



**Association Board of Directors  
Meeting Minutes for November 25, 2015**

A meeting of the Board of Directors was held on November 25, 2015 at 7:00 p.m. at the Villages at Westminster clubhouse.

- Board members present: Corinne Picataggi, Eric Myers, Jeremy Seltzer and Linda Cole.
- 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 7:21 p.m. following the 2016 budget meeting.

**Reports**

**President's Report**

Mrs. Picataggi recognized Mr. Myers for his three-year service to the Board and indicated that Mr. Myers will stand for another three-year term. At this time there are no other candidates for the one opening for the Board.

**Secretary's Report**

Mrs. Cole indicated that there were several changes to the September 23, 2015, draft meeting minutes. Ms. Picataggi added that Mr. Myers' name was misspelled throughout the document. A motion was made by Mr. Seltzer to approve the draft minutes from the September 23, 2015, Board of Directors as amended. The motion was seconded by Mr. Myers. Motion carried without dissent.

**Treasurer's Report**

In the absence of Mr. Holt, Mr. Jones reviewed the income and expense activity for the Association for the months of September and October 2015.

- Expenses were \$187,133.64 through October; over budget by \$1,612.34.
- Income was \$218,769.22 through October; over budget by \$303.12.
- He also noted that there was no change since the last report in spending from the Capital Reserve Replacement.
- Account balances as of the end of October were:
  - a. \$41,413.48 in the operating account,
  - b. \$19,169.51 in contingency operating reserves, and
  - c. \$98,271.58 in replacement reserves.
- The Board will meet in executive session after the open session to review the status of the delinquent accounts.



## Homeowner Open Forum

Mrs. Picataggi opened the floor for the open forum for Homeowners.

1. Concern was expressed that rust stains on signage and guard rails continue to present an unfavorable impression at the entrance.
2. Concern continues to be expressed that the sign to Sommerset Village is not as visible as it was in the past.
3. Concern was expressed that there are two rows of posts blocking a driveway on Richmond Road and that one row of posts should suffice. Mr. Jones agreed to submit a work request to VDOT to have one row removed if possible.
4. It was stated that the VOW Garden Club will no longer be responsible for the landscaping in front of the clubhouse.
5. Concern was expressed that the tree at the entrance sign is still blocking the sign. Mr. Jones indicated that a cedar tree had been removed to address this concern. It was discovered that the wrong tree had been removed. Mrs. Shaal agreed to mark the tree and email Mr. Jones and Mr. Picataggi when the action was complete so that the appropriate tree can be removed.
6. It was observed that a common area to the left of the entrance to Regent's Park has become a dumping ground mainly for yard waste. Mr. Jones indicated that he would contact Leo's Landscape to remove leaf waste and will send a letter to the surrounding Homeowner's to advise that the common area is not the appropriate disposal location for yard waste. Mrs. Cole indicated that James City County provides leaf pickup throughout the county. Mrs. Picataggi confirmed that curbside collection for VOW is December 7<sup>th</sup> through 14<sup>th</sup>. Mr. Jones indicated that leaves must be in clear bags and left curbside by 8:00 a.m. on the first collection day. Mr. Seltzer recommended that the information be disseminated to Homeowners via email blast and Facebook©. It was also noted that there is scrub brush in this area that may be contributing to the unsightliness of this common area. Mr. Jones indicated that when he contacted Leo's Landscape about the leaf debris he would also address the scrub brush.
7. It was remarked that there appears to be a continual issue with litter along the entrance and that several Homeowners take it upon themselves to pick it up. It was also noted that it is beginning to look like there are many dilapidated homes in the neighborhood. Mr. Seltzer indicated that he does a quarterly drive by to check for ARC violations but that the Autumn 2015 inspection is overdue. He indicated that anyone can report an ARC violation by contacting himself, Mr. Jones, or Mrs. Picataggi.
8. One Homeowner asked if our neighborhood had a quota on the number of rentals that were allowed. Mrs. Picataggi indicated that in order to track the number of rentals, the Association would have to establish a "Rental Registration" and that the Board had been advised that it may not be in the best interest of the Association to maintain such a registration because it may be disclosed to perspective buyers.
9. Several Homeowners asked about parking on the streets – specifically the number of cars allowed per home and RVs connecting to utilities. Mr. Jones indicated that once he is notified, he issues a letter to the Homeowner and requests that the offending vehicle be removed within three (3) days. It was observed that RVs may be moved upon receipt of the letter and return some time later. It was questioned whether or not that was acceptable. Mrs. Picataggi indicated that it does take some time to go through



this process but that any instances of repeat violations should be brought to the attention of Mr. Jones.

