

Approved Board of Directors Meeting Minutes

November 18, 2020

The meeting was called to order at 7:05 by President Pat Duggan.

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

Also attended by Diane Clarq from Berkeley Realty Property Management, Jack Hostetter from the Grounds Committee and others.

Ground Rules for ZOOM meeting given by Pat Duggan:

The meeting agenda was posted on the VOW website and emailed to residents. 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. Anyone wanting to join the meeting at that time should email Diane Clarq.

Officers Reports:

President – Pat has been coordinating information for the BOD meeting, working with Berkeley and our lawyer concerning procedures for our annual meeting during this pandemic and recruiting candidates for the BOD. The sign for the Hostetter Memorial Garden has arrived. The sign will be placed at the garden across from the RV lot. Utility lines will be marked before the sign is installed. Board members need to send their contributions for the sign to Berkeley.

Secretary- Jeannette previously sent the minutes from the BOD meeting on September 23, to the BOD. There were no corrections. The BOD voted to approve the minutes. Minutes for the ARC hearing was emailed to the BOD and were approved as written. They will be sent to Communications for posting on the website.

Treasurer- Ray sent the report for the period ending September 30 to the BOD. The October information was not available. The September report stands approved. Report follows.

Committee Reports:

Committee chairs gave brief oral reports. Pat gave the report from the Communications Committee as submitted by George Colombo. All submitted written reports follow.

Pool Committee: Kelly gave an oral report for the Pool Committee stating that the approved work at the pool has been completed and the pool is being winterized. The pool furniture has been stored and covered for the off season.

Property Manager's Report:

Diane Clarq announced that Berkeley has offered to pay for the Hostetter Memorial Garden sign and also for its installation once the exact location has been determined. The BOD accepted their generous offer.

Homeowners Comment Period:

There were no homeowners who chose to comment.

Old Business/Completed Items since last meeting:

1. The parking lot project has been completed. The Eagle Scout project by Ronnie Littman of painting the ends of the traffic islands has also been completed. Pat noted that she has received calls from residents expressing their appreciation for Ronnie's work.
2. The Garden Club completed the rock installation at the clubhouse. It looks great and will solve the erosion problem from the roof run off.
3. The Clubhouse Management Plan for use by the BOD and committees during COVID was amended to include the new guidelines by the Governor and space for visitors to print

their names on the waiver and COVID screening forms. It was moved by Ray and seconded by Jeannette to approve the amended plan. The motion passed. It will be added to the clubhouse message board and placed inside the clubhouse. In addition, it will be on the website so all BOD and committee members can review it before reserving the clubhouse.

4. Fall dumpsters were a success. The dumpster on October 10th filled up in 15 minutes. The dumpster scheduled for October 17th was a no show due to a scheduling problem but was rescheduled for October 31th at a reduced rate.

Old Business/Action Items:

1. Call for nominations for the two BOD openings was scheduled to close on November 13 but will remain open. At this time no one has applied. The BOD and the Nominating Committee will continue to encourage VOW residents to apply.
5. Annual Meeting changes: Due to the COVID mandates from the Governor's office, an in-person meeting on December 14th is not feasible. The BOD voted to resolve that the Annual Meeting take place via ZOOM. Voting methods for new BOD members is being discussed.
2. Tree risk policy: VOW is surrounded by green space which we all enjoy but as the trees grow and mature they can sometimes become hazardous to people and property. The BOD and the Grounds Committee Chair, Jack Hostetter along with legal guidance has developed a tree risk policy. It was suggested that the policy be amended to state if the Tree Steward or BOD was not available to approve an evaluation by a licensed arborist and the tree was determined to be hazardous, the BOD authorize payment to the arborist for the evaluation. Mark moved to approve the policy as amended and it was seconded by Ray. The BOD voted to approve the policy as amended. It will be posted on the website and go into effect on January 1, 2021.
3. Pool contract for 2021: The contract with Continental was previously approved but the contract had to be revised to accommodate the increase in minimum wage.
4. Collections policy on dues: VOW has always had a policy concerning delinquent dues collections however it did not state exact time limits and some accounts were not addressed in a timely manner. It is the goal of the BOD to address delinquent accounts promptly so the amount due does not get out of hand. These guidelines were developed with the guidance of the VOW attorney. It was moved by Jeannette and seconded by Mark to approve the dues collection policy. The motion passed. It will go into effect January 1, 2021. Each homeowner will receive a copy with their new dues statement and it will be posted on the website.
6. Status of 2018 and 2019 financial reviews: Diane reported that the reviews are almost complete. She will review the report and forward it to Pat and Ray.
7. Conservation easements and RPA: The entire VOW neighborhood includes many conservation easements and RPA areas. The BOD and Jack Hostetter have been addressing this issue with the county and the regulations are quite extensive. Many residents are not aware of these areas and do not know if their property is affected. The BOD will send this information to homeowners at the beginning of the new year.

