

**Villages at Westminster Homeowners Association**  
**Board Meeting**  
**July 26, 2023**

The meeting was called to order at 7:01 p.m by President Kelly Coronel. BOD Members were introduced due to a large attendance. 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 deferred comment until Old Business and New business was discussed.

**Treasurer:** Kelly Coronel gave the Financial Report as of June 30, 2023.

**Secretary:** Charlene Sheets previously sent the meeting minutes from the BOD meeting that was held on May 17, 2023. Two corrections were made to the minutes. Pat Duggan motioned to approve the minutes. Chuck Speigner seconded the motion. The BOD voted to approve the minutes.

**Committee Reports:**

**ARC:** Chuck Speigner - Chair gave the ARC report. Applications received by the committee were reviewed and approved. Chuck welcomed new committee members Gerry, Eileen, Ed and Christopher. The ARC is looking for volunteer committee members from Kensington and Cambridge. The ARC is becoming more involved with our neighbors. Committee members respond to questions from our neighbors. The committee began semi-annual neighborhood walk-throughs. The goal of the ARC is to keep the Villages at Westminster one of the most desirable neighborhoods in Williamsburg.

**RV Lot:** There was no report from the committee. No issues were noted.

**Communications:** Pat Duggan - Chair gave the Communications report. The committee met in June. They voted to submit policies addressing both Social Media and Internet Use. Also in the works is a FAQ page to be added to the VaW Website. Pat Duggan moved to adopt the Social Media Policy. Charlene Sheets seconded the motion. The BOD voted to approve the policy. Pat Duggan moved to adopt the Internet Use Policy. Charlene Sheets seconded the motion. The BOD voted to adopt the policy.

**Pool Committee:** Kelly Coronel gave the Pool Committee report. The pool has had great turnout. The sand filters were recharged and the pump was replaced based on need. Funds were from the Reserve Study.

**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.

**Social:** Kelly Coronel gave the Social Committee report for Lauren Glascock - Chair. The committee hosted a last day of school ice cream social and Fourth of July parade. Over 125 cups of ice cream were served and they had a great time celebrating the start of summer. The Fourth of July parade was another successful event with the fire truck coming to lead the charge! The committee is looking into having food trucks in the neighborhood and planning the dates for the Fall Festival.

**Grounds:** Charlene Sheets - Chair gave the Grounds report. The Grounds Committee has completed several tasks. The dead tree in the common area near 6212 Tewkesbury Way was removed. Lights have been placed in the side street medians at intersections along the Boulevard. Additional rocks have been added to the Chelsea Crescent drain and removal of overgrowth took place around the dog pot. The irrigation system is undergoing continued maintenance. Fall Projects include removal of bushes at Barfleur and the addition of a Cherry Tree, replacement of soil and reseeding at Chelsea Crescent/Boulevard corner. Cleanup of the area at St. John's Wood to Regents. A Fall work day is planned for October 7, 2023 to clean out the beds at the Clubhouse.

**Town Management:** Kimberly Mills reported the new address of the office is 1166 Jamestown Road Suite B Williamsburg, VA 23185.

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

Kristin Pappas inquired about adding a playground to the field below the Clubhouse. A proposal will be developed and presented for future vote.

Gary Ragow addressed the recent accident at the entrance of the VaW and his concerns about the safety in the area.

#### **Old Business**

- Facilities Manager (Team) Update
- Infrastructure/Erosion

- Pool Area Erosion
- Scott Massey has finally received the materials for the project but the concrete company was not able to complete work prior to the pool opening. The work will begin once the pool closes in September. 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.

#### 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)

#### 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.

### **New Business**

- BMP Inspections and Engineering on the Pond  
The Reserve Study had these inspections to be completed in 2020 and 2025. There was not a study completed in 2020. Solitude can complete the BMP Inspection for both ponds. Pat Duggan moved to approve the Inspections being completed by Solitude. Charlene Sheets seconded the motion.
- Nominating Committee  
Pat Duggan will lead the nominating committee. There will be two open Board Positions in December.
- Rental of the Pool  
The Clubhouse Committee requested the board to review the Clubhouse/Pool Rules for rental of the pool during the hours of 7-10 p.m. The required deposit for the Rental of the Pool is \$75.00. The required deposit for the Rental of the Clubhouse is \$100.00. Alcohol at the Pool is allowed with an ABC License as is the Clubhouse.
- Budget Meeting  
The Budget meeting is scheduled for October 10, 2023 @ 7 p.m.  
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.

- 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.

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

The Fall Festival is being planned by the Social Committee. The Fall Yard Sale is scheduled for October 7, 2023. The Fall Dumpster is scheduled for October 14, 2023.

The pool closes on September 4, 2023 at 7 p.m.

The next Board Meeting will be Wednesday, September 27, 2023 at the Clubhouse

#### **Recess**

- The meeting went to recess @ 8:29 p.m.

