

Villages at Westminster Annual Meeting Minutes December 14, 2020

Call to Order

The ZOOM meeting was called to order by President Pat Duggan at 7:05. Pat asked attendees to mute themselves and indicate in the chat feature if they wanted to speak.

BOD officers in attendance:

President Pat Duggan

Vice President Kelly Coronel

Secretary Jeannette Potter

Treasurer Ray Gdovic

Member at Large Mark Patton

Also in attendance Diane Clarq of Berkeley Property Management

Notice of this meeting was given pursuant to Article III of our Bylaws and in accordance with the Code of Virginia §55.1-1832 on Use of Technology. We apologize for post office delays; notice was mailed by regular mail on December 1, plus posted on our website, social media, and sign board, as well as direct email to those we have on our mailing list.

Determination of Quorum: In order to conduct the Annual Meeting a quorum of 20% of the 381 households in VOW must attend or give their proxy to an attendee who is an eligible voter. It was determined that a quorum had been established with 71 proxies and 30 attendees who were eligible to vote.

Officer Reports

President's Report: Pat gave a brief oral report. The written President's Message is included in full.

Secretary's Report: Jeannette indicated that VOW residents had received a copy of the minutes for the 2019 Annual Meeting in their meeting packets. Attendees were given a couple of minutes to review them. There were no corrections and the minutes were approved as written.

Treasurer's Report: Ray gave a brief report. Written report is included in full.

Candidates for the 2021 BOD:

Charlene Sheets submitted an application to run for the board. In her speech, she expressed her desire to give back to the community she has lived in for 20 years now that her children are grown. She has previously served on the Grounds

Committee. Since there were two BOD positions open and Charlene was the only candidate, Jeannette Potter moved and Deborah Downing seconded to elect Charlene unanimously. There were no objections and the motion passed.

Pat asked if there were any nominations from the floor.

Corinne Picataggi nominated Pat Duggan and she accepted the nomination. Kelly Coronel stepped in to conduct the election. It was moved by Ray Gdovic and seconded by Mark Patton that Pat be elected unanimously. There were no objections and the motion passed.

Congratulations to the VOW 2021 BOD: Kelly Coronel, Ray Gdovic, Mark Patton, Charlene Sheets and Pat Duggan.

Committee Reports:

Committee Chairs or designees gave brief oral reports. Complete written reports for ARC, RV/Boat lot, Communications, Clubhouse, Social, Pool, and Grounds are included.

Garden Club: see written report

Kraken Swim Club: oral report given by Corinne Picataggi

Thanks to the HOA for allowing 20 families and participants to use the pool. The team had COVID rules in place and all remained healthy. Many members of the team have aged out. Meetings concerning the future of the Kraken club will be held in the spring.

Homeowners Comment Period:

Mark Patton stated that the increase in dues was partly due to the increase in landscape management and tree maintenance. Another factor affecting dues was the increase in fees from Berkeley Property Management.

This writer would like to note that there were many homeowner comments in the ZOOM chat box thanking the members of the board and other volunteers for their hard work and dedication. Secretary Jeannette Potter

The meeting was adjourned at 8:45 PM.

President's Message from Pat Duggan
Annual Meeting 2020

As we come to the end of another year, it's natural to take a quick look back to celebrate our successes and to evaluate ways we can improve. For me personally, it is also the end of a 3-year term on the Board, so my look back goes beyond this crazy COVID year!

When I joined the Board in 2018, my goals were simple, I thought. I wanted to create a stronger sense of community within the Villages, and to restore some of the beauty that others told me about from the days when our neighborhood was new. Maintenance of our Common Area grounds had been largely deferred for many years, and it was time to prioritize that work. We also discovered that attention to our founding documents, such as our Architectural Guidelines, and RV/Boat Storage Lot regulations, and the primary communication method, our web site, were in need of updating. This was in addition to the regular maintenance items such as keeping our pool usable and our ponds in working order. Plus, the work of updating our Capital Assets Reserve Study was due. Did I mention that we also saw the change in assignments of our property manager? And then came COVID, requiring we develop a new plan for using the pool and clubhouse.

