



VILLAGES OF WESTMINSTER Board of Directors Meeting Minutes – SEPTEMBER 23, 2015

A meeting of the Board of Directors was held on September 23, 2015 at 7:00 pm at the Villages of Westminster clubhouse.

- Board Members present: Corinne Picataggi, Eric Myers, Jeremy Seltzer and Paul Holt.
- Non-Board Members present: CJ Jones of Berkeley Realty Property Management and 14 community members.
- The President, Mrs. Picataggi, called the meeting to order at 7:00 pm.
- Mrs. Picataggi announced that the first order of business was to appoint a member to fill the vacancy on the Board of Directors with the resignation of Naomi Smith due to her relocation. Linda Cole has expressed interest in serving the remainder of Mrs. Smith's term. A motion was made by Mr. Myers and seconded by Mr. Holt to approve the appointment of Ms. Cole. Motion carried with no dissensions. Ms. Cole will also step into the office of Secretary for the remainder of 2015.

REPORTS

Secretary's Report

Approval of the August 12, 2015 Board Meeting and the September 9, 2015 Special Board Meeting:

- A motion was made by Mr. Holt to approve the minutes for the Board of Directors meetings held August 12, 2015 and September 9, 2015. The motion was seconded by Mr. Myers. Motion carried without dissent.

Treasurer's Report

- Mr. Holt reviewed the income and expense activity for the Association through the month of August 2015.
- Expenses were \$150,121.85 through August; below budget by \$ 5,222.29.
- Income was \$214,479.50 through August; below budget by \$2,711.58.
- He also noted that the Capital Reserve Replacement Expenses for the same period totaled \$10,010.59 for three major projects – a new message board, new clubhouse furniture and the replacement of one of the pool sand filters.
- The account balances as of the end of August were:
 - a. \$72,857.65 in the operating account.
 - b. \$19,167.08 in contingency operating reserves.
 - c. \$89,798.21 in Capital Replacement Reserves.
- A motion was made by Mr. Myers to accept the Treasurer's report. The motion was seconded by Mr. Seltzer and carried with no dissensions. The Board will meet in Executive Session after the open session to review the status of the delinquent accounts.

OPEN FORUM

- Mrs. Picataggi opened the floor for the Open Forum portion of the meeting.
 - a. A suggestion was made to purchase additional tables and chairs for clubhouse functions. Mrs. Picataggi asked Barbara Shaal to work with Shirley Kimball to make recommendations for these items and also for additional clubhouse furnishings.
 - b. Concern was expressed about children using skateboards on the public streets. One child was almost hit at Mayfair Circle. Comments were also received about cars speeding through the community. Ms. Picataggi and Mr. Jones will communicate these concerns to the JCC police for assistance.
 - c. A request was made to trim a trash tree that is partially blocking the monument sign at the entrance. Mr. Jones will check to see if it is on community property and work with the landscape contractor.

COMMITTEE REPORTS

- **Social Committee:** Corinne Picataggi
 - Mrs. Picataggi reported that the following events had been scheduled:
 - Fall Festival November 15th
 - Fall Yard Sale November 7th
 - Community Dumpster Day November 14th.

The yard sale date and the dumpster date have been changed from previously reported dates and the new dates will be posted on the community web site.
- **Architectural Committee:** Mr. Jones for Mr. Seltzer
 - Mr. Jones reported that there was one ongoing covenant violation that has not been corrected and this owner is subject to a daily fine until the deficiency is corrected. If not remedied within 90 days the Association will have to consider possible covenant enforcement action.
 - All architectural applications have been addressed and none are currently pending.
- **Deed Restrictions:** CJ Jones
 - Mr. Jones reported that he had followed up on one matter: an unlicensed vehicle.
- **Pool Committee:** Corinne Picataggi
 - Mrs. Picataggi reported that one item of business regarding the pool facility will need to be addressed under new business. This season for the community has closed but the pool company has been requested not to winterize the facilities yet.
- **Swim Team:** Corinne Picataggi
 - No new report – this is the off-season for the Swim Team.
- **Grounds Committee:** Donna Ward
 - Mrs. Ward reported that she continues to have good communication with the owner of Leo's Landscaping and services are being performed as scheduled with no major problems. She did note

that she had received a comment about the irrigation system at the front entry and whether it was working satisfactorily. Mr. Jones will check into this.

