

**Villages at Westminster Homeowners Association**  
**Board Meeting**  
**September 27, 2023**

The meeting was called to order at 7:00 p.m by President Kelly Coronel. In attendance: Pat Duggan, Charlene Sheets and Chuck Speigner. Also present was Kimberly Mills from Town Management and others.

The meeting agenda was posted on the VaW website, was available at the meeting and emailed to residents.

**Officers Report:**

**President:** Kelly Coronel James River Landscape completed the Backflow inspection on the irrigation system. The system will be winterized in November. Kelly requested for Kimberly to request quotes to clean the sidewalks and the pool deck next spring. Lighting at the front of the neighborhood remains a top priority. Dog Pot #3 had a roll and a half stolen. Please be courteous of the bag usage.

**Treasurer:** Raymond Gdovic gave the Financial Report as of July 31, 2023.

**Secretary:** Charlene Sheets previously sent the meeting minutes from the BOD meeting that was held on July 26, 2023. One correction was made to the minutes. Raymond Gdovic motioned to approve the minutes. Pat Duggan seconded the motion. The BOD voted to approve the minutes.

**Committee Reports:**

**ARC:** Chuck Speigner - Chair gave the ARC report. The committee has conducted the semi-annual walk through of all three Villages and courtesy letters were sent by Town Management. There were very few ARC Applications for improvements received by the committee. The goal of the ARC is to keep the Villages at Westminster one of the most desirable neighborhoods in Williamsburg.

**RV Lot:** Raymond Gdovic gave the report for James Hazelwood-Captain. A visual inspection of the RV/boat lot was completed on 8/01, 8/20 and 9/10. No issues were noted. There is one ten foot space available.

**Communications:** Pat Duggan - Chair gave the Communications report. The committee met in September. The Board approved the Social Media and Internet Use Policies at the last BOD Meeting. They have since been posted online at the Villages at Westminster website. A Welcome to the Villages at Westminster facts page is in the

works and will be added to the VaW Website.

**Pool Committee:** Kelly Coronel gave the Pool Committee report. The pool closed on Monday, September 4, 2023. Continental Pools removed and stacked all the chairs and tables. They covered them with a tarp for the winter season. The pool covers have been placed on both pools. The water fountains will be removed and stored for the winter.

The following items are being suggested to be replaced or repaired for next season: (16) New Cover Anchors and (4) Skimmer Expansion Closures.

As a reminder, if you do not have a pool pass, contact Town Management. They do have pool passes available. A replacement pass has a \$25 replacement fee.

**Clubhouse:** Jeannette Potter- Chair gave the Clubhouse report. Committee Volunteers move the trash totes each week for pickup and frequently check the clubhouse doors. They clean when needed, add donated books to the little library, remove trash from the grounds and porches and pull weeds from the Clubhouse garden. Committee members inspect the clubhouse before and after rentals and inform Town Property Management if renters should be charged a cleaning fee. The clubhouse is used each month for Volunteer Committee meetings such as The Grounds Committee and ARC. Due to rodent activity, please remember to remove all food items at the end of all events.

The carpets are scheduled to be cleaned before the Fall season.

Two rentals were scheduled in August and September. There are several rentals scheduled for the Fall. Directions for applying to rent the clubhouse and/or pool are on the VaW Website.

The key card activation for renters is working. The Clubhouse Committee has requested to add the key card number on the rental form for easier activation.

**Social:** Kelly Coronel gave the Social Committee report for Lauren Glascock - Chair. The Social Committee is looking forward to a busy October! The neighborhood yard sale is scheduled for October 7th, with the dumpster to follow on October 14th. The Fall Festival will be held on October 15th at 4 p.m.

**Grounds:** Charlene Sheets - Chair gave the Grounds report. The Grounds Committee has completed several tasks. The pond area on the Boulevard was trimmed. Limbs, bushes and small trees were removed in preparation for landscaping at the corner of Regents and St. John's Wood. The irrigation system has been repaired and the control box was replaced.

Projects in process: Bids are being requested for the following projects: Removal

of the bushes at Barfleur corner and an addition of a Cherry Tree. Landscaping to control the erosion on the corner of St. John's Wood and Regents.

A Volunteer Work Day will be held October 14th to clean the beds of the Clubhouse and the St. John's Wood/Regents. A walk through of the neighborhood will be held October 13th to identify all potential Grounds Committee for the future. A comprehensive list is being prepared by the GMC for issues and needs for the James River Maintenance Contract renewal at the end of the year.

