



Association Board of Directors Meeting Minutes for November 20, 2019

A meeting of the Board of Directors was held on November 20, 2019 at 7:00pm at the Villages of Westminster clubhouse.

In attendance –

BOD Members, Pat Duggan, Kelly Coronel (arrived at 8:02pm), Jeannette Potter, Eric Myers
Association Manager, Melinda Settle-Harris.

The bi-monthly meeting was called to order at 7:00 pm by the president, Pat Duggan.

Presidents Report – Pat D.

Pat discussed the work of board budget meetings. New website went live today. Working on packets for new homeowners and new board members. Nominating committee for new board members formed, chaired by Pat D with additional members Debra Downing, Kathleen Gallon and Donna Ward. Discussed exploring our management contract with Berkeley as contract is up for renewal and with a significant increase. Reviewing options and requirements.

Secretary's Report

Secretary was unable to attend, but minutes of 9/25/2019 board meeting and budget meeting (10/23/2019, reconvened 11/13/2019) minutes were approved.

Treasurer's Report – Jeannette Potter

Jeanette reviewed current income and expenses. No unexpected expenses since prior meeting. Pool repairs completed with funds from capital reserve. 2020 Budget modified to handle expected management fee increases from ~\$15,000 to ~\$28000. Waiting for potential unspent expense fees to carry over to 2020 budget (Pat)

Committee Reports

ARC Committee Report

Update on an ongoing violation report related to a construction project at a homeowner's home: a new contractor has been hired and the work should be complete by 11/29.

Violation report of a front yard garden and property in front yard. After discussion with homeowner the front yard garden is now 90% removed and the items from the closing of homeowner's business are in the process of being moved into garage (mostly complete).

An application for a porch was approved.

Communication

New website is now live. Pat D. discussed her goals of providing an updated packet of materials for new homeowners. Pat D. is planning to provide a similar packet of materials for new board members.

New website will be managed by George Colombo, Robin Wallace and Eric Myers.

Social Committee

Chili cookoff was well attended with 4 chili entrees. A good time was had by all.

Grounds Committee

Jack Hostetter reviewed prepared report. See Attached.

Manager's Report – Melinda Settle-Harris

Trash Program will finish at end of February. ACH payments will no longer be available due to cybersecurity issues. Provided background on the increase in fees charged by Berkeley. Typically measured in cost per door of community. Villages is currently paying about \$3 per door, with a standard rate for our area of \$8 per door.



Homeowners Comments

Several residents expressed concern about garbage trucks being in the Villages every day. Other residents pointed out that is already the case since participation was not mandatory.

What is current plan for transition? If no homeowner action taken, current plan will continue with current provider directly billing each homeowner.

Series of letters will be coming from board with annual meeting notice.

Old Business

Agreement reached regarding selling pool heater. 757 Swim will buy pool heater for \$2,000, remove it, cap off utility lines. Area will be used for storage for pool furniture.

Arborist Consultations: Bartlett Trees reviewed villages on 10/7. Waiting on written report. Bid from Brightview for review of trees as well, cost of \$1600 for up to 199 trees. Will provide survey, inventory and mapping. Waiting for info from Bartlett Trees.

Street Lighting Proposal. Tabling issue for now as lighting is partly an issue because of trees. Review after trees can be trimmed.

Law Firm Contract Renewal: conflict of interest only covers businesses law firm directly involved with. Move to proceed with legal services proposal by Jeanette P., seconded Eric M. Motion carried unanimously (Jeanette P., Eric M., Pat D.)

Reviewed information about upcoming Annual Meeting on 12/16. Quorum of 20% is required (76 votes/proxies out of 381 homes). Eligibility for voting is no outstanding dues / arc violations which will affect number of eligible homes. Two 3-year term board member positions are open. Donna Ward will work with Berkeley to confirm eligibility and votes. Location of meeting is at Legacy Hall because Library is remodeling.

New Business

Working on request for exception to resource protection area. The area in question is not accessible from street and is between 2 houses. Homeowner would like to mow it. Homeowner will be contacted to do nothing while Board gets clarification from county on rules in early 2020.

Non Resident request to use RV Lot. Consensus was no. No specific motions.

Kraken Swim Team request to close out checking account. Historically the HOA Checking accounts used for holding funds to save costs of setting up separate financial organization. Jeanette raised concerns with issuing check directly to remaining team organizers. Pat D. raised concerns that it was premature to decide to close account as team may be able to continue. Pat D. tabled issue pending further discussion and additional details about use of funds.

Pond Management Contract Bid Review (Solitude Lake Management, Clarke)

Motion by Eric M. to accept Solitude contract, seconded by Kelly C. Motion carried unanimously. (\$5088)

Motion via email on 10/1 by Kelly C. to repair crumbling brick and grout work for pool and replace tiles for the pool racing lines during pool refinishing work. Not part of original pool refinishing proposal. Approved unanimously via email 10/2 – 10/21. (\$8,520)

**VILLAGES OF WESTMINSTER
BOARD MEETING NOVEMBER 20, 2019
GROUNDS MAINTENANCE COMMITTEE REPORT
*KEEPING THE VILLAGES BEAUTIFUL***

RECENT ACTIVITY:

VOLUNTEER CLEANUP ALONG THE BLVD.

ADDITIONAL EFFORT WAS EXPENDED IN THE SOMMERSET SECTION.

LAWN CARE:

THE IRRIGATION SYSTEM HAS BEEN DRAINED FOR THE WINTER. WE WILL DEPEND ON THE WEATHER NOW.

INQUIRIES AND COMPLAINTS-

IN 2020 WE PLAN TO ADDRESS SEVERAL COMPLAINTS ABOUT THE CONDITIONS OF THE COMMON AREAS THAT ADJACENT TO THE PUBLIC ROADS.

PROGRESS HAS BEEN MADE ON ISSUES OF ENCROACHMENT INTO THE COMMON AREA, SOME OF WHICH HAVE BEEN SIGNIFICANT AND OF LONG STANDING.

BUDGET FOR 2020:

AT YOUR OCTOBER BUDGET MEETING WE RECEIVED STRONG SUPPORT FOR OUR PLANS FOR 2020. IT WAS VERY ENCOURAGING TO KNOW THAT YOU APPRECIATE THE EFFORTS OF THE COMMITTEE.

UNFORTUNATELY RECENT FINANCIAL DECISIONS HAVE SLASHED OUR FUNDING.

THE COMMON AREA CLEANUP ALLOCATION HAS BEEN REDUCED BY \$8500, TO ONE THIRD OF WHAT IS NEEDED. WE WILL NO LONGER BE ABLE TO ADDRESS A NUMBER OF THE ISSUES WE HAVE IDENTIFIED.

AT THE SAME TIME WE ARE LEARNING OF ADDITIONAL WORK THAT SHOULD BE UNDERTAKEN AT THE RV/BOAT LOT

WE UNDERSTAND THE REASONS FOR SEEKING BUDGET REDUCTIONS.

WE DO NOT AGREE THAT ALL OF THE "SAVINGS" SHOULD COME FROM GROUNDS MAINTENANCE.

THE COMMUNITY HAS PAID A PRICE FOR NOT ADDRESSING LANDSCAPE ISSUES THROUGH THE YEARS.

WE HAVE MADE GOOD PROGRESS RECENTLY.

WHEN THE DUST SETTLES ON THE FINANCIAL SITUATION, I HOPE YOU WILL BE ABLE TO PROVIDE THE RESOURCES TO SUPPORT OUR EFFORTS.

.ARE THERE ANY QUESTIONS?

THANK YOU. Jrh 11/20/19