It has been quite the ride.

People think that serving on a Board like this is a thankless job, and no one wants to do it. I say, Wrong!! I asked for volunteers, and I got them. From every village, and every generation, from owners to renters, from retired to those starting out with young families, men and women alike. We had an Eagle Scout project completed (the painting of the end caps of our medians), we cleaned up brush and weeds in our common areas, paperwork was updated, water aerobics were

experienced, the website was refreshed, chili was consumed, parades were enjoyed, costumes were worn, and houses were decorated.

I didn't do that. The Board didn't do that. WE, the Villages, did that.

When we moved here 7 years ago this week, we were enchanted with the Villages. We felt so excited to get a deal on a house here. When my husband died less than a year later, I found myself connected to a network of supportive neighbors. When the Board had a vacancy three years ago, I wanted to give back, to show my appreciation and gratitude for the great fortune I felt for living here.

Like everyone, I suppose, it's my nature to whine and complain and express my frustration sometimes. Some of you have been the beneficiaries of that! But as Ann Landers would advise: Are you better off with it, or without it? We are better off - much, much better off - with the work of our Board, acting in our best interests, preserving property values, providing a beautiful and safe environment.

Thank you for the trust you have placed in me for these past three years. I have prepared a list of pending projects and ideas for new ones to the members remaining on the Board. There is work to be done.

**The Villages of Westminster Homeowners Association
Treasurer's Report
For The Ten Months Ending October 31, 2020**

	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Variance YTD</u>
<u>INCOME</u>	\$ 173,056	\$ 161,538	\$ 11,518
Swim team income	<u>703</u>	<u>-</u>	<u>703</u>
Subtotal - Income	173,759	161,538	12,221
 <u>EXPENSES:</u>			
Expenses - Gen & Admin	43,748	38,615	5,133
Expenses - Pool	27,428	23,733	3,695
Expenses - Swim team	1,326	-	1,326
Expenses - Utilities	17,557	17,459	98
Expenses - Maintenance	15,585	17,537	(1,952)
Expenses - Contract Service	<u>46,002</u>	<u>40,050</u>	<u>5,952</u>
Subtotal - Expenses	151,646	137,394	14,252
 <u>RESERVE CONTRIBUTION</u>	 <u>28,665</u>	 <u>24,144</u>	 <u>4,521</u>
 <u>SURPLUS (DEFICIT)</u>	 <u>\$ (6,552)</u>	 <u>\$ -</u>	 <u>\$ (6,552)</u>

	<u>10/31/2020</u>	<u>12/31/2020</u>
<u>ASSETS:</u>		
HOA Operating Assets:		
Checking account	\$ 64,266	\$ 93,817
Checking account - Swim Team	903	1,525
MMKT operating reserves	11,597	20,404
Replacement Reserves:		
MMKT for Capital Replacement	37,994	21,047
CD (2) for Capital Replacement	62,344	62,059

TO: VOW Board
FROM: Raymond M. Gdovic
DATE: December 14, 2020
SUBJECT: 2020 Architectural Review Committee – Annual Report

Architectural Review Committee:

- Raymond M. Gdovic, Treasurer of VOW Board, RV Lot Captain
- George Crawford
- Jeanette Potter
- Charles & Pat Speigner

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

1. ARC Violation Reports:

A) The Architectural Review Committee received ten (10) violation notices in 2020. Nine (9) violations have been corrected and require no further action. One (1) violation has not been corrected and is being monitored.

2. ARC Applications for Improvements:

A) The Architectural Review Committee received twenty (20) applications for improvement in 2020. Sixteen (16) applications have been closed and require no further action. Four (4) applications are currently open and being monitored for start dates.

