



VILLAGES OF WESTMINSTER
Board of Directors Meeting Minutes – JANUARY 27, 2016

A meeting of the Board of Directors was held on January 27, 2016, 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
- The President, Mrs. Picataggi, called the meeting to order at 7:00pm.
- Mrs. Picataggi announced that the first order of business was to elect officers for 2016. These officers will serve until the 2016 annual meeting of the membership. She presented a brief overview of the offices and the respective duties. A motion was made by Mr. Meyers and seconded by Mr. Holt to approve the appointment of the following individuals as officers:

President	Corinne Picataggi
Vice President	Jeremy Seltzer
Secretary	Linda Cole
Treasurer	Paul Holt
Director	Eric Myers

The motion carried unanimously. Mr. Seltzer will continue to chair the Architectural Committee.

- Mrs. Picataggi also reported that a water leak at the fountains had been reported by the coach for the 757 Swim team. Mr. Jones made temporary repairs. Final repairs can be scheduled after the winter season.

REPORTS

Secretary's Report

Approval of the November 25, 2015 Board meeting minutes:

- A motion was made by Mr. Holt to approve the minutes for the Board of Directors meetings held November 25, 2015. The motion was seconded by Mr. Seltzer. Motion carried without dissent.

Treasurer's Report

- Mr. Holt reviewed the income and expense activity for the Association through the end of 2015.
- Expenses were \$214,601.00 for 2015; below the planned budget of \$219,741.00.

- Income for 2015 was \$222,898.70; above the planned budget of \$219,741.00. This was due to collection of past due accounts.
- He also noted that the Capital Reserve Replacement contributions for 2015 had been met and at the end of the end of the year the Association had the following account balances:

Operating Checking Account	\$62,074.41*
MM for Operating Reserves	\$19,171.12
Capital Replacement Reserves	
MM	\$34,058.98
CD	\$61,212.48

*The account balance includes \$47,576.75 in owner prepaid assessments for 2016. Available 2015 cash balance was \$ 14,497.66. Part of this 2015 income will be set aside for the 2015 audit service.

- A motion was made by Mr. Meyers to accept the treasurer's report. The motion was seconded by Mr. Seltzer and carried with no dissentions. The Board will meet in Executive Session after the open session to review the status of the delinquent accounts.

OPEN FORUM

- There were no members present for the Open Forum portion of the meeting.

COMMITTEE REPORTS

- **Social Committee:** Corinne Picataggi
 - No Report.

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. Seltzer
 - Mr. Seltzer reported that the previously reported ongoing covenant violation still has not been corrected and this owner has accrued a fine of \$900.00. After reviewing this matter, the Board agreed to discuss the next step in Executive Session.
 - One architectural application is pending but the owner has requested assistance from Mr. Jones to meet with VDOT and the County to discuss drainage for her lot.
- **Pool Committee:** Corinne Picataggi
 - Mrs. Picataggi reported that the 757 Swim contract is under review by 757 Swim. It appears that some minor revisions will need to be addressed, such as adding practice times, etc. She did not expect any major changes. She has also requested 757 Swim to contribute to the cost for legal fees associated with the preparation of the contract agreement. The Board agreed that the cost for legal advice for this matter and whether the Association could enter into this agreement was not part of the contract costs.

- 757 Swim is still obligated to complete the backfilling of dirt and the plantings around the heater enclosure. Mrs. Picataggi will also be meeting with 757 Swim for the utility reimbursement arrangements.
- **Swim Team:** Corinne Picataggi
 - No new report – this is the off-season for the Swim Team.
- **Grounds Committee:** Donna Ward
 - Mrs. Ward was not present but Mr. Jones reported on the following: The rain trees at the front entry will be removed by Leo's on their first clean up visit. Mr. Jones did meet with the neighboring home to advise them of this project.
 - The Board agreed to revisit the stained sidewalks at the front entry and requested Mr. Jones to update the bids.

