



**Association Board of Directors
Meeting Minutes for September 28, 2016**

A meeting of the Board of Directors was held on September 28, 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: Pierre Forget of Berkeley Realty Property Management and 3 community members.
- The President, Mrs. Picataggi, called the meeting to order at 7:05 p.m.

Reports

President's Report

Mrs. Picataggi welcomed Pierre Forget of Berkeley Realty as our new property manager replacing C.J. Jones and recognized Mr. Jones for his work on behalf of the Villages of Westminster. Mr. Forget, who has 6 years of experience with Berkeley where he works with 17 other communities, indicated that he was looking forward to working with the Board.

Mrs. Picataggi gave a shout out to some of the Villages' volunteers: Mary Ann Hermann, Betty Ann Chilipka, and Donna Ward for their tireless work on behalf of the neighborhood. Mrs. Ward reminded the Board that the next James City County Neighborhood forum would be held on November 9, 2016 at 6:30 p.m. The forum is held on the second Wednesday of every other (odd) month at the JCC Rec Center and is open to all residences of JCC.

Mrs. Picataggi reminded the Board to schedule an annual budget meeting to occur before the annual meeting of the membership. She reminded the Board that there would be no member forum during the budget meeting and asked that the Board thoroughly review the current Reserve Study before the meeting. A member asked from the floor if the costs in the Reserve Study were subject to revisions based on current conditions and Mrs. Picataggi responded that there are. The Board agreed that the next budget meeting would be on October 26, 2016, at 7:00 p.m. in the clubhouse.

The President discussed the 757Swim survey gauging the general sense of the neighborhood on impacts, positive and negative, on the Board decision to allow the group to use the pool during the 2015-2016 off-season as guests of the Association. She indicated that there were 326 unique email addresses from the Mail Chimp distribution list that opened the email announcing the survey but there were only 82 unique "clicks" to the survey hyperlink. The email announcing the survey also provided links to the updated Capital Reserve Study and the annual Financial Audit. Mrs. Picataggi indicated that the Board would have a special meeting to discuss the results of the survey prior to renewing a contract for the 2016-2017 season with the 757Swim. She indicated that 757Swim had offered to install screening around the fence to act as a wind break. Mrs. Picataggi also indicated that 757Swim expects to use an indoor pool currently under construction at the Williamsburg Indoor Sports Complex that is anticipated to open in December 2016. The middle-schoolers will swim at WISC but the high-schoolers benefit from open air swim.



Mrs. Picataggi reminded the Board that the annual meeting of the membership normally is held in December. Mr. Forget will reserve the JCC library at 7770 Croaker Road. Mrs. Cole requested that Mr. Forget arrange for the annual meeting to occur either December 1, 2016, or December 15, 2016, from 7:30 p.m. until 9 p.m. Mrs. Cole asked the Board if they thought that the membership may be interested in having the JCC Supervisor representing the Powhatan District, Michael Hipple, attend to provide an update on the Board of Supervisors 2016-2017 sessions. Mrs. Picataggi remarked that one of the best attended annual meeting was the meeting where the Salvation Army discussed upcoming plans to build a center on Richmond Road near the entrance to the Villages. Mr. Seltzer indicated it often is difficult to obtain a quorum without proxy voting. A member asked from the floor what constituted a quorum and Mrs. Picataggi replied that 77 homes constitute a 20 percent quorum of the 381 total homes in the neighborhood. The sense of the Board was that the membership would appreciate that opportunity. Mrs. Cole indicated that she would reach out to Mr. Hipple once the date of the meeting was established. Mrs. Picataggi indicated that it may help attendance to the bi-monthly meeting of the Board to have a speaker. She recommended that the Board consider having a realtor address how the Villages can be more competitive with newer neighborhoods regarding resales at the January 2017 meeting and having the JCC police liaison speak at the March 2017 meeting. The sense of the Board was that it may help engage more members in the business of the neighborhood. Mrs. Cole asked if the Board needed to establish a nominating committee to address to Board vacancies. Mrs. Picataggi indicated that the Board serves as the nominating committee. Since it is often difficult to get members to run for the Board, usually the vacancies are filled by acclimation.

Secretary's Report

The minutes for the July 27, 2016 Board meeting were emailed to the Board prior to this meeting but the May 25, 2016 meeting minutes were inadvertently attached to the agenda. Mrs. Cole indicated that there were two typographical errors in the July minutes that have been corrected. Mrs. Picataggi indicated that an email call of the Board would be made to approve the July 27, 2016, meeting minutes.

Treasurer's Report

Mr. Holt reviewed the income and expense activity for the Association for the months of July and August 2016. Expenses for the reporting period amounted to \$44,435 with income of \$101,599.

- Year-to-date expenses were reported \$152,867; under budget by \$4,226.
- Year-to-date income was reported \$217,477; over budget by \$3,793.
- Account balances as of the end of August were:
 - a. \$83,094 in the operating account,
 - b. \$19,178 in operating reserves, and
 - c. \$107,893 in replacement reserves.
- The Board will meet in executive session after the open session to review the status of the delinquent accounts.

Mr. Holt indicated that 2016 pool operation was in good financial condition with pool expenses year-to-date at \$22,120; under budget by \$4,783. Mr. Forget indicated that Douglas Aquatics



called him to recommend purchase of a chlorine feeder. Mrs. Picataggi indicated that Douglas Aquatics should look at the sand filters to see if the sand needs replaced. Mr. Forget indicated that he also would contact the pool company regarding winterization of the pool.

