

Villages at Westminster Homeowners Association
Board Meeting
November 15, 2023

The meeting was called to order at 7:04 p.m by President Kelly Coronel. In attendance: Patricia Duggan, Raymond Gdovic, Charlene Sheets and Chuck Speigner. Also present was Randy Casey-Rutland 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 her report until the old and new business portion of the meeting due to a heavy agenda.

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

Secretary: Charlene Sheets previously sent the meeting minutes from the BOD meeting that was held on September 27, 2023. One correction was made to the minutes. Raymond Gdovic motioned to approve the minutes. Patricia Duggan seconded the motion. The BOD voted to approve the minutes.

Committee Reports:

ARC: Chuck Speigner - Chair gave the ARC report. 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. No issues were noted.

Communications: Pat Duggan - Chair gave the Communications report. Work continues on the VaW website.

Pool Committee: Kelly Coronel gave the Pool Committee report. There was no new information for the pool, as it has been winterized for the season.

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 Committee has requested to replace the carpet in the Clubhouse. A quote was requested from Second Street Flooring for installation of luxury vinyl.

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 had a successful Fall Festival. They will host cookies with Santa on December 10, 2023.

Grounds: Charlene Sheets - Chair gave the Grounds report. The Grounds Committee has completed several tasks. A bid for landscaping at the corner of Regents and St. John's Wood was accepted. The work was completed immediately. They also removed the overgrown bushes on the corner of Wellesley and Barfleur and planted a cherry tree.

Town Management: Randy Casey-Rutland thanked the Board for a great first year as we transitioned to their Management Company.

Homeowners Comment Period:

There were no homeowner comments during this time.

Old Business

- Clubhouse Area Erosion
- Scott Massey is currently working on the erosion project at the Clubhouse. 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.

- The 2024 President will be announcing Committee Chairs on January 1, 2024.

- The (playground)committee has been working on ideas for a playground in the field at the Clubhouse. The area will also include a walking path. The playground will be funded by several fundraising events. The initial goal is to raise \$40,000.

New Business

- The Board voted via email to approve the marking of “private” electric around the pool for the erosion project.
- The Board voted via email to approve camera work to be completed on the storm drains at 6256 and 6252 N Mayfair Circle and 4751 Regents Park due to sinkholes.
- The Board voted via email to powerwash the entrance brick and all of the sidewalks. The pool deck will be included but work will be completed in May.
- A request to remove a tree behind 4768 Regents Park was received. James City County inspected the tree and found it to be showing signs of disease and would be categorized as dying. The homeowner requested a bid from Christi Cramer to drop the tree in the natural area and leave it, as requested by James City County. Patricia Duggan motioned to approve the request. Raymond Gdovic seconded the motion. Chuck Speigner abstained from voting.
- Sinkholes on N Mayfair Circle were reported by the homeowners. Scott Massie completed the camera work of the pipes and storm drains. Leaks were found. Scott Massie will be preparing a proposal for repair.
- A Sinkhole on Regents Park was reported by the homeowner. The camera work did not show any visible issues. Scott Massie was unable to enter the structure through a manhole due to the overwhelming smell of chlorine. As a note, please do not dump into the drains. Scott Massie will be preparing a quote.
- The Board has received three proposals to replace the pool pumps for the 2024 season. The current pumps are not functioning properly. The pumps are in the Reserve Study to be replaced in 2024. The proposals from Continental Pools, Clear Water Pool Management and Signature Pool Services were discussed. Patricia Duggan moved to approve the proposal from Clear Water Pool Management. Charlene Sheets seconded the motion. The BOD voted to approve the proposal.
- The Clubhouse carpet is wearing and requires cleaning more often. The Clubhouse Committee has collected samples of Luxury Vinyl Plank. Proposals will be requested for installation.
- VaW 2024 Budget was discussed. HOA dues will not increase for 2024. Raymond Gdovic motioned to approve the budget. Chuck Speigner seconded the motion. The BOD voted to approve the budget.
- The nominating committee made a first call for two open board positions for 2024. All applicants will be considered.
- A proxy was included in the recent mailing to all homeowners. If you cannot attend the Annual Meeting, please provide your proxy to a board member. A

proxy drop off will be held on December 2, 2023 from 10 a.m. - 12 p.m. at the Clubhouse or you can drop your proxy at Town Management 1166 Jamestown Road, Suite B, Williamsburg.

The Annual Board Meeting will be Tuesday, December 12, 2023 at the JCC Library on Croaker Road at 6:30. Registration starts at 6:00 p.m. The VaW Organizational Meeting will be held immediately following at the Clubhouse.

Recess

- The meeting went to recess @ 8:08 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 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 8:18 p.m. At 8:59 p.m. the Board resumed regular session to vote on changing pool management companies. Raymond Gdovic motioned to change to Clear Water Pool Management. Chuck Speigner seconded the motion. The BOD voted to approve the motion. The BOD also discussed changing our lawyer. Patricia Duggan voted to change to Chadwick Washington. Raymond Gdovic seconded the motion. The BOD voted to approve the change.