**Willow Grove Mill Board Meeting Minutes: 3/13/16 – 6:30pm**

Attendees: Jackie Brown, Brian Yarborough and Tony Tagliaferro

Note: Aaron Blythe advised would be unable to attend due to illness and Joyce Kidd previously indicated she would be unable to attend due to prior commitments. Both members provided updates for the board to review and are included in the notes below.

1. Brian Yarborough motioned to approve meeting minutes from 2/21/16 Board Meeting and Jackie Brown seconded the motion. Minutes approved for 2/21/16 Board Meeting.
2. Brian Yarborough motioned to approve minutes from 3/8/16 budget vote. Tony Tagliaferro seconded motion. Minutes approved for the 3/8/16 budget vote.
3. Board members reviewed the vote counts from the 3/8/16 budget vote which included:
	1. 173 attendees including proxies
	2. 105 votes for $72/year assessment fee
	3. 55 votes for $55/year assessment fee
4. Board members reviewed homeowner questions and comments received post budget meeting and addressed each.
5. Discussed the committee volunteers for Safety, Architectural Review and Event Planning. Board agreed next steps would be to outline functions of each committee. Board needs to engage committee volunteers and discuss the go-forward approach.
6. Board reviewed the proposed Architectural Review Procedure submitted by board president, Aaron Blythe. Brian Yarborough made a motion to approve the procedure which was seconded by Jackie Brown. The Architectural Review Procedure was approved and will be posted to the WGM HOA website.
	1. Next steps also include addition of instructions on the Contact Us form for submission of ARC materials for review. Brian Yarborough to add ARC submission options on website form.
7. The board reviewed the Letter of Intent for Parkway Law. The letter would be signed by the president, Aaron Blythe and would serve as the board’s document confirming Parkway Law as its legal representation. The decision was put forth in motion by Brian Yarborough and seconded by Jackie Brown and Tony Tagliaferro. The motion was approved and the Letter of Intent will be signed and sent to Parkway Law.
8. Aaron Blythe provided an update on the Assessment Letter draft which he will be sending to the board via email for review. The draft will be voted on by the board for approval during the 4/3/16 monthly board meeting.
9. The board was presented the Architectural Review for 345 North Hampton Way. The plans for the addition of a sidewalk were reviewed by all board members and finding to meet all established guidelines as listed in the WGM restrictions, it was put forward in a motion to approve by Brian Yarborough. Jackie Brown seconded the motion. The approval of the Architectural Review submission for 345 North Hampton Way was granted. Response will be delivered the homeowner.
10. Other Business:
	1. The board discussed the question from a few homeowners over the promise by builder to install a third playground/walking trail on Middlesex Drive in a designated open space towards the back section of the neighborhood in the single-family homes area close to Rt. 1.
		1. Concern from homeowners is that the empty space is pleasing to view and creates some maintenance concerns for the homes surrounding it.
		2. Board agreed to investigate the claims further and try and obtain any information either a homeowner or the builder may have regarding the promise of the playground.
	2. The board discussed the requirement to file taxes for the 2015 year which is due in March 2016. Tony Tagliaferro indicated he would be filing the taxes by 3/15/16.
	3. The board discussed the need to open a bank account to support the financial services of the HOA. Tony suggested WSFS and we agreed to review options provided the lowest cost of servicing to the HOA. The decision on the account should be made by the next board meeting scheduled for 4/3/16.
	4. Joyce Kidd provided an email update which included the recommendation of an FAQ page on the website to better help guide homeowners and residents with questions about what the HOA, Homeowners, Town and Emergency Services are responsible for. The board agrees with the recommendation and needs to begin the development of the FAQ page for the website.
	5. Joyce Kidd also sent an update regarding her conversation with Middletown Police about the seemingly abandoned late-model Toyota Camry on Suffolk that has no license plate. The office indicated he would obtain the VIN and locate the owner.
	6. Aaron Blythe had sent an update to the board regarding the monthly Town of Middletown meeting on 3/14/16. One agenda item for the meeting is the request by the owners of WGM Parcel B (behind Wawa and space between Wawa and Health South) to recommend approval to divide up existing 2 parcels into 3 additional lots.
		1. Brian Yarborough and Aaron Blythe will attend the meeting and provide any relevant updates to the board.
11. Brian Yarborough motioned to adjourn the meeting and Tony seconded the motion. Meeting was adjourned at 7:42pm.