**Willow Grove Mill Board Meeting Minutes: 1/27/16 – 7:00pm**

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

1. Board members collected 150 letters, envelopes and labels for each member to fold, stuff and stamp.
	1. Members agreed to have all envelopes ready to mail and drop off at Joyce’s home by 2/7/16. Joyce will be mailing the letters on 2/8/16.
	2. Aaron provided updated counts of the properties for WGM as obtained from the county register website.
		1. 819 parcels exist in WGM which include open space, playgrounds, unfinished properties and bank owned properties.
		2. After excluding the above mentioned properties the count to mail to is 739 properties.
2. The board discussed the requirement to file taxes for the 2015 year which is due in March 2016.
	1. Tony suggested handling the accounting for the HOA up to tax returns be done by the board. The board agreed with this approach.
	2. The president will complete the tax return which includes filing of tax form 1120 H.
	3. Joyce requested that we increase budget reserves for accounting to $1,000 and deduct the same from cash reserves. The board agreed with this approach.
3. The board turned the discussion towards budget and reviewed the cost for mailings which was obtained through UPS at the cost of $0.08 per copy.
	1. Estimated expense for future mailings of $1,800 to be included in the budget.
	2. Tony suggested the use of an outside agency to handle collection of unpaid assessment amounts by residents. This approach could reduce the manual labor for the board when required to collect delinquent assessments.
		1. Tony agreed to investigate the possibility of this approach and determine the expense associated with it and report back at a later meeting.
4. The board reviewed the proposed budget and discussed the assessment amount being $55 per property. Additional discussions on budget and assessment amount will take place at the next board meeting on 2/21/16.
5. Brian confirmed the website will be up and active by 2/7/16.
	1. The assessment vote letter will be posted on the home page of the website by 2/8/16.
	2. Confirmed and tested the ability for a resident to submit a “contact us” request through the website that will arrive as an email reviewed by the board.
6. Aaron submitted the change in **Registered Agent form** to the board which was witnessed and signed by Joyce Kidd and Brian Yarborough.
	1. This form is required to indicate the registered agent as the President of the HOA.
7. The board reviewed and discussed upcoming dates and tasks:
	1. 2/7/16 – Need to have completed, ready to mail letters to Joyce.
	2. 2/8/16 – Joyce to place letters in mail to residents of WGM
	3. 2/10/16 – 6:30pm draft presentation walk-thru for 3/8/16 meeting to be held at Joyce’s home.
	4. 2/21/16 – 6:30pm next board meeting.
8. Brian agreed to email Jackie who was unable to attend 1/27/16, all updates and deliverable items.
9. The board reviewed the insurance requirements needed to secure a meeting place and insure the HOA.
	1. Joyce agreed to visit the State Farm office in Middletown to discuss policy options given that some on the quote the board received appeared to be unnecessary.
	2. Policy needs to be in place by 2/22/16 in order for Appoquinimink School District to approve use of Brick Mill Elementary School for the meeting location.
10. Brian motioned to approve the contents for the signs to be placed in WGM to announce the meeting. Joyce and Tony seconded the motion. Sign approved.
11. Aaron motioned to adjourn the meeting and Joyce seconded the motion. Meeting was adjourned at 8:13pm.