

Villages at Westminster Homeowners Association
Board Meeting Agenda
September 27, 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 July 26, 2023 VaW Board Meeting
 - Treasurer (Ray)
 - Financial Report, (July 31, 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)**
- 7:35pm Old Business
- Facilities Manager (Team) Update
 - Infrastructure/Erosion
 - Pool Area Erosion
 - Update: It is now a work in progress
- 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
 - As we are approaching then of 2023 we have had volunteers transition off committee. In order to

keep our budget/dues down in costs we are in need of volunteers.

- Dominick Littman works with the Eagle Scouts and has offered his guys to help with the Opening of the pool as well as the Grounds Committee. We do need to give him 1-2 weeks advance notice.
- Town Management
 - All RV Applications/Clubhouse go to Danielle Cooke with Town Management: danielle@townmanagement.net
 - All ARC Applications go to Kimberly Mills at Town Management; 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.
 - The members of the ARC Committee as well as our other committees are Volunteers. They follow the guidelines outlined in our ByLaws, ARC Guidelines and direction from the board. If you receive a Courtesy Letter from Town Management please be kind and cordial when you call to discuss the letter. The Goal of the ARC Committee as well as other committees is to enhance and beautify the Villages at Westminster. We all have a responsibility to keep the outside of your houses, yards and driveways in a condition that you would not hesitate putting a For Sale sign up.
- BMP Inspections and Engineering on the Ponds (2)
 - Solitude has the order to complete...Waiting on a day that the work will be done
- Nominating Committee
 - Pat will lead the Nominating Committee
 - We have 2 Open Board Positions
- 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 Yard Sale October 7, 2023
- Fall Dumpster October 14, 2023

7:45pm

New Business

- Fall Festival
 - Fall Festival will be on October 15, 2023
 - Social Committee is posting to Social Media for details
- Incident at the Pool

- (4) kids jumping the fence twice
- Police were call
- Incident with Dog Biting Homeowner
- Pool Pump
 - We have (3) bids to replace the main pool pump and the wading pool.
 - This is in our Reserve Account for 2024
 - Pump has been running out all summer and blowing the circuit
 - Also learned a lot about our pump room when I met with one of the vendors.

7:55pm

Announcements

- Budget Meeting will be October 10, 2023, 7:00pm Clubhouse
- Next Meeting will be Wednesday, November 15, 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 know by 1pm on Wednesday, September 27, 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.