**Board of Directors Meeting Minutes**

**July 22, 2020**

The meeting was called to order at 7:02 by President Pat Duggan.

BOD Members in attendance: Kelly Coronel, Ray Gdovic, Jeannette Potter, and Mark Patton

Also attended by Diane Clarqc from Berkeley Realty Property Management and 13 others.

Ground Rules for ZOOM meeting given by Pat Duggan:

The meeting agenda was posted on the VOW website. The ZOOM link for the general meeting was made available to VOW residents. A separate ZOOM link will be used for the executive session and will be emailed to those wanting to join the general session following. In order to alleviate side conversations, which would not occur during an in-person meeting, chat is not available. VOW residents may address the BOD meeting during the Homeowner Comment Period and are given three minutes.

Officer Reports:

President: Pat reported that the VOW taxes have been completed. The RV checklist and procedures have been updated and reviewed with Berkeley. Opening the pool took time. The Communications Committee has been busy.

Secretary: Jeannette sent the draft May 27 minutes to the BOD for input and corrected them. The minutes were approved by the BOD. The two BOD actions that took place by unanimous email voting were recorded: on June 3 the BOD voted to not open the pool in Phase II and on July 4 the BOD voted to approve the 2020 Pool Rules and to open the pool after the holiday weekend since we had satisfied the conditions outlined previously for a safe opening.

Treasurer: Ray explained that due to the death in the family of his contact at Berkeley, June financials were not available. May financials were given. See Treasurer’s report.

Committee Reports: Committee chairs gave a brief summary of their reports which are included in their entirety. There is no report from the Social Committee due to the fact that there have been no social events and none are planned as of this date due to COVID-19.

Property Manager’s Report (and COVID-19 update): The number of COVID cases in Hampton Roads is increasing. The Community Associations Institute is working at the state level for HOAs. Only 3 of the 45 HOAs that Berkeley manages have opened their pools, VOW being one. The 2018-2019 financial reviews are underway and the agency doing the review has received all needed documents from Berkeley.

Homeowners Comment Period: Two homeowners asked to speak. One questioned Board actions taken to open pool and adopt pool rules, and the volunteer sign up process. She also wants notice of all committee meetings and is recording this meeting. The other wanted to know how to find the meeting agenda and the status of the parking lot work.

Old Business/Action items:

1. Amend Pool Rules: It was moved by Kelly and seconded by Ray to amend the pool rules to allow personal music devices at the pool if it was not disruptive. The motion passed 5-0.
2. Parking lot project: The parking lot was patched but the striping will be postponed until the pool closes.

Eagle Scout Ronnie Littman has obtained approval and materials to begin painting the ends of the traffic islands. Depending on the weather, the project should be completed by the end of July.

1. Arborist report: Based on the report from BrightView, we are in the process of getting bids for the needed work.

Tree risk policy: Diane provided the BOD with information about the responsibility of parties with trees on their property. Pat and Jack Hostetter will work on developing a tree policy for VOW with the input from an arborist if available.

1. Adopt DMA Capital Reserve Study: It was moved by Mark and seconded by Ray to adopt and finalize the DMA Capital Reserve Study. The motion passed 5-0 and the study will be posted on our website.
2. Encroachments onto Common Area and Conservation Area: Diane reported that Berkeley has found no evidence of owners receiving permission to encroach on common area in the documents reviewed as of this date. Berkeley has reviewed about two-thirds of VOW’s documents. The BOD will research and consider the possibility of developing land usage agreements.
3. Garden Club request: The BOD previously approved the purchase of river rock by the Garden Club to be used at the clubhouse to help mitigate rain runoff. The rock is out of stock and will be purchased at a later date.

New Business:

1. Clubhouse: It was recommended by the Clubhouse Committee it its report that the clubhouse remains closed during pool season to allow for social distancing in the common areas. Jeannette moved the clubhouse remained closed during pool season. It was seconded by Mark. Discussion followed to clarify if the clubhouse would open the day after pool closing (9/8) or after the next BOD meeting (9/23). Jeannette said since the committee specified “after pool closing” it would mean 9/8. In a vote of 3-2 the motion failed.

Kelly then moved that the clubhouse open for VOW committees before the pool closes. It was seconded by Ray. Discussion: this would serve as a trial period to develop our reservation system. In a vote of 3-2 the motion passed. The Clubhouse Committee will complete their guidelines for opening the clubhouse during Phase III and email them to the BOD for consideration and adoption. The clubhouse will not open until the guidelines have been adopted.

