**Villages at Westminster Homeowners Association**

**Board Meeting March 28, 2024**

The meeting was called to order at 7:01 P.M. by President Kelly. Board members present were Kelly Coronel, Chuck Speigner, James McMillan, and Gary Griffith. Also present was Kimberly Mills of Town Management and several VaW residents.

**Officers Reports:**

**President:** Kelly Coronel introduced the Board Members and Kimberly Mills. Kelly deferred her Board Report until Old Business.

**Treasurer:** Ray Gdovic was unable to attend; he will provide the Financial Report when he is available.

**Secretary:** There were no changes to the minutes of the January 24 meeting. Chuck Speigner motioned to approve the minutes and Gary Griffith seconded the motion. The Board voted to approve the minutes.

**Committee Reports:**

ARC: Chuck Speigner gave the ARC Report. Several applications have been received. Two semi-annual inspections are planned. A welcome Spring letter will be mailed to all residents as a reminder of home maintenance.

RV Lot: Kelly reported that the RV Lot has been inspected and that there are no issues.

Communications: James McMillan gave the Communications report. The work on document revision has begun and will be informed by the Legal training received on March 12. James has been trained on the HOA Website. The Clubhouse wifi can be used with a Cox login for Board meetings. Work on several projects is underway.

Pool: Kelly Coronel gave the Pool report. The new pool company contract begins April 1. Pool cleaning is May 6. Lifeguards are needed.

Clubhouse: Kelly Coronel gave the Social Committee report. There have been 3-4 rentals so far this year. Cleaning and painting have been done. A revised rental application is being prepared.

Social: Lauren Glascock gave the Social Committee report. The yard sale is scheduled for April 6 and the dumpster will be in the pool parking lot April 13. Fundraising for the playground is at $1,300. The swim team has fewer members this year and needs leaders.

Grounds: Gary Griffith gave the Grounds Committee report. Trimming by neighborhood volunteers is continuing, mostly along the Boulevard, resulting in significant budget savings for the HOA. Some professional trimming and tree removal has been done at several sites in the Villages. Work on landscape renovation of the Clubhouse beds has begun with input from three contractors and one garden designer. A neighborhood work day is planned in April.

Kimberly Mills had no report.

**Homeowners Comment Period:**

* Kelly Coronel commented that the curbing along the Boulevard will be cleaned, and that the fountain is not functioning well and will be checked.
* There is need for letters to remind homeowners about power washing and trash can storage.
* Funding must be in place for the proposed playground in order to obtain bids. The requirement for voting for a playground is part of the ongoing document review.
* Clubhouse rental fees are increasing and the amount for the security deposit is under review.
* Compliance with By-Laws for property maintenance is best done by personal approach. Relationship with renters and owners of neighborhood properties that are rented is more difficult to manage; Fair Housing Laws apply.

**Old Business**

* Kelly Coronel gave her report about the Pool Erosion Project. The completion of the work has been slowed by increased costs, shipping delays, and weather conditions. The Project initially did not need a Land Distribution Permit, but the requirement was applied and the Project was “Red Tagged”, stopping the work. Communication with the County resulted in the Permit being issued on March 28, followed by a Chesapeake Bay Waiver on April 1. The work is resuming.
* Kelly Coronel indicated that Volunteers are still needed for committees; this reduces costs for homeowners for HOA fees.
* A third bid is being sought for flooring to replace carpet in the Clubhouse.
* Old Salt Electric (VaW homeowner) was recognized and thanked for the donation of lighting work in the neighborhood.
* Pat Duggan outlined the process of updating and revising the HOA Governing Documents. A focus group is reviewing the By-Laws and the Declaration of Covenants. The final revision must be approved by 51% of mortgage holders in the neighborhood (75% for Amendments). Issues involved include constraint/conflicts with Federal and State laws, authority issues, enforcement, and renter/owner education.
* Playground: No report

**New Business**

* Kelly Coronel summarized the anonymous letter concerning Massie Construction and the Pool Erosion Project that was sent to homeowners during the previous week. The HOA Board response follows:
  + The Permit issue has been resolved and work is continuing.
  + Scott Massie has the proper licensing and is fully insured. He is a solid and reliable contractor.
  + There was no bias in hiring him – his was the only bid on a previous project and the Board was fully satisfied with his work.
  + Accusations against the Board are unfounded; no compromises, favoritism, or short-cuts have occurred. Some frustration and concern was expressed at the damage to morale and the reputation of the Board that this may have caused.
* Poor or non-functioning street lights require a call to Dominion Power with the pole number.
* A bid of $300 has been approved for a website for the Social Committee and the playground.
* A vote was held for approving the Pool Supply and Equipment contract. Chuck Speigner motioned and James McMillan seconded. The motion passed.
* A bid for guttering for the Clubhouse has been received. It will be voted upon at the May meeting when funds are available.

**Announcements**

* Easter Egg Hunt, Saturday March 30th, 2024
* VaW Yard Sale, Saturday, April 6th, 2024 8:00 A.M. until I:00 P.M.
* VaW Dumpster, Saturday, April 13th, 2024 8:00 A.M. until filled
* Grounds Committee will Work Day - April 20 9:00 A.M.

**Adjournment** The meeting was adjourned at 9:08 P.M.

**Recess**

**Executive Board Meeting**

The Executive Board meeting was called to order at 9:30 P.M.

The Meeting was adjourned at 9:55 P.M.

grg 4/7/2024