

**Villages at Westminster Homeowners Association**  
**Board Meeting Agenda**  
**July 26, 2023**  
**7:00pm (Clubhouse)**

- 7:00pm Call to Order, Welcome, Quorum, Meeting Rules
- 7:04pm Officer's Reports:
- President (Kelly)
  - Secretary (Charlene)
    - Minutes of the May 17, 2023 VaW Board Meeting
  - Treasurer (Ray)
    - Financial Report, (May/June, 2023 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 Mills, Town Management)
- 7:26pm Homeowners Comment Period \*(see below to get heard at meeting)
- Social Committee Representative
    - Playground in the Field at the Clubhouse/Pool
- 7:35pm Old Business
- Facilities Manager (Team) Update
    - Infrastructure/Erosion
      - Pool Area Erosion
        - Update: the materials have finally arrived for the project but the concrete company was not available to complete the work prior to the opening of the pool. The work will begin once the pool closes in September. The timeframe for the job is estimated at 3 weeks.
  - 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
- Town Management
  - All RV Applications/Clubhouse go to Danielle Cooke with Town Management: [danielle@townmanagement.net](mailto:danielle@townmanagement.net)
  - All ARC Applications go to Kimberly Mills at Town Management; [kimberly@townmanagement.net](mailto:kimberly@townmanagement.net)
    - These applications can be located on the VaW Website
- Lighting in the VaW Community (discussion/possible vote)
  - Lighting will continue to be Old Business as we look at our finances each month and start to see what we can improve on our Lighting Proposal and when we can get the work completed.
- ARC Committee has been doing WalkThroughs of the Villages.

7:45pm

#### New Business

- BMP Inspections and Engineering on the Ponds (2)
  - We have in our Reserve Study that these are to be completed in 2020 and 2025
    - There was no BMP Inspection done in 2020
      - Solitude can do a BMP Inspection and Engineering on both ponds for the costs of \$1,500-\$2,000.00
        - We have \$2,500.00 for each pond in Reserve for 2020 (total of \$5,000.00 for both ponds)
    - Need a Motion, Vote
- Nominating Committee
  - Pat will lead the Nominating Committee
  - We have 2 Open Board Positions
- Rental of Pool (7pm-10pm)
  - The Clubhouse Committee (Jeannette) would like for the board to review the Clubhouse/Pool Rules for the Rental of the Pool during the hours of 7pm-10pm.
  - Revisit Required Deposit for the Rental of the Pool
  - Review rules of Alcohol at the Pool during the times of 7pm-10pm
- Budget Meeting, October 10, 2023 7pm
  - Existing Contracts for Renewal
    - James River Landscaping
    - Solitude

- Smith & Keene
  - Pest Control
  - Cleaning Service
  - Insurance
  - Taxes
  - Note: Kimberly has reached out to each of the above and we are getting pricing on contracts and other services for 2024. We have asked James River Landscaping for a multi year contract.
- Committee Chairs
  - Please take a look at your current budget and if you are good with the numbers ...great...if you have a wish list and it exceeds your budget number then come prepared to the Budget Meeting
- Annual Meeting Mailings
  - We will do our first mailing on October 25, 2023
    - Included in this mailing will be:
      - 2023 Annual Meeting Notice
      - 2023 Annual Meeting Agenda
      - Open Board Position Application
      - 2022 Minutes
      - 2023 Annual Meeting Proxy
  - We will do our second mailing on November 16, 2023
    - Included in this mailing will be:
      - Letter about the HOA Dues
      - VaW Past Due Balance Notice Guidelines
      - 2024 VaW Budget
  - Note: Both mailings will come from Town Management and will be mailed from Williamsburg
- Annual Meeting, December 12, 2023
  - Meeting will be held at the Crocker Library
  - Registration at 6:30pm
  - Meeting 7:00-8:00pm (library closes at 8pm)
  - VaW Operational Meeting 8:30pm (Clubhouse)
- Doggie Pot (Oxford Village)
  - We have had a few requests about getting a Doggie Pot added to the Oxford Villages.
  - We will need to have a volunteer that empties the pot each week and places the black garbage bag in the trash cans at the pool before we can add.
- Fall Festival
  - Due to the Clubhouse having a rental on October 28 & 29, 2023 the Social Committee is looking at alternative dates for the Fall Festival

- Fall Yard Sale October 7, 2023
- Fall Dumpster October 14, 2023

7:55pm

Announcements

- Pool Closes September 4, 2023
- Pool Erosion Project to Start at the Closing of the Pool
- Next Meeting will be Wednesday, September 27, 2023, 7pm, Clubhouse

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 Town Management (757-565-6200) and or [kimberly@townmanagement.net](mailto:kimberly@townmanagement.net) know by 1pm on Wednesday, July 26, 2023. 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.