1. Kraken pool use: Kraken swim team, which is composed of VOW youth, has used the pool for 8 years. It is under consideration whether it should be legally separated from the VOW HOA. (Kraken supports itself and has received no funds from the HOA but is allowed to use the pool). This may require a pool use agreement.
2. Grounds budget changes: It was moved by Mark to allow the Grounds Committee to move expenditures in their approved budget which would not change the total amount previously approved by the BOD. It was seconded by Jeannette. In a vote of 5-0 the motion passed.

Announcements: The RV/Boat Storage Lot Rules were updated, approved and went into effect on July 1, 2020. The next VOW BOD meeting is September 23. We do not know at this time if it will be a ZOOM meeting.

The meeting was adjourned at 8:52 and the BOD went into Executive Session.

The meeting was reconvened at 9:47.

1. Ray moved to deny the request by case number 2020JEX to waive attorney fees, late fees and interest concerning delinquent HOA dues. It was seconded by Kelly. The motion passed 5-0.
2. Ray moved to allow case number 2020JEX a three month payment plan for the incurred expenses. Kelly seconded the motion. The motion passed 5-0.

*Diane will notify the homeowner of the denied waiver and the approval of the payment plan.*

1. Ray moved that the RV/Boat Lot tenant provide a lease agreement, utility bill for his VOW address and new application for the RV/Boat Lot. It was seconded by Kelly. The motion passed 5-0.
2. Since we are unable to hold ARC violation hearings at this time, Ray moved that we continue to follow up after 15 days with another certified letter. Mark seconded the motion. The motion passed 5-0.

The meeting was formally adjourned at 9:54.

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **The Villages of Westminster Homeowners Association** |  |  |  |  |
|  |  |  | **Treasurer's Report** |  |  |  |  |
|  |  |  | **For The Five Months Ending May 31, 2020** |  |  |  |  |
|  |  |  | ------------------------ |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | **Actual YTD** |  | **Budget YTD** |  | **Variance YTD** |
|  |  |  |  |  |  |  |  |
| ***INCOME*** |  |  | $ 96,792 |  | $ 80,769 |  | $ 16,023 |
|  |  |  |  |  |  |  |  |
| ***EXPENSES:*** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Expenses - Gen & Admin | | | 19,749 |  | 19,307 |  | 442 |
| Expenses - Pool | |  | 16,149 |  | 11,867 |  | 4,282 |
| Expenses - Utilities | |  | 8,261 |  | 8,729 |  | (468) |
| Expenses - Maintenance | | | 2,947 |  | 8,769 |  | (5,822) |
| Expenses - Contract Service | | | 31,284 |  | 20,025 |  | 11,259 |
|  | Subtotal - Expenses | | 78,390 |  | 68,697 |  | 9,693 |
|  |  |  |  |  |  |  |  |
| ***RESERVE CONTRIBUTION*** | | | 16,321 |  | 12,072 |  | 4,249 |
|  |  |  |  |  |  |  |  |
| ***SURPLUS (DEFICIT)*** | |  | $ 2,081 |  | $ - |  | $ 2,081 |
|  |  |  |  |  |  |  |  |
| **ASSETS:** |  |  |  |  |  |  |  |
|  | HOA Operating Assets: | |  |  |  |  |  |
|  | Checking account | | $ 46,270 |  |  |  |  |
|  | Swim Team | | 1,525 |  |  |  |  |
|  | MMKT operating reserves | | 11,597 |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Replacement Reserves: | |  |  |  |  |  |
|  | MMKT for Capital Replacement | | 32,887 |  |  |  |  |
|  | CD (2) for Capital Replacement | | 62,059 |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Other Current Assets: | |  |  |  |  |  |
|  | Assessment & other receivables | | 8,161 |  |  |  |  |
|  | Prepaid Expenses | | 2,060 |  |  |  |  |
|  |  | Total Assets | $ 164,559 |  |  |  |  |
| **LIABILITIES:** |  |  |  |  |  |  |  |
|  | Accounts payable | | $ 953 |  |  |  |  |
|  | Prepaid Owner Assessments | | 19,735 |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **RESERVES:** | Total Reserves | | 106,542 |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **EQUITY:** | Prior Year | | 35,248 |  |  |  |  |
|  | Net income (loss) | | 2,081 |  |  |  |  |
|  |  |  | $ 164,559 |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| The income variance was from the trash program, RV/Boat lot fees, sale of pool heater and collection of legal fees.. | | | | | | | |
|  |  |  |  |  |  |  |  |
| The maintenance expense variance was from some services placed on hold or work done by volunteers. | | | | | | | |
|  |  |  |  |  |  |  |  |
| The contract service expense variance was from the trash program and landscaping mulch. | | | | | | | |
|  |  |  |  |  |  |  |  |
| The reserve contribution variance is from additional funds added for the reserve study and pool heater. | | | | | | | |
|  |  |  |  |  |  |  |  |

**Architectural Review Committee Report July 22,2020:**

* Raymond M. Gdovic, Treasurer of VOW Board, RV Lot Captain
* George Crawford
* Joe Glosson
* Jeannette Potter
* Charles & Pat Speigner
* Shannon Trochuck

The following items have been addressed and/or completed by the committee.

