouse
	+ This item will be considered further during the annual budget meeting in October. Mr. Newsome estimates a cost of $1,000 for replacing the board, but will collect estimates to confirm. Mr. Jones considers it a requirement to have a bulletin board.

**NEW BUSINESS**

* A recommendation was made by Douglas Aquatics to purchase a shed to maintain pool equipment. This will be considered further after the adoption of the 2014 budget.
* Mrs. Picataggi would like the Board to consider purchasing cabinets in clubhouse that could be locked for housing clubhouse supplies.
* The annual budget meeting will be held on October 22, 2013 at 6:30pm.
* The next Board meeting is scheduled for November 26, 2013 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 seconded by Mr. Seltzer. The meeting adjourned at 8:45pm by Mrs. Picataggi.

Respectfully submitted,

Jennifer Hayden

VOW Secretary