**Willow Grove Mill Board Meeting Minutes: 3/12/17 – 6:30pm**

Attendees: Aaron Blythe, Brian Yarborough and Tony Tagliaferro

1. **Call to Order:**
	1. Meeting called to order at 6:37pm.
2. **Minute’s Approval:**
3. Presented February 2017 meeting minutes for review and approval. Aaron Blythe motioned to accept the minutes. Tony Tagliaferro seconded the motion. February 2017 meeting minutes were accepted and will be posted to the website.
4. **President’s Report – Aaron Blythe**
	1. Notices on trailers were served.
		1. 1 homeowner had not removed but after up letter was delivered the trailer was moved off of the property.
	2. Rental unit on Gillespie Ave. has not removed a disabled vehicle from the property as promised. Aaron spoke with the owner and agreed to allow a few more weeks due bank takeover of vehicle.
	3. Continuing to follow-up with the town regarding replacement of a broken water shutoff cover near Gloucester & Sweet Hollow.
	4. The board is looking into cleanup options for removal of the reported graffiti on the playground at Wilgus & Sweet Hollow.
		1. Determined best course of action will be to wait until the spring.
	5. No Parking signs on Truepenny have been placed to prevent cars attending softball events from blocking the street to through traffic.
		1. Signs do not run all the way to Hampden Ct. and will assess need if it is determined to be an issue.
	6. Discussed the possibility of marking the westerly direction of Truepenny as no parking for the entire length of the street but will likely not pursue if current setup proves effective.
		1. No plans at this time to install curb striping where the No Parking signs were added.
	7. Possible No Parking signs to be added to main thoroughfares such as Gloucester and Sweet Hollow.
		1. Tony suggested the idea of adding on-street parking to Gloucester since the boulevard is of sufficient width and this could aid in reduction of parking complaints from the townhomes.
		2. .
5. **Vice President’s Report – Joyce Kidd**
	1. Joyce was unable to attend the meeting but did want the board to discuss the current ARC Review process and receive an update from the committee.
6. **Treasurer’s Report – Tony Tagliaferro**
	1. Filed Willow Grove Mill Homeowners Association tax return 1120H.
	2. Form 990 due in May 2017
	3. Tony provided the Treasurers report for February 2017 which included:
		1. $22,477.85 – Cash on hand
		2. $572.96 – February 2017 expenses
		3. $956.01 – Late fees collected
		4. Total of 454 homeowners paid 2016 dues
	4. Brian Yarborough motioned to accept the treasurers report. Aaron Blythe seconded the motion. Report accepted.
7. **At Large Report –** Jackie Brown
	1. Jackie was unable to attend the meeting. Board will email Jackie for an update on the Spring Cleaning event planned for 4/1/17.
8. **Old Business:**
	1. Unpaid homeowners list to be sent to Parkway Law for next step in warning notification prior to lean placement on unpaid properties.
	2. 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.
9. **New Business:**
	1. Need to pull updated list of property owners for 2017 HOA dues mailing.
		1. Suggested invoice-style mailing instead of HOA letter.
	2. UPS store will conduct the printing and mailing of the letters.
	3. Target date for mailing will be week of 4/10/17.
		1. Need to have Joyce identify lead time the store will need to fulfill the request.
	4. Date for next HOA meeting will be 4/2/17 or 4/9/17 depending on availability.
10. **Adjournment:**
	1. Brian Yarborough motioned to adjourn the meeting and Tony Tagliaferro seconded the motion.
	2. Meeting was adjourned at 7:26pm.