



**Association Board of Directors
Special Meeting Minutes for October 3, 2016**

A special meeting of the Board of Directors was held on October 3, 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: 14 community members.
- The President, Mrs. Picataggi, called the meeting to order at 7:00 p.m.
- One community member made notice that they would be recording the proceedings of the meeting per Commonwealth of Virginia Code of Virginia Section 55-510.1(B).

Reports

President's Welcome

Mrs. Picataggi welcomed Association members to a special meeting of the Board for discussions of the results of the Mail Chimp survey regarding the use of the Villages of Westminster pool during the off-season by 757 Swim as guests of the Association. Mrs. Picataggi indicated that she received an email request on August 26, 2016, from the 757Swim President to use the pool during the 2016-2017 season. As she was out-of-town at the time, Mrs. Picataggi forwarded the request to the Board on September 6, 2016.

Because the number of Association members who attend regularly scheduled Board meetings varies throughout the year, the sense of the Board was that a survey would be another way to gauge community interest. The survey was announced on September 26, 2016 via email to 326 unique email addresses who have elected to receive occasional correspondence from the Board. Mrs. Picataggi reminded the Board that the offer to join the distribution list is made annually at the time of the Membership Meeting in December. Mrs. Cole also indicated that the survey was noticed in the News section of the www.VillagesofWestminster.org website. The survey was available until 11:59 p.m. on September 30, 2016 and the results correlated via Mail Chimp.

Mrs. Picataggi noted that 233 of the email addresses were read during that period with 75 percent accessing the recently updated Capital Reserve Study. Mrs. Picataggi explained that the Association is required to determine the budget reserve required to repair, replace, and restore capital components such as the clubhouse, pool, RV/boat lot, and signage. Landscaping of the common areas is not included as a capital component. General maintenance of capital assets also is not included. The Board reviews the reserve annually at our budget meeting and updates our Capital Reserve Study every five years. The original valuation may not be accurate so the Board may make adjustments necessary to maintain budgetary reserves. Only 73 of the 233 email addresses opened the hyperlink to the 757 Swim survey. Of those 73 addresses 69 were unique meaning four of the addresses were associated with one location sharing multiple devices but to ensure that all opinions were taken into account those four addresses were included in the survey results.

Mrs. Cole summarized the survey results:

1. 95 percent of the respondents indicated that they were aware that the 757 Swim used our pool as our guests for a practice facility between September 2016 and May 2016.



2. Of the respondents that knew 757 Swim used our pool, 35 percent indicated that it had a negative impact on our neighborhood, 32 percent indicated it had a positive impact, and 15 percent indicated it didn't have an impact. There were 17 percent that had no opinion or concern.
3. Eighty-six percent of the respondents indicated that they knew 757 Swim purchased liability insurance and property damage insurance, covered all expenses related to their use of the pool, purchased a pool heater and gifted the heater to the Villages.
4. Taking into account that legal counsel for the Villages drafted and approved the contract the Board entered into with 757 Swim under our authority, 58 percent of the respondents indicated that the Board should allow 757 Swim to use the pool from September 2016 to May 2017. There were 33 percent of the respondents that indicated that they did not think the contract should be renewed for this season.

The survey also asked about use of the pool by Association members in the off season (before Memorial Day and after Labor Day):

1. Seventy percent of the respondents indicated that they would be interested.
2. Of the respondents indicating that they would use the pool during the off-season, 70 percent indicated that they would be willing to purchase an off-season access card for an additional, reasonable fee.
3. When asked to specify the times that the pool would be used:
 - a. 80 percent indicated weekend afternoons,
 - b. 65 percent indicated weekend evenings,
 - c. 55 percent indicated weekend mornings,
 - d. 51 percent indicated weekday evenings, and
 - e. 41 percent indicated weekday mornings.
4. Primary interest in off-season swimming was summarized:
 - a. 48 percent in recreational swimming,
 - b. 33 percent in both recreational swimming and lap swimming, and
 - c. 19 percent in lap swimming only.

The remaining portion of the survey allowed for respondent comments.

Mrs. Picataggi asked each Board member to summarize what they got out of reading the comments. Mrs. Cole indicated that some of the major points that she understood from reading the comments:

1. Increased traffic on Village streets made it difficult for walkers and others,
2. Unsupervised children accompanying the 757 Swim using the common areas, and
3. 757 Swim brought prestige to the Villages.

Mr. Myers indicated that respondents were unhappy with the way the Board handled communication with the Association last year.

Mrs. Picataggi said that:



1. Association members wanted to make sure that there was a good benefit for the Association to all the use of the pool,
2. Respondents were concerned with wear and tear on the pool and restrooms. Mrs. Picataggi added that Douglas Aquatics indicated that the filters and pumps run continuous except for periods of deep freezing,
3. 757 Swim did not maintain the appearance of the pool while using it leaving backpacks in front of the door to the clubhouse,
4. The landscaping around the heater was unsightly. Mrs. Picataggi indicated that 757 Swim will be providing landscaping but were asked to wait until after construction work starting October 10, 2016, was completed, and
5. Parking in other than appropriate parking spaces.

