**Willow Grove Mill Board Meeting Minutes: 05/01/16 – 6:30pm**

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

1. **Call to Order:**
	1. Meeting called to order at 6:30pm
2. **Minute’s Approval:**
	1. Members reviewed minutes from the 4/3/16 board meeting.
	2. Aaron Blythe motioned to approve the minutes.
	3. Brian Yarborough seconded the motion. Minutes approved with no changes.
3. **President’s Report – Aaron Blythe**
	1. Aaron spoke to town manager regarding the curb striping of the entrance on Willow Grove Mill Drive and True Penny. Striping would be on the east side of the curb to prevent parking and help with issues when cars park for the MHS Softball field. Town manager took the request and will try to coordinate when the top coat of paving is completed.
	2. Aaron also spoke with the town manager regarding stop sign placement at Gloucester Blvd. and Sweet Hollow. Placement of stop signs will reduce speeding and improve safety around the playground area and school bus stop locations. Town manager will advise on timing and ability to place additional signage.
	3. Top coat of paving has been pushed out to June/July due to weather and delays from the builder. The town will continue to work with the builder to complete the paving as soon as schedules allow.
	4. HOA was notified that basketball hoops in the easement spaces had been reported to Middletown Police and they are in the process of notifying all owners of basketball hoops that they must remain in private space when not in use.
4. **Vice President’s Report – Joyce Kidd**
	1. Untagged motor vehicle that had been parked for some time on Suffolk Ct. has been removed.
		1. Tony indicated a small SUV had been parked on Middlesex Dr. for quite some time and may require reporting to MPD for removal.
	2. Joyce provided an update regarding the postage permit requirements for 501C.
5. **Treasurer’s Report – Tony Tagliaferro**
	1. WGM HOA bank account has been opened at WSFS and reviewed the recommended check types.
	2. Tony raised the question to the board if the board would like to have a debit card for the bank account.
		1. Brian, Joyce and Aaron agreed to decline the debit card option to hold accountability for all transactions on the account.
	3. Aaron asked about auditing for the account and Tony agreed to contact auditing firms to get prices and better understanding of frequency (quarterly, semi-annual).
	4. Tony indicated that all check received for assessment dues have been recorded as of 4/30/16.
		1. 194 homes had been recorded as paid as of 4/30/16.
		2. Tony will review all payments received and record addresses for reconciliation for the reminder notice mailing.
	5. Tony will provide a Treasure’s report for each board meeting going forward. Contents of the report will include account balance along with deposits received and expenses.
6. **ARC Review –**
	1. Brian Yarborough presented a motion to approve 263 Wilmore by the board.
		1. Joyce Kidd seconded the motion to approve 263 Wilmore.
	2. Brian Yarborough presented a motion to approve 136 Gloucester by the board.
		1. The board reviewed the submission and agreed that it needed a physical drawing to illustrate the space on the sides and back of the property to ensure compliance with easement restrictions.
	3. Brian Yarborough will contact homeowners and report the board’s decisions.
	4. ARC Review Committee discussion:
		1. Tony heard from 3 volunteers and would like to have an alternate with no voting ability unless another committee member is unavailable.
		2. The board discussed the ARC committee process which would include the committee members meeting every two weeks.
		3. The committee would review and vote on the submissions.
		4. Timing of reviews would be set at 14-days from the date of receipt.
		5. The committee would present an update to the board or designated board member monthly where the information would be recorded into record.
		6. Aaron will update the original ARC review procedure to include the committee process.
7. **Existing Business: Board Discussion**
	1. Aaron to complete the second notice letter draft and send to board members for review.
	2. Parkway Law discussion:
		1. Need to develop package of form letters to be used for managing HOA communications
		2. Aaron and Tony to arrange meeting with Parkway Law for a date between 5/9-5/16.
	3. Annual July Meeting:
		1. Notice to homeowners needs to be mailed in June. Aaron to work on notice updates.
		2. Aaron proposed using a ballot format on the letter to aid in the voting process for the meeting. Board members agreed with proposal of the ballot format.
		3. Include a Treasurers report as part of the meeting content.
		4. Meeting date should be the 3rd Tuesday of July each year.
		5. Brian to secure Brick Mill Elementary School for Tuesday, July 19, 2016.
		6. Letters should be ready to mail by June 19, 2016 to provide notice to homeowners.
	4. PayPal discussion:
		1. Feedback on Facebook and email from homeowners regarding payment of the assessment has been to provide some type of online option.
		2. Joyce investigated the use of PayPal and learned that the consumer expense associated with transactions is 2.9% of the transaction amount + $0.30. Further investigation is needed to determine if a discounted fee would apply for business use.
		3. The board agreed to review other online payment options and review the fee structures associated with them to determine what may be the most cost effective and efficient method to provide online payment for homeowners.
	5. Assessment Hardship Exceptions:
		1. The board discussed developing a process by which a formalized hardship agreement can be developed for a homeowner that expresses the inability to pay the assessment.
		2. Proposal would involve the HOA working with Parkway Law to develop the agreement and then have the homeowner and sign the agreement and approved by the board. No vote on the matter has been entered.
	6. Development Signs
		1. Board discussed the matter of the signs designating Willow Grove Mill and the desire to obtain 3 proposals for the signs and vote on best option based on design and cost.
		2. Discussed requirements for the sign design such as:
			1. Brick
			2. Landscaping
			3. Lighting (preference is solar)
		3. Board agreed that the signs for Longmeadow and Dove Run are of the similar design format WGM will work towards.
		4. HOA will ask for feedback from homeowners via the website and Facebook once design options are presented.
8. **New Business – Board Discussion**
	1. Brian asked about purchase of a meeting sign with variable format that can be used for all HOA homeowner meetings going forward.
		1. Board feedback was to investigate prices and bring to a later meeting for discussion and vote.
	2. Tony proposed a sign-box for the entrance of the neighborhood where news and updates can be displayed. Format similar to what is found in state parks with a lockable window and board for posting updates.
		1. The board discussed the idea and will need to review further for cost and location or locations. Other ideas mentioned placement of such signs in or near the playgrounds in the front and back of the neighborhoods.
	3. Aaron suggested opening HOA monthly board meetings quarterly or semi-annually to homeowners.
		1. Possible location for open board meeting could be MPD station.
		2. Board members were in agreement with the idea and Aaron will investigate the ability to use the meeting room at the police station.
		3. Will discuss next steps and timing of open meeting during future board meeting.
	4. Next monthly board meeting will be held June 5, 2016 at 6:30pm.
9. **Adjournment:**
	1. Brian Yarborough motioned to adjourn the meeting and Tony Tagliaferro seconded the motion.
	2. Meeting was adjourned at 8:27pm.