1. **ARC Violation Reports:**
2. In June a violation letter was sent by Berkeley Realty to a homeowner whose driveway had sunken and cracked. A second letter was issued in early July. I contacted the resident who was renting the house. They had no information regarding the status of repair.
3. In June a violation letter was sent by Berkeley Realty to a homeowner whose rear deck had collapsed and detached from the house. The outside of the house was also in need painting and cleaning. A second letter was issued in early July. I tried to contact the homeowner on two separate occasions, with no response.
4. In July a violation notice was received for an improper 8’ high rear fence. The homeowner was contact and has subsequently removed the fence.

Due to the COVID-19 pandemic, all ARC Violations are being taken on a case-by-case basis.

1. **ARC Applications for Improvements:**
2. An application was received for a backyard playset on N. Mayfair Cir. The site plan was reviewed with the homeowner. The application was approved.
3. An application was received for the replacement of decking to an existing deck along with the installation of a new floating deck and patio. I met with the homeowner to determine the location and the style. The homeowner is acquiring a building permit from JCC. The application was approved.
4. An application was received for the installation of side fencing on Tewkesbury Way. I met with the homeowner to determine the location and the style. The application was approved.
5. An application was received for the replacement of shutters and paint color change on Regents Park. An ARC Committee member met with the homeowner and approved the application.
6. **ARC Spring Clean-up Walk-Around:**

Due to the COVID-19 pandemic the committee has been deferred the neighborhood inspection until further notice.

**RV/Boat Lot Captain Report July 22, 2020**:

* Raymond M. Gdovic, Treasurer of VOW Board, ARC Chairman
* Co-Captain – James Hazlewood

The following items have been addressed and/or completed by the RV/Boat Lot Captain.

1. **RV/Boat Lot Rules, Rates and Regulations – Updated**
   1. The RV/Boat Lot Rules, Rates and Regulations have been updated and forwarded to Berkeley Realty. These are also available on the VOW website.
2. **New RV/Boat Lot Application & Instructions:**
3. On May 27, 2020 the Board approved a new RV/Boat Lot application following a work-group review and comment period. The new application is effective July 1, 2020.
4. **RV/Boat Lot Checklist:**
5. A checklist was provided to Berkeley Realty to follow when a RV/Boat Lot Application is received.
6. **Lot Availability & Waiting List:**
   1. There are currently 3 spaces available: two (2) 20-foot spaces; one (1) 10-foot spot.
   2. One (1) 40-foot space may become available in a few weeks.
   3. There is one resident on the waiting list for a 20-foot space. The boat is to be delivered by August 1st.

**VOW HOA BOD Meeting July 22, 2020**

**Clubhouse Committee Report**

Clubhouse Committee Members: Jeannette Potter, Ann Johnson, Linda Cole, John Barbie, Rose Przybysz and Lydia Marin

The clubhouse was closed for use or rental in March of this year due to the COVID-19 shutdown guidelines issued by the office of the Governor. Clubhouse Committee members have continued to move the trash toter each week for pickup and monitor the clubhouse from the exterior. Once the pool opened, Kelly Coronel took over the trash duty. Since Jeannette needs to enter the clubhouse to change the message board, she checks on the interior periodically.

Recently the clubhouse furniture was rearranged to allow 6 feet of social distancing for visitors in order to determine the acceptable capacity. It was determined that the clubhouse can accommodate 19 visitors maintaining a distance 6 feet from one another if the people sitting at the three tables did not sit close to the table. Phase Three COVID-19 guidelines for social events, COVID safety guidelines and a new floor plan were placed on the kitchen counter.

However, the clubhouse shares an entrance space and restrooms with the pool. The capacity for the pool and deck at this time is approximately 50. If there was an event at the clubhouse while the pool is open, we would need to limit the pool capacity to allow for social distancing. The Clubhouse Committee does not feel it would be fair to VOW residents if they were not allowed to use the pool so non-residents could use the clubhouse. (According to the reservation guidelines, only one VOW resident needs to be present to reserve the clubhouse.) It is for this reason that the Clubhouse Committee recommends that he BOD votes to continue to keep the clubhouse closed during pool season. We will continue to work on ways to open the clubhouse safely once the pool closes or if COVID-19 restrictions are eased.