3. ARC Spring Clean-up Walk-Around:

Due to the COVID-19 pandemic the committee has deferred the neighborhood inspection until further notice. However, on July 23, 2020 a Welcome Summer Letter was sent to all homeowners reminding them of the

TO: VOW Board
FROM: Raymond M. Gdovic
DATE: December 14, 2020
SUBJECT: 2020 RV/Boat Lot Captain – Annual Report

RV/Boat Lot Captain:

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

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

4. RV/Boat Lot Rules, Rates and Regulations – Updated

The RV/Boat Lot Rules, Rates and Regulations have been updated and forwarded to Berkeley Realty. New rates take effect January 1, 2021. These are also available on the VOW website.

5. New RV/Boat Lot Parking Application & Instructions:

On May 27, 2020 the Board approved a new RV/Boat Lot Parking Application. The new application is effective July 1, 2020.

6. RV/Boat Lot Checklist:

A checklist was provided to Berkeley Realty to follow when a RV/Boat Lot Application is received.

7. Lot Availability & Waiting List:

The new RV/Boat Lot Rules, Regulations, Application, Instructions and Checklist have led to a better utilization of the RV/Boat Lot. There is currently 1 space available, Lot #20 – 10 foot.

Communications Committee Report

Committee Members:

George Colombo

Eric Myers

Robin Wallace

Over the past year, the VOW HOA has been disseminating information to residents more regularly than it had been able to before. Our new website platform provides the HOA with more control than it had previously had over the site's content, allowing detailed information to be posted on a timely basis. This has been coupled with more regular email communication as well as more regular postings on social media.

While we've made significant strides in compiling an email database of owners and residents, there is considerable work that needs to be done in order to make our email list as useful as it needs to be.

The Communications Committee's most pressing priorities for the coming year ought to be the following (subject, of course, to direction from the Board:

Complete the compilation of our mailing list, including segmentation of mailing addresses for owners and renter residents.

Define the policies for controlling access to our social media sites, especially Facebook.

2020 Social Committee – Annual Report

Social Committee:

- Kelly Coronel
- Christine Gdovic
- Gerrie Hopkins
- Sharon Patterson

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

Fall Events:

- The VOW Community dumpster was provided on October 10th & 31st.
- The Chili Cook-Off and Halloween celebration held on October 31st was a huge success. The Social Committee provided hot dogs, chips, water, pumpkin decorating kits and trophies.

COVID-19 - Cancelled Events:

- A) Easter Egg Hunt
- B) Yard Sale (mid-April)
- C) Dumpster (weekend after yard sale)
- D) Welcome Summer cookout (w/ pool committee - Memorial Day)
- E) July 4th parade & cookout (w/pool committee)
- F) Labor Day cookout (w/ pool committee)
- G) Early October Yard Sale

Recent Events:

On November 29, 2020 a Holiday Decorating Contest notice was posted on the VOW Facebook and Next-Door Neighbor pages. Judging took place December 11-13. Winners were determined by three judges and the results are as follows:

Kensington

- 1st 4815 Powner Court, Shelton family
- 2nd 6272 Weathersfield Way, Kitchen family
- 3rd 6224 Weathersfield Way, Melzer family

Oxford

- 1st 4791 Regents Park, Frigault family
- 2nd 6251 St John's Wood, Heath family
- 3rd 4731 Regents Park, Turner family

Cambridge

- 1st 6127 S Mayfair Cir, Miller family
- 2nd 6265 N Mayfair Cir, Banks family
- 3rd 6217 N Mayfair Cir, Boiselle family

Somerset

- 1st 6336 Glenwilton, Maurer family
- 2nd 6360 Glenwilton, Galbraith family
- 3rd 6209 Chelsea Crescent, Peay family

Clubhouse Committee Report December 14, 2020

Committee Members: Jeannette Potter Chair
John Barbie
Ann Johnson
Rose Przybysz
Lydia Marin

As Chair of the Clubhouse Committee I would like to thank John, Ann, Rose and Lydia for their dedication in making sure our clubhouse is maintained and monitored.

