**Willow Grove Mill Board Meeting Minutes: 04/03/16 – 6:30pm**

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

1. Meeting called to order at 6:42pm
2. Members reviewed minutes from the 3/1316 board meeting. Aaron Blythe motioned to approve the minutes. Tony Tagliaferro seconded the motion. Minutes approved with no changes.
3. Aaron provided an update on the 3/14 Middletown Mayor & Council Meeting attended by Aaron Blythe and Brian Yarborough. The WGM Minor Subdivision agenda item involved a subdivision of an existing commercial parcel between Wawa and HealthSouth into 3 separate parcels. No tenants have been identified as of yet. The parcels will likely be retail space.
4. Joyce received some complaints about abandoned vehicles on the streets of the community. Joyce contacted Middletown Police Department to report the vehicle.
5. Aaron discussed the parting issues along East Truepenny Turn during Middletown HS softball games. Cars are parking on both sides of the Truepenny as well as on Willow Grove Mill Drive, causing backups. There have been several near collisions because the road is only wide enough to allow one car to pass through when there are cars parked on both sides. Aaron will contact the Town to discuss an action plan.
6. Aaron reported that he signed and returned the Engagement Letter with Parkway Law. The board will need to schedule time with Dominic to discuss nest steps. The retainer will be paid once funds are available from the assessment
7. Tony discussed the need to get a bank account opened for the association. The board suggested we compare product and fee structures for 3 local banks. It was suggested we compare WSFS, PNC and Dexsta FCU. Tony will get quotes and report back to the board.
8. The board discussed the committee signups and next steps. Tony will contact those who signed up to ARC; Jackie will contact volunteers for Social Functions.
9. ARC Review. The board discussed an architectural request from 1029 Sherbourne regarding a fence installation. The board unanimously approved the design plans. Aaron will communicate approval to the homeowner.
10. The board discussed the upcoming assessment. The board agreed on the following assessment timing below. Board approved a $10 late fee and a Returned Check Charge (based on what the association bank charges). Also discussed online payment options which we will investigate for next year’s assessment as there are legal and other requirements we need to investigate. But PayPal could be a future option. The board also discussed possibly including a self-addressed stamped envelope to ease the payment process, but since that has a high postage expense and would require manual insertion, the idea was quickly tabled. Aaron will pull the address data from the master list pulled from the March community meeting and print the address labels. Joyce will purchase additional envelopes and will get copies made of the final assessment letter. Aaron will make final revisions to the notice and provide the letter and address labels to Joyce by 4/6. Each board member will pick up letters, envelopes and labels from Joyce for stuffing. Everyone will return their sealed envelopes to Joyce by 4/8 to be mailed on 4/9.

* Mail Assessment Letter - 4/9
* Payment Due – 5/9
* 2nd Notice – 5/19
* Interest Begins/Late Fee Billed – 6/9
* Lien Filed (including interest, late fee and attorney/court costs – 7/19

1. Aaron motioned to adjourn the meeting and Tony seconded the motion. Meeting was adjourned at 8:15pm.