**VILLAGES OF WESTMINSTER**

**BOARD MEETING JULY 22, 2020**

**GROUNDS MAINTENANCE COMMITTEE REPORT**

***KEEPING THE VILLAGES BEAUTIFUL***

RECENT ACTIVITY:

TREE REMOVAL WAS ACCOMPLISHED AT THE MAYFAIR ENTRANCE TO FACILITATE REPLANTING AND CLEAR THE OBSTRUCTIONS AROUND THE STREET LIGHT AND SIGNS.

REPLANTING WAS COMPLETED AT THE VILLAGE SIGNS FOR KENSINGTON, CAMBRIDGE AND OXFORD.

THE LACK OF IRRIGATION IN OXFORD HAS REQUIRED MANUAL WATERING.

PLANTS AT SOMMERSET WERE PRUNED.

PROJECTS UNDERWAY:

AN INSPECTION OF THE STORMWATER STRUCTURES (BMPs) HAS BEEN ORDERED.

TREE TRIMMING HAS BEEN AUTHORIZED ALONG WELLESLEY BLVD. IN SOMMERSET, WHERE THE BRANCHES OF THE WILLOW OAKS HANG LOW OVER THE ROADWAY.

TREE REMOVAL AND CLEANUP WILL TAKE PLACE WHERE THE COMMON AREA REACHES WEATHERSFIELD.

SIMILAR WORK MAY BE DONE AT CHELSEA CRESCENT, SINCE WILL MUST MOVE THE CREPE MYRTLE PRUNING TO THE WINTER (EARLY 20210.

TOPICS FOR BOARD CONSIDERTION:

MANAGING OUR GrEEN SPACE: A NEW APPROACH TO DEALING WITH ENCROACHMENT

MOST OF OUR COMMON AREA IS GREEN SPACE. THE MAJORITY OF WHICH IS UNDER A CONSERVATION EASEMENT TO JAMES CITY COUNTY. THE HOA, AS MANAGER OF THE SPACE, IS OBLIGATED TO ABIDE BY THE RESTRICTIONS STATED IN THE EASEMENT. THE HOA IS RESPONSIBLE FOR ANY VIOLATION OF THE RESTRICTIONS, REGARDLESS OF WHO MAY HAVE CAUSED IT.

GROUNDS MAINTNENACE, AS YOUR AGENT FOR MANAGING THE GREEN SPACE, OCCASIONALLY COMES ACROSS AN ENCROACHMENT, WHEN PLANNING A PROJECT OR RESPONDING TO A HOMEOWNER REQUEST.

WORKING WITH RAYMOND, WE HAVE AGREED THAT ANY SITUATION THAT INVOLVES A HOMEOWNER SHOULD BE HANDLED UNDER THE ARC PROCESS.

GROUNDS WILL IDENTIFY THE ISSUE AND ADVISE THE HOMEOWNER. ANY NECESSARY FOLLOWUP WILL TAKE PLACE ACCORDING TO THE ARC PROCEDURES.

WE RECOMMEND THAT THE HOA EDUCATE ALL HOMEOWNERS OF OUR OBLIGATIONS. See separate memo.

SCOPE OF THE 2021 LANDSCAPE CONTRACT:

THE ANNUAL CONTRACT COVERS LAWN MOWING & TRIMMING, LEAF BLOWING, LIGHT PRUNING OF TREES AND PROSEEDING, FERTILIZATION AND WEED CONTROL) AND THE APPLICATION OF MULCH.

THE ISSUE: PORTIONS OF THE LAWN AREA BETWEEN THE BLVD. AND THE RESIDENTIAL PROPERTY LINES ARE NOT CURRENTLY RECEIVING ALL OF THE SERVICES IN THE CONTRACT. ( LIKEWISE IN CLUBHOUSE/POOL/FIELD AREA.)

1, THE WORK IS BEING DONE BY THE HOMEOWNER OR 2. THE WORK IS NOT DONE AT ALL. .

PROPOSED SOLUTION:TO ADDRESS THIS MATTER IN THE NEW CONTRACT, WE PROPOSE TO MEET WITH THE ADJACENT PROPERTY OWNERS TO AGREE UPON THE BOUNDARIES AND THE WORK THAT IS REQUIRED.