Mr. Holt reminded the Board that repairs to the split-rail fence was programmed for this year per the Capital Reserve Study.

Mr. Forget indicated that the RV/boat lot currently is full and he is maintaining a waiting list. Mr. Seltzer indicated that maintenance of the lot should be addressed as there are overhanging tree branches. Mr. Holt indicated that tree removal is addressed under maintenance, which is \$10,394 under budget.

Mr. Forget recommended that the Board consider an updated website for ease of communication with the membership. He recommended that the Board look at www.comweb.net as a provider that he has used successfully with other communities he manages. Mr. Holt moved that the Board investigate changing web providers and Mr. Myers seconded the motion. The motion carried with no dissensions. Mrs. Picataggi agreed to look at the proposed web provider.

The Board discussed cleaning the clubhouse and especially the restrooms. Mrs. Picataggi indicated that she thought that Mr. Jones had engaged a cleaner on an as-needed basis. Mr. Forget indicated that a monthly check was issued to company so monthly services should be rendered and that he would investigate the contract. If the contractor is not abiding by terms of the contract, Mr. Forget will obtain quotes for a new cleaning service.

The Board discussed the importance of having invoices currently in the pipeline but not yet recorded.

Homeowner Open Forum

Mrs. Picataggi opened the floor for the open forum for Homeowners. The median ends on Wellesley Boulevard were painted white at one time and are becoming dingy and require repainting. The original painting of the median ends was not a Board-sanctioned activity.

Committee Reports

Architectural Review

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

Deed Violations

Mr. Forget 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 indicated that the pool heater has not been operating since spring so there have been no costs associated with the heater for the association this summer.

Social

Mrs. Picataggi reported that there doesn't appear to be interest in a Hallowe'en party for this year but she is planning a Fall Festival and chili contest for Sunday, November 20, 2016. Also, the Villages Community-wide Yard Sale is scheduled for October 22, 2016. She reminded Mr. Forget that a dumpster should be arranged for placement in the clubhouse parking lot on October 29, 2016 from 8:00 a.m. until noon.

Grounds

Mrs. Ward reported that she had received three bids to remove the junipers in the medians on Wellesley Boulevard from Richmond Road to the last median. One contractor indicated that they also would take out the junipers on Tewkesbury and Weathersfield as well as at the clubhouse entrance and one cherry tree on Barfleur for their price. One contractor gave a price for removal of root balls and a separate price for leaving root balls in place. Both of the other contractor's prices included root ball removal. The Board discussed possible disturbance of the irrigation system with root ball removal but agreed that the irrigation contractor can easily flag the irrigation heads but that the Board doesn't have a map of the total irrigation system; just the head locations. It was discussed that after removal of the junipers that mulch would be required. The Board deferred decision on obtaining a contract until more information could be obtained about root ball removal.

Property Manager's Report

Mr. Forget reported the following:

- National Termite completed treatment of the clubhouse on September 15, 2016. The clubhouse will be closed during the treatment.
- The erosion and storm water repairs around the pool and clubhouse are scheduled to start on October 10, 2016.
- On August 12, 2016, the water filtration system to address iron in the water used for the irrigation system was refilled but to-date there is no evidence that the system has used any of the chemical. Mrs. Cole read the information from the July Board meeting regarding refilling the tank. The irrigation contractor has been asked to check the water chemistry of the BMP pond. Mrs. Picataggi noted that the discoloration seems to be worse this year. The white fence at the main entrance are getting worse but it is hard to tell with the sidewalk. She asked Mr. Forget to find out when the power washing of the entrance occurred and what was covered by the contract. Mrs. Picataggi indicated that another cleaning may be necessary before decorating the entrance for the holidays.
- The contractor maintaining the area around the RV/boat lot had cut some limbs and sprayed for weeds last week. The service is done upon request. Mr. Forget was requested to find out how much would the contractor charge to change to a monthly service. Mr.



Seltzer asked if the contractor could remove dead or damaged trees within 5-feet of the fence perimeter but Mr. Forget indicated that the contractor was not an arborist. Mr. Ward indicated that she could talk to the contractors that she's received bids from for the juniper removal to see if they could address this concern.

- VDOT has been contacted about repairs to drop inlet erosion on Shrewsbury and Tewkesbury.

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

The next Board of Directors meeting is tentatively scheduled for 7:00 p. m. at the clubhouse on Wednesday, November 16, 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 by Mr. Holt and seconded Mr. Myers. Members were excused from the executive meeting session at 08:28 p.m. No motions or decisions were made in executive session and no other matters were discussed. After reconvening in open session at 9:00 p.m., a motion was carried by Mr. Seltzer to schedule a hearing to address the fencing issue for 6 p.m. on November 16, 2016, at the clubhouse to be held before the Board meeting and to dismiss the hearing to address the yard maintenance issue, which has been resolved satisfactorily. A motion was made by Mr. Holt and seconded by Mr. Seltzer that McLean Ryan be retained to assist with collection issues. The motion carried without dissensions.

Adjournment

With no further business to discuss Mrs. Picataggi asked for a motion to adjourn. Motion to adjourn was made by Mr. Holt and seconded by Mr. Myers. Mrs. Picataggi adjourned the meeting at 9:11 p.m.

Respectfully submitted,

Linda Cole,
Association Secretary

Approved November 16, 2016 as submitted