New Business:

1. Adoption of the budget for 2021: The annual BOD budget meeting was held on October 27, 2020. In order to collect enough funds to cover expenses and deposit the recommended amount into the reserve fund for the year 2021, it was determined that a 7.3% dues increase was necessary. This increase will result in annual dues of \$500 per household. It was moved by Ray and seconded by Jeannette to approve the 2021 budget. The motion passed. The new dues rate will go into effect on January 1, 2021. The budget will be mailed to each homeowner prior to the Annual Meeting.

2. BMP report: Jack reported that the inspection of our drainage ponds has been completed and our ponds are in good condition. Vegetation management around the ponds will be scheduled with our new landscaping company along with some follow up items in the spring.

3. Landscape contract: Jack described the process of the Grounds Committee as follows: To replace the existing contract that expires this year, the committee has completed an extensive effort to negotiate a new agreement for landscape maintenance of the common areas. The process involved updating detailed specifications from an original HOA document issuing a formal Request for Proposal to vendors recommended by our management company, holding a public bidders meeting, reviewing responses from four companies, issuing a letter clarifying our requirements, and reviewing the final responses. The committee requested prices for each task in the specification and compared responses. Visits were made to some of the properties used as references. The final decision took into account the content and quality of the responses, the responsiveness of the management team, the cost, and recommendations of those including Diane Clarcq, who were familiar with the work of specific bidders.

The Grounds Committee recommends the BOD accept the 3 year proposal from James River Grounds Management. It was moved by Ray and seconded by Mark to accept the proposal. The motion passed.

4. It was brought to the attention of the BOD that a resident had their RV at their home longer than the 72 hour limit. The owner was contacted and explained that the RV required maintenance that was taking longer than 72 hours. It is noted that maintenance cannot be done in the RV lot since there is no electrical service there. After some discussion it was decided that Ray and Mark will work on an addendum to cover such circumstances. The issue will be on the agenda for the January meeting.

This portion of the regular meeting was adjourned at 8:47 followed by an Executive Session. The meeting was reconvened at 9:15.

Jeannette moved that a second delinquent letter be sent to the homeowner owing \$259.38. Ray seconded the motion. The motion passed.

The meeting was adjourned at 9:20.

**The Villages of Westminster Homeowners Association
Treasurer's Report
For The Nine Months Ending September 30, 2020**

	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Variance YTD</u>
<u>INCOME</u>	\$ 157,925	\$ 145,384	\$ 12,541
Swim team income	<u>703</u>	<u>-</u>	<u>703</u>
Subtotal - Income	158,628	145,384	13,244
 <u>EXPENSES:</u>			
Expenses - Gen & Admin	35,799	34,753	1,046
Expenses - Pool	27,077	21,360	5,717
Expenses - Swim team	1,326	-	1,326
Expenses - Utilities	14,842	15,713	(871)
Expenses - Maintenance	15,437	15,784	(347)
Expenses - Contract Service	<u>43,060</u>	<u>36,045</u>	<u>7,015</u>
Subtotal - Expenses	137,541	123,655	13,886
 <u>RESERVE CONTRIBUTION</u>			
	<u>26,013</u>	<u>21,729</u>	<u>4,284</u>
 <u>SURPLUS (DEFICIT)</u>			
	<u>\$ (4,926)</u>	<u>\$ -</u>	<u>\$ (4,926)</u>