The clubhouse committee continues to move the trash toter each week and check the clubhouse from the exterior. Jeannette checks the interior because she frequently enters to get the letters for the message board which are stored there.

The Clubhouse COVID Management Plan was recently amended to reflect Governor Northam's Executive Order 72. It will be posted on the website and on the bulletin board at the clubhouse.

Due to COVID the budgeted 2020 rental income for the clubhouse was far less than expected. We budgeted \$2,200 but the rental income for the clubhouse was only \$250.00.

We continue to pay the utilities and insure it is cleaned after any use.

Hopefully the clubhouse can open for rentals sometime in 2021. At this time we have the following volunteers for the 2021 Clubhouse Committee:

Jeannette Potter (who has volunteered to continue as Chair)
Ann Johnson
John Barbie
Rose Przybysz
Lydia Marin
Shannon Trochuck

Villages at Westminster Garden Club

The Garden Club only gathered 3 times this year due to the COVID 19 Pandemic. Our programs included Recycling, Wonders of the Great Dismal Swamp, and Homesteading. Yes, homesteading in Williamsburg, a young couple that grows all their own food.

For the Clubhouse Gardens we planted with both Spring and Fall flowers, along with some perennials. Maintained the plants with watering and pruning throughout the summer. Winterized and pruned in the fall. Also, installed a rock drainage ditch along the front of our clubhouse to help with erosion and beautification. HOA Board provided the funds and we provided the labor.

As of the end of 2020, we released the care and maintenance of the Clubhouse Gardens back to the HOA as our Club Membership is no longer able to physically do the work needed for upkeep.

We did hang the garlands, bows and wreaths at the main entrance of the Villages for Christmas. A new group needs to volunteer to “Hang the Garland” next year. Plus, maintenance of decorations.

A meeting is being planned for some time in 2021 to discuss the future of this club.



TO: VoW Board
FROM: Kelly Coronel
DATE: December 14, 2020
SUBJECT: December 14, 2020 Pool Committee Report

Pool Committee:

- Kelly Coronel, VP of VoW Board and Pool Liaison
- Heide Julio
- Shannon Truchuck

The December 14, 2020 Pool Report is an overview of the September Report, which outlined the season.

The VoW Pool had a successful/fun season this year even with the COVID Guidelines that we were required to follow and maintain. Very proud of how successful the season was and a very special "THANKS" to all of our volunteers...there would not have been a pool season if we did not have the support of the volunteers...thank you!

- Pool Season: July 6 through September 7, 2020
- Volunteers:
 - We had (55) members to volunteer during the pool season
 - As with anytime you have volunteers we seem to have the same 7-10 people that worked daily and or worked double shifts.
 - What we were impressed with was the older teenagers that came out to volunteer as well as the adults.
 - The most amazing part of volunteering is how many residents we met and got to know. We have amazing residents in VoW.
 - Not to mislead but once the swim team finished their season we were struggling with getting times filled but we did seem to fill the slots at the last moment.
 - The rule had been set that if we did not have a volunteer then the pool would close.
 - We had a few times that the pool closed due to weather, hurricane and or no volunteer.
- Lifeguards:
 - Continental Pools did a great job again this year with our lifeguards and keeping the pool clean.
 - So many comments on how beautiful the pool looks with the renovations that were completed last year as well as our lifeguards for the season

- Supplies:
 - We had purchased cleaning sprays, hand sanitizer, paper towels, toilet paper, gloves, and printing of COVID/Waiver Forms. We had more than enough for the pool season with plenty left over. These can be utilize when we open the Clubhouse.
- Bathrooms:
 - Bathrooms overall were not used as often as in the past. Our volunteers made sure they were kept clean at all times.
- Waivers
 - We had (300) members fill out waivers (members not homes)
- Attendance:
 - The following is the daily attendance for the VoW Pool (this is based on COVID Forms that were filled out for each day)

