**Willow Grove Mill Board Meeting Minutes: 2/12/17 – 6:30pm**

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

1. **Call to Order:**
   1. Meeting called to order at 6:35pm.
2. **Minute’s Approval:**
3. Presented January 2017 meeting minutes for review and approval. Aaron Blythe motioned to accept the minutes. Jackie Brown seconded the motion. January 2017 meeting minutes were accepted and will be posted to the website.
4. **President’s Report – Aaron Blythe**
   1. Received report of a broken water shutoff cover near Gloucester & Sweet Hollow. Will contact the town to replace cover.
   2. Inspected reports of graffiti on the playground at Wilgus & Sweet Hollow. Words have been written in marker inside the slides and on some of the equipment. Possible spring cleaning situation.
      1. Graffiti was also identified on the electrical box covers near the police station. Will check with town to see if can be repainted.
   3. Looking to have the curb striped for no parking on Truepenny in addition to the recently installed No Parking signs.
   4. Town trimmed trees on Truepenny.
   5. No Outlet sign has been removed on Wilmore & Springfield Circle.
   6. Parkway Law forwarded 2 foreclosure notices and 1 sheriff’s sale notice for HOA confirmation on dues owed.
      1. Dues were not paid on any of the 3 properties.
      2. Will include amount due when properties go to closing.
   7. 2017 April HOA dues notice will be mailed with $50 amount due for the year.
      1. Tony indicated had received $50.00 from home sale for 165 Springfield Circle to cover 2017 dues.
   8. Final list of 2016 outstanding dues will be sent to Parkway Law week of 2/13/17 to prepare for action notices.
      1. Tony provided updated list.
   9. 2016 HOA tax filing is due.
   10. Spring Cleanup – Jackie to lead and coordinate participation from committee members and board.
       1. Need to pick a date and a rain date.
5. **Vice President’s Report – Joyce Kidd**
   1. Joyce indicated the street light on Plymouth and Gloucester was still in need of a bulb replacement.
      1. Aaron will follow up with the town again regarding replacement of the bulb.
   2. Trees need to be trimmed along several remaining streets in the neighborhood.
      1. Will continue to work with town to trim trees along main thoroughfares.
      2. Discussed ways to remind homeowners of their responsibilities as far as maintaining trees on their own property.
   3. Received a concern and question from a new homeowners regarding stucco on townhomes. Joyce referred to the website to submit a request. Brian received the request and responded back to the homeowner.
   4. Recommended placement of frequently asked questions on the website to provide homeowners with a quick tool for certain questions.
      1. Board agreed and will work on compiling list of FAQ’s to be placed on the website.
   5. Mailed 6 violation notices via certified and regular mail to ensure delivery.
6. **Treasurer’s Report – Tony Tagliaferro**
   1. 1 less paid homeowner reported due to homeowner payment not being received.
   2. 1 homeowner in the excluded section of WGM was recorded as 228 instead of 288 when refund of dues was mailed. New check was mailed out to correct address.
   3. Need to identify a CPA to do taxes and will check with Boyer & Boyer of Middletown.
   4. Homeowner on Gloucester has fence from neighbor encroaching on property and has requested board assistance with removing the fence.
      1. Board will review the situation and provide recommendation to the homeowner.
   5. Tony provided the Treasurers report for January 2017 which included:
      1. $22,798.40 – Cash on hand
      2. $0.00 – January 2017 expenses
      3. $902.46 – Late fees collected
   6. Brian Yarborough motioned to accept the treasurers report. Aaron Blythe seconded the motion. Report accepted.
7. **At Large Report –** Jackie Brown
   1. Received response from 5 committee members however no one has been able to step into the role of chairman of the committee to lead. Board may have to lead committee.
   2. Jackie will work on putting together the spring cleanup effort.
8. **Old Business:**
   1. Signs
      1. Sleepy Hollow landscapers came to WGM and did measurements in order to provide a proposal for the construction of entrance signs for WGM.
      2. Requested that price include landscaping.
   2. 3 of 4 notices mailed have been resolved.
      1. 4th moved trailer to the back yard. Board will monitor for progress and take further action if not resolved.
   3. Townhome on Gillespie had a vehicle violation that the renter of the property is expecting to be resolved in the next few weeks. Will monitor for resolution.
   4. Aaron will speak with Parkway Law about the necessary action steps for fines for unpaid homeowners along with any required retainer for 2017.
   5. The property dispute between homeowners received no response to 2 requests from the board to meet and discuss further. The board has decided to close the matter due to no response.
9. **New Business:**
   1. Include deed restriction updates along with 2017 HOA dues.
      1. Discussed restriction updates to include shed sizes – different restriction for townhomes vs. single family due to property sizes.
      2. Eliminate mailbox restriction.
      3. Trash cans to be secured on the homeowner’s property when not at curb for pickup.
   2. ARC Review Committee to provide an update at next board meeting.
   3. Establishment of a community news letter to be posted to the website and Facebook page.
      1. Available for email – have email address option included in 2017 HOA dues notice.
      2. Board will make effort to have 1st newsletter published in April to coincide with the 2017 dues notice.
      3. Discussed making the newsletter a quarterly effort.
      4. Brian will draft first copy of newsletter to be shared with board for feedback.
         1. Topics to include will be:
            1. ARC review reminder
            2. Services town provides
            3. Services police provide
            4. Reminders about trashcans, picking up after pets, loose pets
            5. Frequently asked questions.
   4. Spring cleanup in April 2017 with a target date of 4/1/17.
10. **Adjournment:**
    1. Brian Yarborough motioned to adjourn the meeting and Tony Tagliaferro seconded the motion.
    2. Meeting was adjourned at 7:53pm.