	<u>09/30/2020</u>	<u>12/31/2019</u>
<u>ASSETS:</u>		
HOA Operating Assets:		
Checking account	\$ 72,466	\$ 93,817
Checking account - Swim Team	903	1,525
MMKT operating reserves	11,597	20,404
Replacement Reserves:		
MMKT for Capital Replacement	39,857	21,047
CD (2) for Capital Replacement	62,059	62,059
Other Current Assets:		
Assessment & other receivables	4,563	3,201
Prepaid Expenses	<u>3,536</u>	<u>3,011</u>
Total Assets	<u>\$ 194,981</u>	<u>\$ 205,064</u>
 <u>LIABILITIES:</u>		
Accounts payable	\$ 2,818	\$ -

A/P -Rocks-Garden Club-Pool	-	-
Prepaid Owner Assessments	48,328	59,255
<u>RESERVES:</u>		
Total Reserves	113,513	103,510
<u>EQUITY:</u>		
Prior Year	35,248	36,402
Net income (loss)	<u>(4,926)</u>	<u>5,897</u>
	<u>\$ 194,981</u>	<u>\$ 205,064</u>

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 sale of pool heater.

TO: VOW Board
FROM: Christine M. Gdovic
DATE: November 18, 2020
SUBJECT: November 18, 2020 Social Committee Report

Social Committee:

- Kelly Coronel
- Christine Gdovic
- Kathleen Gallon (Resigned 09-29-2020)
- Debbie Downing (Resigned 10-01-2020)
- Gerrie Hopkins
- Sharon Patterson

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

1. Recent Events:

- A) The VOW Community dumper was provided on October 10th & 31st. Thank you to all the volunteers who helped residents unload their vehicles.
- B) The Chili Cook-Off and Halloween celebration held on October 31st was a huge success. We had 5 residents participate in the Chili Cook-Off. There were numerous children of all ages dressed up in their Halloween costumes. Thanks to the generous donations, we had plenty of candy to go around. The Social Committee provided hot dogs, chips, water, pumpkin decorating kits and trophies.

2. Upcoming Events:

- A) A suggestion is being presented to the Social Committee to have a community holiday light and yard decorating event to be enjoyed by both residents and guests.
- B) Another suggestion was to have a holiday scavenger hunt to look for particular holiday decorations throughout the VOW Community. A list of items to look for will be provided.
- C) A community wide donation drive for the Heritage Humane Society.

Communications Committee Report November 18, 2020

Submitted by George Colombo

Communications Committee:

George Colombo

Robin Wallace

Eric Myers

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.

TO: VOW Board
FROM: Raymond M. Gdovic
DATE: November 18, 2020
SUBJECT: November 18, 2020 ARC Report

Architectural Review Committee:

- Raymond M. Gdovic, Treasurer of VOW Board, RV Lot Captain
- George Crawford
- Joe Glosson (Resigned 09-01-2020)
- Jeanette Potter
- Charles & Pat Speigner
- Shannon Trochuck (Resigned 10-04-2020)

