



**Association Board of Directors
Meeting Minutes for July 27, 2016**

A meeting of the Board of Directors was held on July 27, 2016, at 7:00 p.m. at the Villages at Westminster clubhouse.

- Board members present: Corinne Picataggi, Jeremy Seltzer, Paul Holt, Eric Myers, and Linda Cole.
- Non-Board members present: C.J. Jones of Berkeley Realty Property Management and 7 community members.
- The President, Mrs. Picataggi, called the meeting to order at 7:05 p.m.

Reports

President's Report

Mrs. Picataggi reported that clubhouse rental is keeping pace with previous years, however, supplies are needed for the clubhouse. Class A members may rent the clubhouse for \$10.00 per hour not to exceed \$75.00 per day. The pool fee is \$75.00 for a maximum of three hours plus the cost for a lifeguard or additional lifeguard as required by the pool management company. The clubhouse/pool reservation policy and regulations were last updated on April 12, 2012.

Secretary's Report

The minutes for the May 25, 2016, Board meeting were reviewed for corrections and additions. A motion was carried by Mrs. Cole to accept the minutes as prepared. The motion was seconded by Mr. Meyers and carried with no dissensions.

Treasurer's Report

Mr. Holt reviewed the income and expense activity for the Association for the months of May and June 2016.

- Year-to-date expenses were reported \$108,781.70; under budget by \$7,090.95.
- Year-to-date income was reported \$115,877.77; over budget by \$6,237.25.
- Account balances as of the end of June were:
 - a. \$85,623.28 in the operating account,
 - b. \$19,175.89 in operating reserves, and
 - c. \$102,938.65 in replacement reserves.
- The Board will meet in executive session after the open session to review the status of the delinquent accounts.

Mr. Holt also reported that the financial audit for 2015 was submitted with no unusual findings and recommended that the report be uploaded to the website.



Homeowner Open Forum

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

1. It was recommended that the erosion on the northeastern corner of the pool be identified with orange construction fencing until the work can be completed to fix the erosional area.
2. It was noted that the flyer to announce the change in pool hours was good but too much detail was provided.
3. It was requested that the community-wide speed limit of 25 mph be posted on the message board to help remind drivers.

Committee Reports

Architectural Review

Mr. Seltzer reported that there were no new applications for approval.

Deed Violations

Mr. Jones reported on:

1. One unapproved construction of a backyard fence, and
2. One issue of unsightly backyard that may be a day care business.

Pool Facility

Mrs. Picataggi reported that the sand in the filters will require replacement and that the filter that was repaired last year with epoxy seems to be working.

Social

Mrs. Picataggi reported that there is nothing planned for this summer but a Fall Festival is in the planning stage.

Grounds

Mr. Jones reported that mowing of the common areas may be suspended during extreme heat waves. However, turf treatment for herbicides and fertilizer is scheduled. Notification to homeowners is required if pesticides are applied. Knight-Scapes reported that the rust preventer tank was filled to 100% on June 7, 2016, and had been drawn down 11 inches in the tank by June 29, 2016, and down another 3 inches on July 6, 2016.

Property Manager's Report

Mr. Jones reported the following:

- Video inspection of the pipeline of the entrance BMP was completed with no discrepancies noted.
- Trimming of vegetation on the dam at the back pond was completed.
- The James City County Beautification Grant Program will be accepting application beginning on August 1, 2016. The recommendation is to nominate for funding the corner of Wellesley and Glenwilton.
- Bids have been received from two contractors for concrete repairs at the clubhouse.



- Repairs to the rail fence are pending.
- Removal of a tree limb at the RV lot has been completed.
- National Termite will treat the clubhouse at 9:00 a.m. on September 15, 2016. The clubhouse will be closed during the treatment.

Old Business

- The possibility of repaving Wellesley was discussed. Mr. Jones reported that VDOT has no immediate plans to repave Wellesley Boulevard or Powner Court. He indicated that website for VDOT <http://www.virginiadot.org/default.asp> provides information on proposed projects.
- The Updated Reserve Study was discussed. A motion was carried by Mrs. Cole to accept the Study as final. The motion was seconded by Mr. Holt and carried with no dissensions. Mr. Seltzer abstained. Ms. Cole will post the Executive Summary on the HOA website.
- Mr. Jones reported that he met with the Henry S. Branscome company regarding the grant for stormwater repairs and that the maintenance agreement has been signed.

New Business

- The Board discussed the possibility of doing a survey to gauge the sense of the neighborhood for using the heated pool.
- The Board discussed the need for the pool contractor to do a better job with cleaning the restrooms.
- The Board discussed the need for a bigger exhaust fan in the restrooms.
- The Board discussed the need to clean out the clubhouse closet. and get keys for a locked file cabinet located within the closet.
- The Board discussed the need to have a key to the new message board.
- The Board discussed the need to cut off the water to the fountain to remove the solenoid valve to prevent the water leaking.

The next Board of Directors meeting is tentatively scheduled for 7:00 p. m. at the clubhouse on Wednesday, September 28, 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. The motion was made and seconded. Members were excused from the executive meeting sessions. No motions or decisions were made in executive session and no other matters were discussed. After reconvening in open session, a motion was carried by Mrs. Cole to schedule a hearing for 6 p.m. on September 28, 2016, at the clubhouse to be held before the Board meeting. The motion was seconded by Mr. Holt and carried with no dissensions.



Adjournment

With no further business to discuss Mrs. Picataggi asked for a motion to adjourn. Motion to adjourn was made by Mrs. Cole and seconded by Mr. Holt. Mrs. Picataggi adjourned the meeting at 8:08 p.m.

Linda L. Cole

Respectfully submitted,

Linda Cole,
Association Secretary

Approved via email October 13, 2016, as amended