**Willow Grove Mill Board Meeting Minutes: 4/9/17 – 6:30pm**

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

1. **Call to Order:**
	1. Meeting called to order at 6:35pm.
2. **Minute’s Approval:**
3. Presented March 2017 meeting minutes for review and approval. Tony Tagliaferro motioned to accept the minutes. Aaron Blythe seconded the motion. March 2017 meeting minutes were accepted and will be posted to the website.
4. **President’s Report – Aaron Blythe**
	1. Sent Parkway Law the list of outstanding, unpaid 2016 homeowners. Letters will be mailed to the outstanding homeowners with the opportunity to pay monies owed before proceeding to court filing.
	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.
		1. Allowing until 4/30/17 before proceeding with action.
	3. Continuing to follow-up with the town regarding replacement of a broken water shutoff cover near Gloucester & Sweet Hollow.
		1. Needs replacement to avoid damage to the valve.
	4. No Parking signs on Truepenny seem to be working with no notable parking violations during activities at the MHS Softball field.
		1. Will continue to monitor to Hampden Ct. and will assess need to extend signs further if it is determined to be an issue.
	5. Parking in townhomes continues to be a challenge for some homeowners and the board will review options such as:
		1. Reminders to be considerate of your neighbors.
		2. Park in your driveway if you have ability to do so without blocking the sidewalk.
		3. Use of all open parking areas.
	6. Town of Middletown trash contact will change service providers mid-summer 2017.
		1. Trashtech will be the new service provider.
		2. New cans will be dropped off and old cans will be collected.
		3. Smaller Scale Company which will mean pickup dates across town will change.
		4. Yard waste is included with the change.
		5. Communication will be posted on the website and FB page once the details are known to remind homeowners of the change.
5. **Vice President’s Report – Joyce Kidd**
	1. Joyce will check with UPS on time frame for production and mailing of HOA 2017 Assessment notices.
6. **Treasurer’s Report – Tony Tagliaferro**
	1. Researching best solution for updating of homeowner information after turnovers occur.
	2. Form 990 due in May 2017
	3. Tony provided the Treasurers report for March 2017 which included:
		1. $22,291.40 – Cash on hand
		2. $809.41 – February 2017 expenses
		3. $987.14 – Late fees collected
		4. Total of 465 homeowners paid 2016 dues
	4. Joyce Kidd motioned to accept the treasurer’s report. Aaron Blythe and Jackie Brown seconded the motion. Report accepted.
7. **At Large Report –** Jackie Brown
	1. Jackie provided an update on the community cleanup event held 4/1/17.
		1. 9-10 residents came out for the effort and worked to clean up the open areas around the retention ponds and spaces.
		2. The pond itself needs to be cleaned.
		3. Encourage taking of pictures for the next events so they can be posted to FB and the website.
8. **Old Business:**
	1. Tony to provide updated list of paid homeowners through 4/9/17.
	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.
	3. ARC Review
		1. Update form to include time required to complete the review and respond to the homeowner.
		2. Board should be copied on all responses for ARC reviews to ensure completion of all requests on time.
		3. Board has requested written confirmation from the ARC to ensure ongoing commitment to complete reviews.
		4. Joyce will send ARC request for commitment including questions the board would like responses on.
9. **New Business:**
	1. Mailing of 2017 annual assessment targeted for end of April.
		1. 30 days will be provided for payment once notice has been mailed.
		2. Researching online payment options such as PayPal or other.
		3. Tony will check with bank regarding ability to pay online.
	2. WGM Sign
		1. Board will request a new estimate for a brick option similar in size/style of the MPD sign.
		2. Aaron will ask town for builder who did Police sign.
		3. Tony will contact a second construction company to obtain additional estimates and design options.
		4. Board has agreed that community feedback on design options should be included.
			1. Once final options have been determined they will be posted to the website and FB page for feedback with the top design picked.
	3. Final section of Townhomes
		1. Homeowners continue to ask HOA questions regarding how to handle certain items such as fence or patio installation.
		2. Board agrees to provide assistance when possible but recognizes that the area is not bound by the HOA so can only provide limited guidance.
	4. ARC Review
		1. Board reviewed and approved submission for 364 Suffolk Ct.
	5. Date for next HOA meeting will be 5/7/17.
10. **Adjournment:**
	1. Brian Yarborough motioned to adjourn the meeting and Jackie Brown seconded the motion.
	2. Meeting was adjourned at 7:50pm.