

VILLAGES OF WESTMINSTER
HOMEOWNERS ASSOCIATION, INC.

ANNUAL MEMBERSHIP MEETING

December 14, 2020

AGENDA

1. **CALL TO ORDER – 7:00 PM**
2. **INTRODUCTION**
3. **DETERMINATION OF QUORUM**
4. **PRESIDENT’S REPORT**
5. **SECRETARY’S REPORT**
 - APPROVAL OF MINUTES FROM 2019 ANNUAL MEETING**
6. **TREASURER’S REPORT**
 - REVIEW 2020 FINANCIAL ACTIVITY**
 - REVIEW 2021 BUDGET**
7. **ELECTION OF TWO BOARD MEMBERS**
8. **COMMITTEE REPORTS**
9. **MEMBER’S COMMENT PERIOD**
10. **ANNOUNCEMENT OF ELECTION RESULTS**
11. **ADJOURNMENT**



Homeowners Association Inc., Annual Meeting Minutes for December 16, 2019

The Annual Homeowners Association meeting was held on December 16, 2019 at Legacy Hall in New Town.

In attendance – BOD Members Patricia Duggan, Kelly Coronel, Jeannette Potter, Eric Myers, and Robin Wallace

Association Manager, Melinda Settle-Harris

The meeting was called to order at 7:09pm by the president, Patricia Duggan.

It was determined that our quorum was met with 92 votes.

Presidents Report – Pat D.

2019 was a Year of Accomplishments!

Grounds Committee really stepped up. After 20 years, it is starting to be time to pay more attention to our trees and aging irrigation systems. Dead shrubs were removed along the boulevard, common areas were cleaned up and we got on board with James City County's Resource Protection Area and easement requirements. Shout out to Jack Hostetter and Charlene Sheets, who almost single-handedly got the ball rolling and kept the momentum going! We all owe you a debt of gratitude.

The pool was resurfaced, following another successful season that also saw the expansion of hours to include early exercise swim for one half hour every day, plus a glow swim night.

The Social Committee hosted a July 4th parade and Fall Chili Cookoff and also provided a good bag that was raffled off at the pool opening.

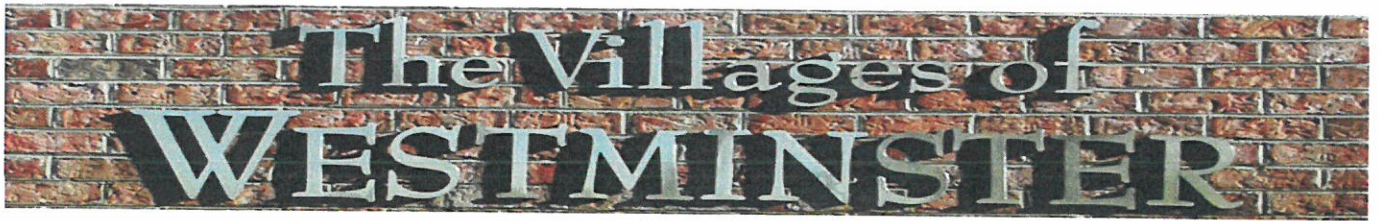
The ARC guidelines were revised and approved and the RV/Boat lot was regraded and new crushed rock was laid in the lot and the road leading to it. Thank you to Ray Gdovic for marking out the lot dimensions and personally making sure all the units in the lot were removed and then returned to the lot.

The VoW website was updated with great help from former Board Member George Colombo, who will continue to serve as our web guy with help from Eric Myers and Robin Wallace. The website is still a work in progress but is a much more user friendly site. We will continue to use Facebook and NextDoor Neighbor as well.

The clubhouse use remains steady at about 7-8 reservations per month. 31% of the time this use was by either the Board and HOA committee, 29% was private events, and 40% of the time was sanctioned groups, such as Girl Scouts, the Dames Red Hat Club, the Garden Club, our Kraken swim team, and Somerset & Village Bookies book club. We also completed the implementation of the electronic key pass system for the pool and clubhouse.

Primarily as a result of all of the Grounds work going on, we added the equivalent of worker's compensation insurance protection to cover our volunteers, added cyber security coverage, and expanded our directors and officers coverage to comply with Fair Housing Law requirements. This resulted in a change in our insurance provider. We also changed our legal services provider to up our collections activity in the area of past due accounts.

We still have a few major initiatives in line for 2020. The first is a potential renegotiation of our contract for property management services. Berkeley Realty Property Management has been our property manager since the beginning, but the Board feels it is prudent to look at options for alternate management firms, as well as considering the services we want and need, in light of a significant request for a fee increase. The second thing that will take up a lot of our attention is the 5 year review and adoption of a Capital Reserves Study which you may think of as a long term funding plan for replacement of depreciating assets.



Secretary's Report – Robin Wallace

Robin presented the meeting minutes from the 2018 Annual HOA meeting and they were approved as presented.

Treasurer's Report – Jeannette Potter

Jeannette gave a summary of the financial report including the 2019 financial activity as well as the 2020 budget that was previously approved.

Election of Two new Board Members

The Nomination Committee (Debra Downing, Donna Ward and Kathleen Gallion) moved to elect Mark Patton and Raymond Gdovic to the BOD by unanimous vote.