MANAGERS REPORT

- Mr. Jones reported the following:
 - VDOT paving is almost completed / still have work to do at the intersections. VDOT has advised that the Powner Court is not on this job schedule due to the type of repairs that are needed but it is being included with other VDOT work for future funding.
 - The pond tree clean up and RV lot driveway tree work has been completed.
 - The new message board should be delivered by mid-October. He is working on an estimate for installation. The Board will meet after the meeting to decide on a location for the board. This board will not be free-standing but will be mounted on the wall of the clubhouse.

OLD BUSINESS

Following a discussion on what to do with the two old yellow chairs for the clubhouse, the Board agreed that they should be disposed of during the community dumpster day.

Mr. Myers moved to approve the purchase of additional chairs and tables as recommended during open forum and that the cost of these items could be offset by the current Social Committee budget. Motion was seconded by Mr. Holt. Motion carried with no dissentions.

With the appointment of Ms. Cole as a Director, the Board reviewed the current officer positions. Ms. Cole volunteered to serve as Secretary. The Board agreed unanimously on the following appointments:

Corinne Picataggi	President
Eric Myers	Vice President
Linda Cole	Secretary
Paul Holt	Treasurer
Jeremy Seltzer	Architectural Committee Chair

NEW BUSINESS

The next Board of Directors meeting will be held at 7:00 PM at the clubhouse on November 18, 2015. There will be a budget meeting of the Board at 6:00 PM immediately prior to this meeting.

NEW BUSINESS (CONTINUED)

Mrs. Picataggi reported that she had been approached by an organization about the possibility of using the community pool facilities for their practice facility during the off-season for The Villages of Westminster. This organization is 757SWIM and they have offered to underwrite the cost of the utilities and operating expenses for the use of the pool and will provide a pool heating system at no cost to the Association. The

heating system will become the property of the Association once 757SWIM has completed its training season before the regular pool season opens in May 2016.

Several questions were raised about insurance, County zoning requirements, whether the governing documents would permit this arrangement, and ADA compliance requirements.

After a discussion of this matter Mr. Seltzer moved to approve this offer if the Association's attorney verified that this was allowed under the governing documents. The motion was seconded by Mr. Myers. The motion carried with no dissensions; however Mr. Holt did recuse himself from discussion or voting on this matter due to a potential conflict of interest because of his work position. Mr. Jones will forward this matter to the Association's attorney for opinion and will also discuss this with the Association's insurance carrier, Nationwide.

EXECUTIVE SESSION

With no further business to discuss Mrs. Picataggi asked for a motion to adjourn into Executive Session to discuss delinquent assessment accounts and to review a collection policy guideline. The Board will also consider four proposals for providing a reserve study update for the Association. The motion was made by Mr. Holt and seconded by Mr. Myers. Motion carried with no dissensions. Members were excused.

No motions or decisions were made in Executive Session and no other matters were discussed. A motion was made by Mr. Myers and seconded by Mr. Seltzer to approve the collection policy after one change is made. Motion carried with no dissensions. Mr. Holt will make the required change and have a final draft for signature by the President and the Secretary.

A motion was made by Mr. Myers and seconded by Mr. Holt to accept the proposal from TAM Consultants to conduct the reserve study update. The motion carried unanimously. Mr. Seltzer recused himself from discussion in this matter due to his work relationship with TAM.

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 Mr. Seltzer. The meeting adjourned at 8:40 pm by Mrs. Picataggi.

Respectfully submitted,

Linda L. Cole for

C. J. Jones
VOW Recording Secretary