10. Concern was addressed regarding lack of maintenance of the BMP between Cambridge Village and Oxford Village. Additionally, beavers have inhabited the BMP and are damaging trees.
11. Concern was expressed about the appearance of street signs throughout VOW. Mrs. Picataggi indicated that Mr. Jones has contact VDOT about ownership and VDOT indicated that the street signs did not belong to them. Mr. Jones will contact JCC next. Replacement of street signs have been included in the most recent draft of the reserve study and will be address as a capital improvement if it is confirmed that JCC does not own the signs either.
12. There was much discussion regarding the use of the pool facility by 757SWIM. There were concerns regarding:
  - a. The appearance of the pool facility,
  - b. Excessive noise (whistles, coaches, music, friends) especially early on Saturday mornings,
  - c. Parking of vehicles outside of the standard spaces within the clubhouse parking lot,
  - d. Location of backpacks in front the clubhouse door,
  - e. Use of the common area by other than 757SWIM, for example, friends and relatives,
  - f. Unacceptable appearance of the heater,
  - g. Removal of shrubbery during installation of the pool heater, and
  - h. The Board's decision to accommodate 757SWIM.

Mr. Seltzer indicated that 757SWIM is a guest and that their use of the pool facility currently only extends to May 26, 2016. Mrs. Picataggi said that the issue of excessive noise and parking is addressed in our contract with 757SWIM but that she will address these issues with the coaches. It is anticipated that 757SWIM will build a 10-lane pool for their use. Mrs. Picataggi indicated that she would ask the head coach to take roll. According to Mrs. Picataggi, 757SWIM has agreed to purchase and install at their own expense a chain-link fence around the pool heater and a gate on the eastern side of the pool facility enclosure. It was agreed at this meeting that communication between the Board and the Homeowners regarding the use of the pool facility by 757SWIM was not optimal and more communication would ensue.

## **Committee Reports**

### **Architectural Review**

Mr. Seltzer reported that he would perform his Autumn 2015 inspections soon and that all requests for ARC approvals have been addressed.

### **Deed Violations**

Mr. Jones reported on three violations:

1. One fine of approximately \$900.00,
2. One abandoned car on South Mayfair Circle, and
3. One abandoned car on Tewkesbury.



### **Pool Facility**

Mrs. Picataggi reported that the baby pool has been covered for the winter and that there is a leak in the pump servicing the baby pool.

### **Social**

Mrs. Picataggi reported that the adults-only Halloween Party was well-received and several Homeowners indicated that they enjoyed an adults-only event. However, the Whipped Crème event was not well-attended. There was bad weather for the Fall Festival but there were eight chilis presented for competition. It was mentioned that there is a cookie exchanged planned for December.

### **Grounds**

There was no report from the Grounds Committee.

### **Nominating**

Mrs. Picataggi indicated that she has received only one nomination for Board as discussed earlier in the meeting.

## **Property Manager's Report**

Mr. Jones reported the following:

- Preparations for the Annual Association Meeting to be held on December 3, 2015, are underway and that letters to Homeowners were sent via USPS on November 5, 2015.
- Preparations are underway for submittal of grant applications for:
  - Clean Water Heritage Grants of up to \$2,000 to complete enhancements, non-routine repairs and other assistance for BMPs; and
  - Neighborhood Drainage Maintenance Grant of up to \$50,000 to complete drainage facilities repairs.
- Based on discussions at the November 12, 2015, Neighborhood Watch meeting with Officer Lilley, it was mentioned that the entrance to the VOW may not have enough street lights. To install additional street lights may require a petition with a map of the VOW showing the locations of existing and proposed lighting to JCC Planning, Mr. John Horne, as lights are installed as required (end of cul-de-sacs and at the end of each block). JCC Planning may need to do a study to see if additional street lights are required. If the cost is not born by JCC there may also be an option to ask Homeowners to pay for street lights.

## **Old Business**

Mr. Jones obtained a quote to install the new bulletin board, however, the quote was too high and Mr. Jones will get a revised quote that does not include installation of electricity.

It was reported that 16 chairs and two round tables were purchased for use at the clubhouse.

Mr. Jones reported that he had contacted JCC police department about additional patrols to address speeding. Mr. Jones indicated that he could request speed warning signs. Mrs.



Picataggi agreed that it would be a good idea given the change from EDT to EST. The Board agreed that a newsletter article would be beneficial.

Removal of a tree blocking the neighborhood's entrance sign was discussed during open forum.

