



Association Board of Directors Meeting Minutes for November 16, 2016

A meeting of the Board of Directors was held on November 16, 2016, at 7:00 p.m. at the Villages at Westminster clubhouse.

- Board members present: Corinne Picataggi, Jeremy Seltzer, Paul Holt, and Linda Cole.
- Non-Board members present: Pierre Forget of Berkeley Realty Property Management and 66 Class A members.
- The President, Mrs. Picataggi, called the meeting to order at 7:02 p.m.

Introduction

Mrs. Picataggi welcomed all members to the Board meeting. The Board and Community Manager introduced themselves. Mrs. Picataggi indicated that the agenda would be modified to allow for Open Forum first.

Homeowner Open Forum

Mrs. Picataggi opened the floor for the open forum for Homeowners. Discussions included:

- *Deteriorating rubbish collection*: Board asked to speak with County Waste on behalf of the Association. Mr. Forget requested that members contact him so that he can deal directly with the provider. Mrs. Picataggi indicated that the Board also can look at contracting with another provider if there is enough interest.
- *757SWIM*: Association did not have input in the decision last year to allow the outside swim team to use the community pool. Swim team does not pay fee to Association to use the pool and hasn't paid utilities and legal fees as contracted. Board is not authorized to encumber pool without the approval of fifty-one percent (51%) of the Class A Membership. There is wear and tear on the pool, restrooms, and parking lot. There is a liability for allowing the swim team to use the pool. Mrs. Picataggi indicated that no Board member has profited from allowing the swim team to use the community pool during the off-season when the Association does not utilize the pool. However, the swim team provides other compensation in lieu of fees. She indicated that Douglas Aquatics, the Association's pool management provider, reported that the pool pumps run in the off-season except during times of deep freeze, mainly January and February, to maintain pool chemistry. Mrs. Picataggi reported that our insurance carrier, Nationwide, reviewed the proposal and found it acceptable. The swim team also has an additional one million-dollar (\$1M) policy. She indicated that the pool heater, a \$30,000 asset, remains property of the Association. The Board has appointed a sub-committee to investigate the use of the heater by the Association during the off-season. Mr. Holt indicated that the Board had not yet billed the swim team for their share of the 2015/2016 costs to operate the pool in the off-season and this was noted in the 2017 budget meeting. Mr. Forget is working on calculations to submit bills to the swim team



by the end-of-the-year. Mrs. Picataggi indicated that the community pool is one of the assets the Association has that allows the neighborhood to be competitive in the real estate market and that the Board will discuss in Executive Session tonight the compensation that the swim team will provide for using the pool during this winter's off-season, however, the Board voted 3-1-1 at a special Board meeting held on October 3, 2016, to allow the swim team to use the community pool during the 2016/2017 off-season.

- *Security*: There are not enough lights in the neighborhood. Mrs. Picataggi indicated that James City County has a process for adding street lights in subdivisions with existing underground utilities or where installation charges are borne by the County. Requests must be made by written petition of at least sixty percent (60%) of the residents or, for our neighborhood, 229 Class A members. Upon receipt of the petition, the County will assess the lighting needs. The Board is soliciting volunteers to organize the petition.
- *Communication*: Not everyone in the neighborhood has access to electronic media. There should be a Communication Strategy to include non-electric means such as direct mailings. Mrs. Picataggi indicated that the Board will look into communication venues other than Facebook, email, and website.
- *Speeding*: Children play on the streets throughout the neighborhood and many residents do not obey the posted speed limit. Perhaps speed bumps should be installed. Mrs. Picataggi indicated that the Board could contact the local police for additional monitoring and for temporary installation of an electronic speeding notification board.

Reports

President's Report

Mrs. Picataggi reported that the Board will meet in executive session after the open session to discuss finalization of the contract with 757SWIM.

Secretary's Report

The minutes for the September 28, 2016, regular scheduled Board meeting were reviewed for corrections and additions. A motion was carried by Mrs. Cole to accept the minutes as submitted. The minutes of the October 3, 2016, special Board meeting were reviewed for corrections and additions. A motion was carried by Mrs. Cole to accept the minutes as amended.



Treasurer's Report

Mr. Holt reviewed the income and expense activity for the Association for the months of September and October 2016. Expenses for the reporting period amounted to \$31,798 and income of \$6,315.

- Year-to-date expenses were reported \$183,095; under budget by \$8,437.
- Year-to-date income was reported \$221,052; over budget by \$4,969.
- Account balances as of the end of October were:
 - a. \$54,046 in the operating account,
 - b. \$19,179 in operating reserves,
 - c. \$108,000 in replacement reserves, and
 - d. \$127,179 in total reserves.