IMPACT: IT IS LIKELY THAT THE NEW CONTRACT WILL BE MORE EXPENSIVE, AS ADDITIONAL LAND WILL REQUIRE ATTENTION. SOME HOMEOWNERS MAY BE SURPRISED TO LEARN WHERE THEIR PROPERTY LINES ARE.

WE WILL NEED TO HAVE HOMEOWNER AGREEMENTS AND A DRAFT CONTRACT FOR YOU BY THE SEPTEMBER MEETING, TO ALLOW FOR FUNDING ESTIMATES FOR THE 2021 BUDGET MEETING IN OCTOBER.

PROJECTS FOR 2021:

WE WILL BE PREPARING A PACKAGE OF PROPOSALS FOR YOUR REVIEW.

IT WOULD BE HELPFUL IF YOU WOULD:

SUGGEST A BUDGET TARGET FOR THE GROUNDS MAINTENANCE ACCOUNTS

ALLOCATE EXTRA FUNDS TO IMPLEMENT THE ARBORIST REPORT RECOMMENTATIONS

IDENTIFY NEW PROJECTS YOU WISH US TO CONSIDER:

EROSION CONTROL ALONG THE BLVD. OR IN THE CLUBHOUSE AREA

LANDSCAPING AT THE POOL/CLUBHOUSE

THANK YOU.

JRH 7/13/20

**Communications Committee Report July 22, 2020**

The Communications Committee continues its focus on compiling a complete listing of email addresses for owners and renters in the community. Starting with a list from the management company that consisted of 271 emails, Eric Meyers determined that 30 of those addresses were invalid.

We have since added 34 additional email addresses to the list; we've also had 9 people unsubscribe. With the remaining email addresses, we're averaging about a 60 percent opening rate on our outbound email communications.

We'll be adding an email signup link to the website between now and the next Board meeting.

Communications on Facebook and Next Door continue to occur regularly, on an as-needed basis.

**Pool Committee Report July 18, 2020**

**Pool Committee:**

● Kelly Coronel, VP of VoW Board and Pool Liaison

● Heide Julio

● Shannon Truchuck

Due to COVID-19 the VoW Pool has opened and we are going into our third week of operation.

We have the following in place prior to you entering the pool as well as general information:

● Sign In Table with Volunteer

○ We are at the entrance to the ClubHouse with the table and Volunteer

■ At the table our residents will fill out a Waiver (one per person and only

needs to be filled out once) and a COVID Screening Form (this MUST be

filled out each time you enter the pool--one form per person)

■ The table has a bottle of Clorox, Paper Towel and Hand Sanitizer

■ COVID Signs through the CDC

■ Pool Rules

● The shifts for the volunteers are 90 minutes and we encourage everyone to take a shift so that the pool can remain open.

○ If we have a shift with NO volunteer then the pool will close until a volunteer is on a shift.

■ So far we have not had to close the pool.

● Sign Up Genius

○ Corrine was amazing in putting together the schedule for the VoW Pool. It is

easy to work and signing up is going smooth.

○ She created a QR Code that is on the white board as you enter the pool.

● Pool Pass

○ We have been issuing passes for those that have either misplaced and or have

not received.

■ I will go to Berkeley tomorrow to pick up additional passes as we have

issued everything we had been given.

● Lifeguards

○ Continental has done a great job with providing Lifeguards.

● Pool

○ The pool looks amazing with all the work that was done this past fall.

We have purchased $1,194.89 in supplies (supplies required for COVID, printing of the forms and or items that we would have purchased in a normal year).

● Purchases that would have been needed with our without COVID

○ Red Umbrella (lifeguard) @ $148.00

○ Garbage Bags @ $30.96

○ Broom @ $9.99

○ Pool Water Test Kit @ $80.15

○ Total $269.10

● Printing of Forms (Waivers and COVID Screening) @ $313.51

● Supplies that are required by the CDC and or needed to ensure that we were

following the guidelines for Phase 3 @ $612.28

○ Gloves

○ Masks

○ Clorox

○ Bleach

○ Paper Towels (we have purchased more than normal)

○ Heavy Duty Cleaner

○ Hand Sanitizer

○ 4’ Table

○ Small Black Table (this hold paper towels and clorox)

○ Sponges for Cleaning

○ Toilet Paper (we would have purchased this normally)

○ File Boxes and Dividers

Our volunteers have been amazing and we thank them for their support of the pool. Everything has been running smoothly. We are averaging about 50 people a day on a flow, which is normal for past years.

Our residents have been awesome with bringing their own chairs and or beach towels. They are also helping by wiping down their tables and hand rails as they exit the pool.

Overall we are having a great start to the summer!

Just a reminder that we need Volunteers in order to keep the pool open through Labor Day.