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

3. ARC Violation Reports:

- C) 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. A third letter was issued in October notifying and requesting the homeowner attend a BOD hearing regarding this violation. The BOD held a hearing on October 27, 2020 via a Zoom meeting as required by the Governing Documents. The homeowner chose not to response nor attend the hearing. The results of that hearing were delivered to the homeowner. A daily fine will be assessed beginning November 9, 2020.
- D) In August a violation letter was sent by Berkeley Realty to a homeowner for a window A/C unit. A second letter was issued in again in August. A third letter was issued in October notifying and requesting the homeowner attend a BOD hearing regarding this violation. The BOD held a hearing on October 27, 2020 via a Zoom meeting as required by the Governing Documents. The homeowner was in attendance and chose to remove the window A/C unit.
- E) In November a violation letter was received by Berkeley Realty for a homeowner who exceeded the normal 3-day period for a RV – Camper to be in their driveway. The homeowner contacted Berkeley to explain they were in the process of fixing a roof leak and that it was taking longer than anticipated. An estimated date of the removal of the camper was also discussed.

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

4. ARC Applications for Improvements:

- D) In May 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. The homeowner is now waiting until the spring of 2021 to start the work. Status: OPEN
- E) In June an application was received for the installation of side & rear fencing on Tewkesbury Way. I met with the homeowner to determine the location and the style. The application was approved. The side fences were completed. The rear fence will be installed upon the removal of two trees. Status: OPEN

On October 1, 2020, an application was received to correct improper drainage on the sides of a house on Glenwilton Lane. An ARC Committee member met with the homeowner and approved the application with the following conditions. The homeowner must maintain and monitor the water

- F) water overflow into the VOW common area from the two (2) 70 gallon dry wells for a period of six (6) months. Status: OPEN - Monitor
- G) On October 5, 2020, an application was received for the installation of side fencing on Powner court. I met with the homeowner to determine the location and the style. The application was approved. The installation has not started yet. Status: OPEN
- H) On October 8, 2020, an application was received for the installation of side and rear fencing on Barfleur Place. I met with the homeowner to determine the location and the style. The homeowner had JCC survey and mark the property because of the Resource Protection Area behind his house. The application was approved. The installation has not started yet. Status: OPEN
- I) On October 13, 2020, an application was received to install a temporary garage door fabric/screen on Regents Park. The application was approved. Status: CLOSED
- J) On October 27, 2020, an application was received for the installation of drain pipes and catch-basin boxes along the side of a house on Glenwilton Lane. I met with the homeowner to determine the location and the style. The application was approved. The work has not started yet. Status: OPEN.

5. ARC Spring Clean-up Walk-Around:

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

TO: VOW Board
FROM: Raymond M. Gdovic
DATE: November 18, 2020
SUBJECT: November 18, 2020 RV/Boat Lot Captain Report

RV/Boat Lot Captain:

- 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 and Co-Captain.

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

- a. The RV/Boat Lot Rules, Rates and Regulations have been updated and forwarded to Berkeley Realty. These are also available on the VOW website.

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

- F) On May 27, 2020 the Board approved a new RV/Boat Lot Parking Application following a work-group review and comment period. The new application is effective July 1, 2020.
- G) On October 2, 2020 a letter was sent to all the VOW RV/Boat Lot participants to remind them of the new RV/Boat Parking Application, Rules and Regulations and price increase taking effect January 1, 2021.
- H) A visual inspection of the RV/Boat lot was done on November 14, 2020. Jack was asked to contact the landscapers to remove the leaves within the fenced area. No other issues were noted.

8. RV/Boat Lot Checklist:

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

9. Lot Availability & Waiting List:

- a. There are currently 3 spaces available:
Lot #16 – 30 foot
Lot #20 – 10 foot
Lot #30 – 20 foot

Clubhouse Committee Report November 17, 2020

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

The clubhouse committee continues to move the trash toter each week and check the clubhouse from the exterior. Jeannette checks the interior. The committee recently had a work session. The windows were cleaned inside and out, the porch was washed to remove spider webs and the benches were washed. John purchased some outdoor cleaner which is now stored in the closet in the lifeguard room. Jeannette will purchase a new bottle for John and request reimbursement. The trashcans were washed and two were returned to the pool area. Jeannette touched up some paint on the columns and updated and cleaned the message board near the restrooms.

