**Willow Grove Mill Board Meeting Minutes: 1/7/18 – 6:00pm**

Attendees: Aaron Blythe, Brian Yarborough, Joyce Kidd and Tony Tagliaferro

1. **Call to Order:**
	1. Meeting called to order at 6:00pm.
2. **Minute’s Approval:**
3. Presented 12/10/17 meeting minutes for review and approval.
4. Aaron motioned to accept the minutes. Joyce seconded the motion. 12/10/17 meeting minutes were accepted and will be posted to the website.
5. **President’s Report – Aaron Blythe**
	1. Street signs faded badly on a number of the signs facing East/West. Aaron to ask the town for assistance with repair or replacement.
		1. Gloucester & Sweet Hollow have newer, reflective signs.
6. **Vice President’s Report – Joyce Kidd**
	* 1. Mailing was delivered and working to secure backup thumb drive for delivery of address information to printer.
7. **At Large Report – Jackie Brown**
	* 1. No update to report and unable to attend meeting.
8. **Treasurer’s Report – Tony Tagliaferro**
	* 1. Cash on Hand: $16,102.08
		2. Expenses: $35,833.27
		3. Total Late Fees Collected: $2,500.23
		4. Legal Fees Collected: $600.00
	1. Brian motioned to accept the Treasurer’s Report and it was seconded by Joyce. Report for December 2017 was accepted.
	2. New 2018 expenses include:
		1. QuickBooks upgrade
		2. Gift cards for holiday light contest
		3. December 2017 HOA Board meeting
9. **Old Business:**
	1. Holiday Light Contest received positive praise.
		1. 1st place winner was 314 Norwalk Way
		2. 2nd place was 600 Suffolk Ct.
		3. 3rd place was 326 N. Hampton
		4. Honorable mention was 156 Gloucester Blvd.
	2. Open Restriction Violation
		1. Reviewing proposal for fence violation from Parkway Legal and will respond to homeowner with option.
		2. Unpaid homeowners mailing to be drafted by Parkway Law.
10. **New Business:**
	1. Post Annual Meeting notice to website.
	2. Need to bring ballots and pencils for voting should quorum be met.
	3. Have 3 separate sign in lines containing same list of homeowners to speed the process of capturing number of homeowner’s present.
	4. 2018 Budget
		1. Mailing expenses can be decreased over 2017 budget.
		2. Tax expense will increase for filing through professional service.
		3. Liability insurance decreased by approximately $300 over 2017 allocated amount.
		4. Electricity budget for the signs will need to be revisited.
		5. Allocation of $3K annually for HOA insurance policy.
		6. Landscaping budget of $5K annually for signs and any remaining funds can be allocated to improve other areas of the community.
		7. Board voted on maintaining $50/Year dues amount. Brian motioned and Joyce seconded the motion approving $50 per homeowner for 2018.
		8. Board will begin talks with landscaping contractors for scheduling for Spring.
		9. Aaron to discuss the electric hookups to the signs with the town.
11. **Adjournment:**
	1. Brian Yarborough motioned to adjourn the meeting and Joyce seconded the motion.
	2. Meeting was adjourned at 6:50pm.
	3. Next meeting is the Annual Meeting scheduled for 1/18/18 a t 6:30pm.