Mr. Holt indicated that the 2017 budget was approved earlier this evening during the reconvened meeting to address the budget. He indicated that, if more direct mailings are needed per a communication strategy, the Board may want to increase the postal expense category.

Committee Reports

Architectural Review

Mr. Seltzer reported that verbal approval was given for a roof replacement. He indicated that power washing letters would be mailed soon but wouldn't be enforced during periods of frozen weather. A violation letter was sent for an unapproved shed. It was reported by a member that a sign in Oxford Village near Glencoe Way had fallen. Mr. Forget indicated that a work order had been submitted to the Virginia Department of Transportation. Another member indicated that rubbish bins are being left on the street even after the rubbish has been collected. Mr. Forget asked that the location of the violation be reported to him.

Deed Violations

Mr. Forget reported that there were quite a few deed violations this quarter that will need to proceed to the hearing phase.

Social

Mrs. Picataggi reported that the Community Fall Festival and 4th annual chili contest will be held on Sunday, November 20, 2016, from 1:00 p.m. until 4:00 p.m. All are welcome and volunteers are still needed for set-up and clean-up. The 4th annual cookie swap is scheduled for Sunday, December 11, 2016, starting at 4:30 p.m. More details will follow. The adults-only Hallowe'en party was cancelled this year.

Grounds

There was no report provided, however, a member asked about the flags along Wellesley Blvd. Mrs. Picataggi reported that they were marking sprinkler heads for winterization.



Property Manager's Report

Mr. Forget reported that drainage issues at the northeast corner of the pool deck and to the west of the pool deck have been completed. The repairs were less than anticipated and we anticipate receiving \$4,425 from James City County.

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

- Mrs. Picataggi reported that the annual meeting of the membership will be held on Thursday, December 15, 2016, at 7:00 p.m. at the James City County library on Croaker Road. There are two openings for the Board of Directors. Mr. Seltzer indicated that he will not run again to serve on the Board but will continue to volunteer for the Architectural Review Committee. Mrs. Terri Reed (Oxford) volunteered to serve on the nominating committee. The nominating committee will consist of Mrs. Picataggi, Mrs. Reed, and Chris Lahl
- Mrs. Cole indicated that Mr. Michael Hipple, James City County Supervisor representing Powhatan District, will provide an update at the annual meeting on 2016 successes and 2017 goals for the County.
- The Board discussed opportunities for better communication with the membership. Mrs. Cole reported that she has been updating the entrance sign regularly. One member indicated that a spot light on the entrance sign may help with visibility during evening hours. Mrs. Picataggi indicated that reflective letters may also be appropriate. Mrs. Cole indicated that the newspaper boxes located below the mailboxes actually are the property of the United State Post Office to deliver newspapers via mail. Placing flyers in these boxes provide a logistics issue. Some neighbors do not collect flyers from the newspaper box and flyers can get wet or blow out of the boxes. Mrs. Cole indicated that she has not be able to provide quarterly newsletters. Mrs. Picataggi indicated that she would provide newsletters. She indicated that a previous secretary set up a real estate box so that residents without internet access could pick up hard copies of documents. Mrs. Picataggi indicated that the Board could purchase a similar box. Mrs. Cole indicated that she would maintain the bulletin board at the clubhouse to post hard copies as well.
- Mrs. Cole indicated that Board meetings for 2017 are scheduled to be held in the clubhouse at 7:00 p.m. on the following dates:
 - January 25, 2017
 - March 22, 2017
 - May 24, 2017
 - July 26, 2017
 - September 27, 2017
 - November 15, 2017

The next Board of Directors meeting is tentatively scheduled for 7:00 p. m. at the clubhouse on Wednesday, January 25, 2017.



Executive Session

With no further business to discuss Mrs. Picataggi asked for a motion to adjourn into executive session to discuss the 757SWIM contract. The motion was made by Mr. Seltzer and seconded Mr. Holt. Members were excused from the executive meeting session at 9:15 p.m. No motions or decisions were made in executive session and no other matters were discussed. After reconvening in open session at 10:14 p.m., a motion was carried by Mr. Seltzer to request the following compensation from 757SWIM in lieu of fee for use of the community pool in the 2016/2017 off-season:

- Swipe card system for pool and clubhouse,
- Replacement pump and motor,
- Thermal blanket and reel, and
- Life guards for off-season swims for members.

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. Seltzer and seconded by Mrs. Cole. Mrs. Picataggi adjourned the meeting at 10:14 p.m.

Respectfully submitted,

Linda Cole,
Association Secretary

Approved as amended January 31, 2017