John made suggestions to the BOD to update the COVID plan for clubhouse rentals based on the Governor's recently updated guidelines due to an uptick in cases nationwide. He also recommended adding lines for a visitor to print their name on the COVID screening form and the waiver since written signatures are sometimes difficult to read. Members of the committee do not want to enter the clubhouse after rentals. Jeannette said she will check the interior after waiting 24-48 hours to ensure that waivers and screening forms were filled out and it was left in good condition. She will also ventilate the area and check the setting on the thermostat. If any further cleaning is needed, it is suggested that the renter be notified. At this point in time it is recommended that VOW committees be the only ones allowed to use the clubhouse and the committee chair be responsible for any additional cleaning.

Jeannette suggests that the BOD consider using this time when the clubhouse is not in use to make improvements to the interior. It is also noted that the white entrance pergola needs to be washed and painted in the spring before pool opening.

VILLAGES OF WESTMINSTER
BOARD MEETING NOVEMBER 18, 2020
GROUNDS MAINTENANCE COMMITTEE REPORT
KEEPING THE VILLAGES BEAUTIFUL

RECENT ACTIVITY:

SHRUBS AND GRASS WERE INSTALLED IN PORTIONS OF THE ISLANDS IN WELLESLEY BOULEVARD.
TASKS RECOMMENDED BY THE INSPECTION REPORT OF THE STORMWATER STRUCTURES (BMPs) WERE COMPLETED.
THE FIRST "NO DUMPING" SIGN WAS PLACED ON THE HOA LOT IN REGENTS PARK.

CURRENT PROJECTS:

A PLAN AND BUDGET FOR 2021 WAS SUBMITTED IN OCTOBER. WE RECOMMEND YOUR APPROVAL.

PROPOSALS FOR THE NEW LANDSCAPE CONTRACT HAVE BEEN EVALUATED AND OUR RECOMMENDATION IS ON YOUR AGENDA.

SMALL TASKS REMAIN FOR THIS BUDGET YEAR:

REPAIR OF THE IRRIGATION CONTROL WIRING FOR ZONES 10 & 11 AND
INSTALLATION OF A RAIN SENSOR.

ADDITIONAL MULCH TO CONTROL EROSION ALONG THE SIDEWALK IN SOMMERSET.

TOPICS FOR BOARD CONSIDERTION:

BUDGET APPROVAL – OUR PLANS FOR 2021 ADDRESS:
IMPROVING THE QUALITY OF LANDSCAPE MAINTENANCE;
TRIMMING TREES IN THE LANDSCAPED AREA AND AT THE BORDERS OF THE NATURAL LAND;
RENOVATING AND REPLANTING TURF. SHRUBS AND PLANT BEDS, AS PART OF OUR CLEANUP PROGRAM.

LANDSCAPE CONTRACT – A NEW THREE-YEAR AGREEMENT HAS BEEN SUBMITTED FOR YOUR APPROVAL.
IT INCORPORATES A DETAILED SPECIFICATION DOCUMENT, BASED UPON HISTORICAL RECORDS.
THE COST IS SOMEWHAT HIGHER THAN THE CURRENT AGREEMENT, BUT WITHIN THE BUDGET GUIDELINES.

EROSION CONTROL – WE HAVE SIGNIFICANT EROSION IN THE AREA AROUND THE CLUBHOUSE, POOL & PLAYING FIELD. IT WILL REQUIRE YOUR ATTENTION IN 2021.
ASSISTANCE FROM THE JAMES CITY COUNTY STORMWATER AND RESOURCE PROTECTION GROUP MAY BE AVAILABLE AS WE SEEK EFFECTIVE SOLUTIONS.

THANKS – TO THE BOARD AND THE COMMUNITY FOR YOUR SUPPORT OF OUR EFFORTS THIS YEAR.
JRH 11/7/20