	July	August	September
1st		25	8
2nd		61	38
3rd		16	40
4th		Closed/Hurricane	25
5th		36	40
6th	52	31	49
7th	54	39	75
8th	65	18	
9th	41	49	
10th	69	31	
11th	82	46	
12th	51	32	
13th	50	19	
14th	52	19	
15th	43	Closed/Rain	
16th	57	Closed/Rain	
17th	46	53	
18th	52	32	

19th	58	23	
20th	49	26	
21st	46	18	
22nd	52	19	
23rd	38	55	
24th	47	30	
25th	40	42	
26th	53	26	
27th	53	40	
28th	40	21	
29th	54	13	
30th	59	46	
31st	25	18	

- Overall we heard positive comments throughout the season. No issues with the lack of chairs and or ability of floats and toys. Those that came to the pool had a good time.
- Repairs:
 - We do have some items that need to be repaired in the pool for 2021. If we give Continental the approval of these repairs prior to October 1, 2020 we will receive a 10% discount.
 - Remove and replace skimmer without equalizer (strongly recommended) @ \$1,370.00 each (\$2,740.00)
 - Continental Pools will provide all labor and material necessary to remove the existing skimmer unit and associated debris in the specified quantity.
 - Continental Pools will supply all labor and material necessary to install Swimquip U-3 Commercial Skimmer units as per manufacturer's specifications or comparable units based upon availability. All piping will be precision cut and solvent welded.
 - Continental Pools will pressure test the skimmer line to ensure proper connections.
 - Continental Pools will encase each skimmer in 3500 psi concrete reducing the possibility of thermodynamic movement relating to hydrostatic conditions.
 - The skimmer pads will have expansion joints at the pool and deck edges. The concrete will have a fine broom finish.

- We had a credit balance with Continental for a little under \$4,000.00 for unused hours of the lifeguards.
- Here is the account balance for Villages of Westminster.

INVOICE #	DESCRIPTION	PAYMENT	PAYMENT/REFUND
INV0325032	Management payment 1 of 6	\$3,600.00	\$(3,600.00) CK100511
INV0325033	Management payment 2 of 6	\$3,600.00	\$(1,292.00) CK100520
INV0325034	Management payment 3 of 6	\$3,600.00	\$(3,923.00) CK100534
INV0325035	Management payment 4 of 6	\$3,600.00	\$(3,600.00) CK100548
INV0325036	Management payment 5 of 6	\$3,600.00	\$(3,600.00) CK100566
INV0325037	Management payment 6 of 6	\$3,600.00	\$(3,600.00) CK100577
INV0329749	Service visit November 2019	\$323.00	\$(2,074.80) CK100582
INV0329750	Service visit December 2019	\$323.00	\$(3,600.00) CK100600
INV0329751	Service visit January 2020	\$323.00	\$(350.35) CK100608 (credit)
INV329752	Service visit February 2020	\$323.00	\$(850.00) May 2020 (credit)
INV0329753	Service visit March 2020	\$323.00	\$(2,700.00) June 2020 (credit July)
INV0345296	Parts	\$1,319.80	\$(450.00) 2020
INV0345297	Parts	\$755.00	
INV03456647	2020 Contract Chemicals	\$1,712.00	
INV0351960	Skimmer weirs, tube nut and clamp	\$125.35	
INV0351961	Pump discharge	\$225.00	
		\$27,352.15	-\$29,605.15
		\$(2,253.00) Refund Owed	

- Pool Contract for 2021
 - Pool Contract has been signed for years 2021 and 2022

Overall with the challenges we all faced with COVID the Pool Season was a success and many enjoyed the opening of the pool.

Great Season and thank you to everyone.

DRAFT