Mrs. Picataggi reported that Toano Well and Sewer was contracted to determine if the irrigation system was working properly. A tree that was interfering with the distribution system was removed and the irrigation system is working properly again.

The two chairs from the clubhouse destined to be disposed of during the November 14, 2015, Dumpster Day were not removed and Mrs. Picataggi indicated that she will contact CHKD for a pickup.

The contract between the Association and 757SWIM was provided to the Board for review and comment.

## **NEW BUSINESS**

### **Neighborhood Watch**

- Additional street lights were discussed during the Property Manager's Report.
- Nextdoor.com is a website where neighbors can share information. Currently there are 22 Homeowners signed up on the website.
- Security surveys done by the JCC Police Department are available to any Homeowner. Mr. Seltzer asked if there was any increase in police presence. Mrs. Picataggi and Mrs. Cole indicated that they have noticed more patrols. A Homeowner indicated that the police notified her about an open car trunk.
- Cambridge Village and Sommerset Village have experimented with Neighborhood Directories. The Cambridge directory is defunct. It was generally agreed that maintaining Neighborhood Directories requires the idea to be championed by residents in the specific neighborhood.village.
- Mrs. Picataggi asked Mrs. Cole to prepare an article regarding discussions held during the November 12, 2015, meeting with Officer Lilley.
- Mr. Seltzer reported that Neighborhood Watch requires someone to oversee the program. He recommended that the Board approach Mr. Doug Sappington to determine his interest in developing a revised Neighborhood Watch Program for the VOW. Mrs. Picataggi indicated that she would reach out to Mr. Sappington.

### **Golf Carts**

Mrs. Picataggi has been approached by several Homeowners expressing an interest in having the VOW as an approved golf cart community. Prior to approaching the JCC Board of Supervisors, the VOW must present a petition of 51% of Homeowners to demonstrate that VOW is interested in pursuing the use of golf carts within the VOW. Mrs. Picataggi will contract those expressing an interest to have them present the petition before the Board can proceed.



### **Communication Strategy**

Mrs. Picataggi reported that there are approximately 300 emails collected to support “email blasts” but that she did not have a prepared strategy. Mr. Myers moved and Mrs. Cole seconded a motion to table this discussion until a strategy could be developed and presented to the Board. The motion passed with 3 in favor of the motion and one opposed.

### **Nominations for ARC**

Mrs. Cole indicated that she had been approached by a Homeowner who wanted to know how to volunteer for a committee. Mr. Seltzer indicated that there wasn't a definitive process. When he volunteered he has to list his qualifications. At present Mr. Seltzer and Mr. Jones provide ARC support. Mrs. Cole indicated that having only two people looking at ARC violations four times/year may not be sufficient for the size of the neighborhood. Mrs. Cole moved and Mr. Myers seconded that the discussion be continued during the executive session. The motion passed without dissent.

### **2016 Expiring Contracts**

Mr. Jones provided a list of contracts that are due to expire in 2016 or to automatically renew during the same time period for the Board's future consideration.

### **Future Board Meetings**

Mrs. Cole indicated that 4<sup>th</sup> Wednesday of odd months be established as the tentative dates for future Board meetings to allow for planning. The Board agreed that these dates be established for planning purposes only. The 2016 dates for Board meetings have initially been determined to be:

- January 27, 2016
- March 23, 2016
- May 25, 2016
- July 27, 2016
- September 28, 2016
- November 23, 2016

Mrs. Cole will reserve the clubhouse for these dates.

The next Board of Directors meeting is tentatively scheduled for 7:00 p. m. at the clubhouse on Wednesday, January 27, 2016.

### **Executive Session**

With no further business to discuss Mrs. Picataggi asked for a motion to adjourn into executive session to discuss delinquent assessment accounts, finalization of a collection policy, and a personnel matter. The motion was made by Mr. Myers and seconded by Mr. Seltzer. Motion carried with no dissensions. Members were excused at 9:27 p.m.

No motions or decisions were made in executive session and no other matters were discussed. Finalization of a collection policy was tabled until Mr. Holt was in attendance. The Board asked Mr. Jones to issue notices to suspend participation in the trash pickup program on December



31, 2015 or any aged owner account over \$300.00 except for one owner who has extenuating circumstances. Mr. Jones also will notify the Trash Program company.

### **Adjournment**

With no further business to discuss Mrs. Picataggi asked for a motion to adjourn. Motion to adjourn was made by Mr. Myers and seconded by Mrs. Cole. Mrs. Picataggi adjourned the meeting at 10:00 p.m.

*Linda L. Cole*

Respectfully submitted,

Linda Cole,  
Association Secretary

As approved January 27, 2016