**Town Management:** Kimberly Mills has been requesting bids for contracts for 2024 in preparation of the upcoming Budget Meeting. She also addressed the app features. Any updates or corrections to your personal account should be emailed to Kimberly Mills at [kimberly@townmangement.net](mailto:kimberly@townmangement.net).

#### **Homeowners Comment Period:**

Homeowners inquired about the start date of the clubhouse erosion project. The supplies have been delivered and the project will begin as soon as the rain subsides. Lighting concerns were also addressed. A lighting project for 2024 will be addressed at the Budget meeting. The railings at the entrance were addressed. They will be cleaned or repainted.

#### **Old Business**

- Facilities Manager (Team) Update
- Infrastructure/Erosion
- Clubhouse Area Erosion
- Scott Massey has finally received all materials for the project. The work will begin when the rain subsides. The timeframe for the job is 3 weeks.

- VAW Committees

We are looking to grow our committees with volunteers. The term for a committee volunteer is one year. If you can only commit for certain dates and or projects we still want you on a committee. Any help is greatly appreciated.

Dominick Littman works with the Eagle Scouts and has offered his troop to help with the opening of the pool as well as the Grounds Committee. He does need a 1-2 week advance notice.

#### Town Management

Our HOA Management Company is Town Management. The address of the office is 1166 Jamestown Road Suite B Williamsburg, VA 23185.

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)

### Lighting in the VaW Community

Lighting will continue to be an old business as we look at our finances each month to see what improvements can be made to the lighting throughout the VaW.

### ARC Committee Walkthroughs of the Villages

The members of the ARC Committee, as well as other committees are volunteers. They follow the guidelines outlined by 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 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

Solitude has the order to complete the job and will schedule the work accordingly

### Nominating Committee

Pat Duggan will lead the nominating committee for the 2 upcoming open Board positions

### Budget Meeting, October 10, 2023

Existing Contracts for Renewal:

James River Landscaping

Solitude

Smith & Keene

Pest Control

Cleaning Services

Insurance

Taxes

Kimberly Mills has reached out to each of the above to get pricing for 2024 services. We have requested James River Landscaping for a multi year contract.

Committee Chairs should express the need for additional funding before the budget meeting if necessary.

- Annual Meeting Mailings

The first mailing will go out 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

The second mailing will go out November 16, 2023.

Included in this mailing will be:

Letter about HOA Dues

VaW Past Due Balance Notice Guidelines

2024 VaW Budget

Both mailings will come from Town Management and will be mailed from Williamsburg.

The Annual Meeting will be held at the Croaker Library on December 12, 2023. Registration will begin at 6:30 p.m. The meeting begins at 7:00 p.m. and will end at 8:00 p.m. due to the library closing. VaW Organizational Meeting will begin at 8:30 p.m. at the Clubhouse.

Addition of a Doggie Pot (Oxford Village)

We have received requests for an additional Doggie Pot in the Oxford Villages. A volunteer will be needed to manage the pot.

The Fall Yard Sale is scheduled for October 7, 2023. The Fall Dumpster is scheduled for October 14, 2023.

### **New Business**

- Fall Festival to be held on October 15, 2023. The Social Committee will post details on Social Media
- Incident of dog biting Homeowner. A letter of formal complaint was sent to Town Management requesting the Board to adopt a formal rule addressing aggressive animals. The incident was discussed openly. The Board will continue to discuss the matter in Executive Session.
- Pool Pump replacement. Three bids to replace the main pool pump and the wading pool. This will be paid from the Reserve Account in 2024.
- Incident at the Pool. The police were called to address the issue of 4 adolescents jumping the fence in the evening hours
- SinkHole at 6323 GlenWilton Lane. A proposal for repairs has been received. A motion to approve the bid by Massey Construction was made by Pat Duggan. Raymond Gdovic seconded the motion. The Board voted to complete the project.

The next Board Meeting will be Wednesday, November 15, 2023, 7 p.m., at the Clubhouse

### **Recess**

- The meeting went to recess @ 8:37 p.m.
- \*If you wish to participate in the Homeowner Comment Period, please contact Kimberly Mills at Town Management (757-565-6200) or [kimberly@towmmanagement.net](mailto:kimberly@towmmanagement.net) by 1 p.m. on the day of the meeting. During the homeowner forum, residents can comment on agenda items or mention a topic they would like the Board to consider in the future. Each comment is limited to 3 minutes. The Board President will call on the Homeowner via the list compiled prior to the meeting.
- The Executive Meeting began at 8:44 p.m.