**Villages at Westminster Homeowners Association**

**Regular Board Meeting**

**March 31,2021**

The meeting was called to order at 7:03 p.m. by President Kelly, Coronel. BOD Members in attendance: Kelly Coronel, Raymond Gdovic, Mark Patton, Charlene Sheets and Pat Duggan, Jack Hosteller (board member non-voting), Chuck Speigner (board member non-voting). Also attended by Diane Clarqc from Berkeley Realty Property Management.

The meeting agenda was posted on the VaW website and emailed to residents. The ZOOM link for the general meeting was made available to VaW 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 the Executive Session. Diane Clarqc of Berkeley Management will send the link.

**Officers Report:**

**President**: Kelly recommended a reminder that Spring Cleanup of homes and yards should begin. We have three new residents to our community. The Board Training with our Attorney took place in February. The Board received great feedback and will be making updates to the current board and committees.

**Secretary**: Charlene previously sent the minutes from the BOD meeting on January 27,2021. Kelly requested corrections. Pat Duggan moved that the minutes be approved as corrected. Raymond Gdovic seconded the motion. The BOD voted to approve the minutes with corrections.

**Treasurer**: Ray Gdovic reviewed the February Treasurer’s Report.

**Committee Reports:**

**ARC**: Chuck Speigner gave the ARC report. Multiple homeowners have submitted applications for improvements. Each will be reviewed case by case.

**RV Lot**: Ray Gdovic gave the report for James Hazelwood. The space number boards have been repainted and replaced. Space identifiers were replaced to ensure proper parking.

**Communications**: Pat Duggan reported a new social media volunteer to the committee, Corinne Picataggi. The committee will be working on a communication policy.

**Pool Committee**: Kelly Coronel gave the report. Continental Pools is anticipating opening our pool on Memorial Day subject to changes in COVID guidelines. Pool repairs will need to be completed before opening. Signs reflecting pool rules, NO Diving, Pool Capacity and Authorized Personnel are being purchased. The total for repairs and supplies will be $1845.80. Pat Duggan motioned to approve the expense. Raymond Gdovic seconded the motion. The Board approved the motion.

New Pool Committee Members were announced and include:

Chair: Corrine Picataggi

Heide Julio

Darcia Lezotte

Erica Lee

Till Kennon

**Clubhouse**: Kelly Coronel gave the clubhouse report. The Clubhouse remains closed due to COVID.

**Social**: Christine Gdovic gave the report. All future events will be dependent upon COVID restrictions at that time. The following events will be considered:

● VAW HOA Yard Sale April 10

● VAW Spring Dumpster April 17

● Welcome Summer Cookout Memorial Day

● July 4th parade and cookout at the Pool

● Labor Day cookout at the Pool

● VAW HOA October Yard Sale

● VAW Fall Dumpster

● Fall Festival and Halloween Celebration

● Holiday Decorating Contest

Kelly addressed the idea of the Yard Sale due to COVID. Resident concerns were voiced. Members of the Board voted in favor of the yard sale.

**Grounds**: Charlene Sheets gave the report. Landscaped Areas have been planned for Spring Cleanup. The Natural Land Area was toured by committee members and the JCC Stormwater and Protection Group. Steps will be taken to address dead trees, drainage and erosion issues and trimming trees and shrubs in the VDOT right-of way and HOA landscaped areas.

**Property Manager's Report:**

Diane Clarcq will address her report during the discussion of the agenda items.

**Homeowners Comment Period:**

Tom Junkin had a follow up to the Neighborhood Watch Program. He suggested surveying the residents to see the interest in reinvolvement in the Neighborhood Watch. Pat Duggan volunteered to meet with Tom to determine the best form of communication for this survey.

**Old Business:**

● Dominion Power: The Transmission Right of Way Agreement document was signed. The HOA will have received a check from Dominion for $10,000.00

● Power Washing of the major brick signs has been completed.

● The Spring Dumpster is set for April 17 from 8 a.m. until it is full.

● The Facilities Manager Team will continue to be a work in progress. Currently the team is Jack Hostetter, Mark Patton, Raymond Gdovic, Diane Clarcq and Kelly Coronel. ● Review of taxes for 2020: Two bids were taken, one from our current advisor and another from DeRoche, for a 2020 Tax Compilation and to complete the 2020 taxes. Raymond Gdovic motioned to hire our current tax advisor. Pat Duggan seconded the motion. The BOD unanimously agreed.

**New Business:**

● Open Board Position

Mark Patton will be stepping down from the board due to moving. The position will be until the end of the year, not the whole term. Anyone wanting to fill the position should contact Diane with Berkeley.

● Fictitious Name Certificate Change

Villages of Westminster is the common name of our community (it is on our sign), but the legal name is Villages at Westminster Homeowner Association, Inc.. Pat Duggan motioned to authorize our attorney to file the paperwork to legally recognize Villages of Westminster as an alternate name. Raymond Gdovic seconded the motion. The BOD unanimously voted to approve the motion. While both names will be legally recognized, moving forward our business name will be Villages at Westminster Homeowner Association.

● Service Contract on the Clubhouse/Pool Air Conditioner/Heater

No bids were returned for this inquiry at this time

● Infrastructure/Erosion

The first three will be discussed in detail at the Executive Meeting.

1. Pool Area Erosion

2. Chelsea Crescent Wetland Drain

3. Clubhouse Hill Erosion

● Pond Lighting Repair and Report of Blockage in Drain: Diane Clarqc received a bid to reassemble the fountain to the base. Pat Duggan motioned to approve the bid. Raymond Gdovic seconded the motion. The BOD did not unanimously vote to approve. ● Conservation Easements and RPA

Jack Hostetter spoke about the need to address what is Natural Land with our homeowners. Each homeowner’s plat specifies what is Natural Land adjacent to their property line. Each homeowner should be aware of restrictions to Natural Land areas. Determining the proper way to inform the homeowner will need to be further discussed. ARC guidelines could include this information as well as information in a Welcome Packet for new homeowners. Jack requested approval for the written document entitled Protecting our Natural Land dated March 2021. Pat Duggan motioned to approve the document. Mark Patton seconded the motion. The BOD unanimously voted to approve the document. Pat Duggan will meet with Jack to determine the best route of distribution.

● ARC Revisions were addressed by Raymond Gdovic to include size limitations for sheds proportional to the lot size and that they must match the siding and roofing of the homeowners home. More work is needed on the limitations before the board will approve.

● Pipe Lining

Two bids were received for repairs to the easement piping between 6268 and 6272 Tewkesbury. The BOA decided further information was needed to make a decision and the bills should be itemized for the work being proposed.

**Announcements:**

● Next BOD meeting will be Wednesday, May 12, 2021.

● VaW Events: The following events are scheduled but will be dependent upon the COVID Guidelines for Gatherings.

○ Easter Egg Hunt, March 28, 2021 (cancelled due to COVID) ○ Yard Sale, April 10, 2021

○ Dumpster, April 17, 2021

○ Pool Cleanup Day TBD

○ Grounds Cleanup Dy TBD

The meeting was adjourned at 8:51 p.m. followed by an Executive Session.

The Executive Session was called to order at 9:01 p.m. by Kelly Coronel. Kelly discussed the open board position. The new appointee would be a member at large until December 2021.

Infrastructure and Erosion throughout the VAW is the greatest concern. The board agreed that consulting a professional contractor was the best approach to each of the issues throughout the community.

The meeting was adjourned at 9:59 p.m.