MANAGERS REPORT

- Mr. Jones reported the following:
 - The 2015 tax returns and the audit information for the 2015 audit are with the accountant and work is in progress. Mr. Jones reported that the tax returns would likely be extended by the auditor but final filing would have to be done on or before September 15, 2016. Estimated tax payments, if any, have to be paid by March 15, 2016.
 - The Association has filed two JCC grant applications with the County. One grant is for inspection of the front pond drainage pipe system and for tree and brush removal at the back pond. The second grant application is with County Storm Water for a grant to make drainage improvements at the front of the pool outside the fence close to the baby pool. This area is eroding due to water runoff from the concrete pool deck. In addition, there is a second area at the back of the pool that is eroding due to drainage. This area is also included in this application. Both applications have been approved. The next step will be to meet with the County representatives for each grant to go over their requirements, solicit bids for the work and then submit for reimbursement for the completed work.
 - The new message board was received and Mr. Jones submitted a bid from L and M contracting to install the message board at the specified location between the bathroom doors of the clubhouse. The bid will also include removal and disposal of the old board. The bid is \$530.00, much less than the first bid received. Mr. Holt moved to approve this bid and proceed with the installation. The motion was seconded by Mr. Seltzer. Motion carried with no dissensions.

OLD BUSINESS

Following a discussion on the reserve study, Mrs. Picataggi suggested holding a work session of the Board when Ms. Cole returns. She will poll the Board on available dates and Mr. Jones will coordinate with TAM Consultants.

Mrs. Picataggi reported that she is working with the JCC Police to revive the Neighborhood Watch program. She noted that the Board would facilitate the meeting but once established the Association would need a representative to administer the program. Volunteers will be solicited.

NEW BUSINESS

Mr. Jones reported that he had received a request from County Waste, the company that provides household trash services for the community trash program. County waste is requesting to update their contract and has submitted a new contract for consideration. Mr. Jones reviewed the contract terms noting that there would be no immediate increase for 2016. He did express concern about the wording of the contract making County Waste the exclusive provider since trash collection is not a mandatory service and participants do so willingly. He noted that the contract made the Association responsible for toters (containers) and also had a cost increase provision tied to the CPI index not to exceed 4%. He recommended making changes to these terms. Mrs. Picataggi suggested that this contract be reviewed by the Board and addressed at the March Board meeting.

The new contract for pool operations for 2016 by Douglas Aquatics was reviewed and approved. The Board agreed that the service provided by Douglas had been very satisfactory and since the pool service had been reviewed for competitive bids a couple of years ago it agreed to renew the Douglas contract. Mrs. Picataggi will sign the renewal and return it to Mr. Jones for recording and forwarding to Douglas Aquatics.

A discussion was held concerning neighborhood pool usage and extended hours once the agreement with 757 Swim is fulfilled. Mrs. Picataggi will request cost estimates from Douglas Aquatics to have weekends or even spring break hours before the regular season. These options can be considered for 2017.

Mrs. Picataggi will follow up with 757 Swim on the pool screening around the heater installation. 757 Swim has also asked about the possibility of installing fence screening material around the pool fence. This is similar to the material used for tennis courts, etc. Mr. Seltzer moved to approve this request subject to the Association approving the material color and the cost to be borne by 757 Swim. The motion was seconded by Mr. Myers and carried unanimously.

The Board also agreed to investigate the possibility of a "user pass" system that would allow certain pass holders use of the pool without lifeguards. This would be subject to input and recommendations by the Association's legal counsel and also the insurance underwriter.

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 an ongoing covenant violation. The motion was made by Mr. Seltzer and seconded by Mr. Meyers. Motion carried with no dissensions.

No motions or decisions were made in Executive Session and no other matters were discussed. A motion was made by Mr. Holt and seconded by Mr. Seltzer to initiate a letter to the owner with a ten day notice to the owner advising the owner that unless the Association received a response it would proceed with filing suit. Motion carried with no dissensions.

ADJOURNMENT

- With no further business to discuss Mrs. Picataggi asked for a motion to adjourn. Motion to adjourn made by Mr. Myers. The meeting adjourned at 8:35 pm by Mrs. Picataggi. The next Board of Directors meeting will be held March 23, 2016 at the clubhouse at 7:00 PM subject to date confirmation by Mrs. Picataggi.

Respectfully submitted,

C. J. Jones
VOW Recording Secretary

Approved as submitted March 23, 2016

Linda L. Cole

Linda L. Cole,
Association Secretary