Committee Reports

ARC – Ray reported that effective June 1, 2019 the VoW BOD released the revised ARC which can be found on the website. The ARC consists of a chairman and 5 other members. The ARC received 7 violation notices this year as well as 7 application for various outdoor home improvements. The RV/Boat lot had new stone put down and the lot was regraded. Several trees were trimmed and pruned and some were identified for removal by a professional tree service. We hope to utilize the RV lot to its full income potential in 2020.

Pool – Kelly presented that we had a successful 2019 pool season. We had a new lifeguard and he was fantastic and hopes to be back next year. Lots of work is being done to the pool during the off season. Thank you to all those that volunteered and helped make the season great!

Clubhouse – Jeannette thanked the five members on the committee that helped with checking the clubhouse after rentals, taking out the trash each week, cleaning, painting, etc.

Social – Robin presented that the committee worked with Kelly to raffle off a goodie bag at the pool opening. Robin also thanked Kelly for organizing the July 4th parade. We also had a Fall Festival and Chili Cookoff this fall.

Grounds – Jack presented some background information on the Villages and explained that the HOA is responsible for the green space. The committee continues to be focused on the boulevard areas. Most of the 2019 budget was spent on fixing the irrigation system. New shrubs were planted at the entrance as well. Jack took time to thank the folks that have volunteered to help with the grounds committee and expressed that they are always in need of more volunteers. The committee will continue working with Ray regarding trees in the RV/Boat lot as well as with homeowners that have concerns about trees in common areas.

Communications – George presented info regarding our new VoW website. It is still a work in progress but is much more user friendly.

Pat took a moment to remind everyone that the trash program ends in February and home owners will be responsible for setting up their own trash services. The HOA is not making any recommendations for trash services. If homeowners wish to continue with County Waste they should just keep putting out their bins as usual and they will be billed directly by County Waste.

Homeowner Comment Period

An open forum was held and a number of comments and questions were addressed.

Karen stated that she doesn't check the website and would prefer a quarterly email with info. She also asked if the arbor at the pool entrance could be covered with a roof.

George Colombo thanked Robin and Eric for their time on the Board of Directors.

George Crawford suggested that the arbor at the pool be covered with plexi glass rather than a roof. He also asked if a shed has been purchased for the pool furniture and suggested that if and when one is purchased it should match the clubhouse.

Rose stated that the clubhouse is great but she would prefer if the bathrooms could somehow be enclosed with the clubhouse in the winter.

Debra expressed concerns about some trees that are leaning and may fall on her yard. Jack explained that trees in common areas cannot be cut down without approval by the county because of the conservation easement.



The Villages of WESTMINSTER

A resident asked why Berkeley was cancelling the trash program. Melinda explained that it was a burden to handle the admin work as well as all the calls, complaints and issues. Pat explained that the trash program has always been a voluntary program and residents were never required to use County Waste. John stated that he lives on Chelsea Crescent with a common area behind his house. He stated that some of the trees in the common area are overgrown and he is concerned that they may fall onto his fence or house. He wanted to know who is responsible for those trees. Per Pat, the homeowner would be responsible for any tree that falls on their property but the BOD is working to review trees of concern by a professional and act accordingly. They are working to get bids from arborists.

Thank you to Eric Myers and Robin Wallace for their time served on the Board of Directors and welcome to our new members Ray Gdovic and Mark Patton!!

Next Meeting will be on January 22, 2020 at 7pm in the VoW Clubhouse.

Meeting adjourned at 8:14pm and was followed with a brief organizational meeting of the new board.

**he Village at Westminster Homeowners Association, Inc.
Annual Meeting**

**December 14, 2020
PROXY**

The Villages at Westminster Homeowners Association, Inc., a Virginia non-stock corporation. Note: Proxies shall be deemed void if not signed and dated.

INITIAL ONE OPTION BELOW AND COMPLETE AS INDICATED

I. () I do hereby constitute and appoint Patricia Duggan, the President of The Villages of Westminster Homeowners Association, Inc., or if he/she not be in attendance the director or officer presiding over the meeting, to act, as my attorney-in-fact and proxy to attend the annual meeting of members scheduled for December 14, 2020 and any adjacent continuation of same meeting, for me and in my name, place, and stead, to cast the votes for which I may be entitled as a member and unit owner.

OR

II. () I do hereby constitute and appoint (please print name) _____ as my attorney-in-fact and proxy to attend the annual meeting of members scheduled for December 14, 2020, and any adjacent continuation of same meeting, for me and in my name, place, and stead, to cast the votes to which I may be entitled as a member and unit owner.

OR

III. () I do hereby constitute and appoint Patricia Duggan, the President of the Villages of Westminster Homeowners Association, Inc., or if he/she not be in attendance the director or officer presiding over the meeting, to act, as my attorney-in-fact and proxy to attend the annual meeting of members scheduled for December 7, 2020 and any adjacent continuation of same meeting, for me and in my name, place, and stead, to cast the vote for which I may be entitled as a member and unit owner, and, to the extent the below listed persons are nominated, I hereby instruct said proxyholder to cast my vote for the election of directors in favor of the following candidate who nominated prior to the meeting:

_____ Charlene Sheets

This proxy shall be revocable by the undersigned until it is exercised and may be revoked only by actual notice to the person presiding over the meeting that it be revoked. This proxy shall terminate after the first meeting held on or after the date this proxy is executed or any recess or adjournment of that meeting held within thirty days.

If Option I or Option II is selected above, this proxy is an uninstructed proxy, which means that the person who is appointed as attorney-in-fact and proxy may cast the undersigned's votes as such proxy chooses.

Owner (sign)

Date

Owner (sign)

Date