Mr. Myers added that access to the clubhouse needs to be ensured.

Mrs. Picataggi said that she had an email from the 757 Swim President indicating why the pool at the Villages was ideal for their usage:

1. It is the only heated outdoor pool in the area,
2. It is modern, well maintained with no diving well (less expensive to heat),
3. Membership in 757 Swim has increased from 40 to 132 with a waiting list during their first year with 32 elite high school swimmers and middle school swimmers attributing their success at the Virginia swimming state championships with acclimation during outside winter swim.

Mrs. Picataggi indicated that she was most concerned with the Association members who lived along Glenwilton as they are the most impacted. There were some issues with the first season but when provided feedback the 757 Swim demonstrated a willingness to adjust.

Mr. Holt indicated that he had the same key take away points and added that many of the negatives were turned into positives. Extra traffic and speeding is not necessarily something the Board can control since the Villages is not a gated community and our streets are public streets.

Homeowner Open Forum

Mrs. Picataggi opened the floor for the open forum for Association members.

1. When residents along Glenwilton complained about the appearance and noise 757 Swim seemed responsive to correct the issues.
2. Is the Association protected from litigation, what is the actual wear and tear on the facilities, how confident is the Board that all costs are being covered, and what is the tradeoff between the cost and the benefit to the Association? Mrs. Picataggi stated that anytime someone uses the pool there is a risk. She added that the Board took utilities bills for water and electricity for the previous two years and obtained a monthly average. Any amount above that average was paid by the 757 Swim. However, the gas to run the heater is on a separate meter that 757 Swim pays. The Board has not been presented a bill for gas usage.

The Villages of WESTMINSTER

3. This shows that we are a welcoming community. They are our guests. They are good kids from good families.
4. We have guests all year long. Do we hold 757 Swim to the same standards? Do they have free use of the clubhouse? The bathrooms are in terrible shape. Mrs. Picataggi explained that 757 Swim did use the clubhouse but paid the usage fee established for any other event.
5. How does 757 Swim gain access to the pool? Mrs. Picataggi explained that Douglas Aquatics uses a lock box and 757 Swim uses a similar lock box. She indicated that access management is a big responsibility. In the summer months, the life guards are asked to monitor the pool usage and having an automatic system with a swipe card for the pool and for the clubhouse and even the RV/boat lot would be an asset for the community.
6. Why don't we allow others to use the pool, make money, and cut Association dues? Are we able to negotiate with them for 2 to 3 years to obtain a better advantage? Why don't we charge a flat fee? Mrs. Picataggi indicated that 757 Swim was the only group who asked to use the pool. She stated that we are not zoned commercial. Mr. Holt indicated that it really wasn't a zoning issue but more of an issue of our status as a non-public entity.
7. What recognition does the Villages receive? Mrs. Picataggi indicated that there have been mentions in the Virginia Gazette and on the 757 Swim Facebook® page.
8. The Board has no authority to make this decision on behalf of the Association and this should be put to a full vote of the Association like a referendum. Why was a written survey not provided to all Association members?
9. Not everyone has internet access. Some members don't know how to use hyperlinks.
10. It takes about \$30,000 to operate the pool during the summer swim season without using a heater.
11. People who use it in the off-season should pay for all the expenses. Mrs. Picataggi indicated that she was told that the gas bill in October and November was about \$500 but ran as high as \$1200 per month during the coldest months.

Mrs. Picataggi did state that she received an email from an Association member asking what benefit is the Board receiving from the use of the pool by 757 Swim. Mrs. Picataggi indicated that no Board member is associated with 757 Swim and that no one has received any personal gain. There are about twenty neighborhood children that belong to the Krakens but none of them are associated with 757 Swim. The potential benefit received for the Association is the installation of a tangible asset that retails for \$30,000 heater. If the Association can figure out how best to use that asset, then it is a benefit. If we can't, then it has resale value of around \$15,000. The Board has asked for volunteers to determine the best use of the heater in the off-season. If 757 Swim is using the pool in the off-season, then there wouldn't be a cost for Association members to use the pool. Mr. Seltzer indicated that the biggest obstacle for using the pool by Association members in the off-season is the availability of life guards. Berkley has indicated that our insurance may drop us or increase our premiums if we allow a swim-at-



your-own-risk policy. But 757 Swim may be willing to provide life guards. A good analysis of possible off-season usage is required.

Executive Session

With no further business to discuss Mrs. Picataggi asked for a motion to adjourn into executive session to discuss the proposal to allow 757 Swim to use the community pool for the 2016-2017 season. The motion was made by Mrs. Cole and seconded by Mr. Holt. 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 by Mr. Myers was carried 3-1 with 1 abstention to allow 757 Swim to use the pool under a provisional contract until the next Board meeting by which the Board would work out the provisions of a 2016-2017 contract.

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 8:55 p.m.

Respectfully submitted,

Linda Cole,
Association Secretary

Approved November 16, 2016 as amended