

**Villages at Westminster Homeowners Association**  
**Board Meeting Agenda**  
**November 16, 2022**  
**7:00pm (Clubhouse)**

- 7:00pm Call to Order, Welcome, Quorum, Meeting Rules
- 7:04pm Officer's Reports:
- President (Kelly)
  - Secretary (Charlene)
    - Minutes of the September 28, 2022
  - Treasurer (Ray)
    - Financial Report, (September 2022 Financials)
- 7:15pm Committee Reports
- ARC (Chuck)
  - RV (James and or Ray)
  - Communications (Pat)
  - Pool (Kelly)
  - Clubhouse (Jeannette)
  - Social (Lauren Glascock)
  - Grounds (Charlene)
- 7:25pm Property Manager's Report (Kimberly and or TBD)
- 7:26pm Homeowners Comment Period **\*(see below to get heard at meeting)**
- 7:35pm Old Business
- Facilities Manager (Team) Update
    - Infrastructure/Erosion
      - Pool Area Erosion
        - Scott Massey (contractor) is currently waiting on materials to arrive. Our scheduled date for start is towards the end of November after Thanksgiving. The erosion at the retention pond will be done first and then the area at the pool afterwards.
      - Chelsea Crescent Wetland Drain
        - Currently, we have no change. Everything is draining correctly.
        - We are still waiting on VDOT.

- Sinkhole at the Retention Pond located behind 6172 S Mayfair
  - Scott Massey currently waiting on materials to arrive. This project will be done at the same time as the Erosion in the pool area but will be done first. Scheduled to be done towards the end of November after Thanksgiving.
- Weathersfield Natural Land
  - Charlene and I met with Robin from JCC and the violation has been lifted. Everything is good with the County for the Natural Land.
  - A letter had been sent to 6201 Weathersfield on their fence that is still encroaching the natural land. A copy of the letter was provided to JCC and this has been noted with the violation.
- Pond # 1 Fountain
  - The new fountain with lights has been installed but is not working. What you see is the old fountain.
  - Power cannot be connected due to the thick overgrown vegetation. We have to clear a pathway from the electric control panel to the pond's edge so we can get the fountain up and running.
- Pond #2 Aeration System
  - We are waiting on a proposal to fix the Aeration System.
- Clubhouse AC/Heat Unit has been installed
- VaW Committees
  - We are still looking to grow our committees with volunteers
    - The term for committee volunteers is 1 year. If you can only commit for certain dates and or projects we want you on the committee. Any help is greatly appreciated
  - The 2023 President will be announcing Committee Chairs and their committees January 1, 2023.

7:45pm

#### New Business

- SinkHole on the HOA Easement on 6172 S Mayfair
  - The Sinkhole has been growing quickly and it is near the driveway of the homeowner.
  - We received (2) bids from Concrete Jack and Longhill Excavating. An email was sent to the Board for a vote.
    - Pat motioned for the board to move forward with the proposal from Concrete Jack. Ray second the vote. The board unanimously voted to move forward with the proposal from Concrete Jack.

Charlene abstained from the vote as there would be a conflict of interest.

- VaW 2023 Budget
  - Board will discuss and vote
- Evernest Property Management
  - Contract with Evernest Property Management has been terminated. Our final date with them is December 31, 2022.
  - Currently, you cannot reach anyone in the office. No one is answering the phone and or returning messages.
  - I have been working with Kimberly Mills as she is the only left in the office as far as managers go. Kimberly has tried very hard to help me with everything I have been finding that needs a solution.
- Town Management
  - Town Management is our new Management Company. We will start with them on January 1, 2023
  - You will be receiving a letter from them letting you know about your VaW HOA dues and how they will be paid.
- Nominating Committee
  - The Board made the first call for 2 open board positions. We currently have 2 applicants but the board would consider all applicants.
- Proxy for the VaW Annual Meeting
  - If you cannot attend the Annual Meeting please reach out to a board member and provide your proxy for the Annual Meeting.

7:55pm

Announcements

- Annual VaW Meeting will be Monday, December 12th at the JCC Library on Crocker Road at 7:00pm
- Registration starts at 6:30pm
- A VaW Organizational Meeting of the new board will take place immediately following the VaW Annual Meeting on December 12, 2022.

8:00pm

Recess

8:15pm

Executive Session  
Reconvene Regular Session  
Adjournment

\*If you wish to participate in the Homeowner Comment Period, please let Kimberly Mills at Evernest (757-229-6810) and or [kmills@evernet.co](mailto:kmills@evernet.co) know by 1pm on Wednesday, November 16, 2022. During the homeowner forum, residents can comment on agenda items or mention a

topic they would like the Board to consider in the future. Call time limits, each is limited to 3 minutes. The President will call on the homeowner via the list compiled prior to the meeting.