**Willow Grove Mill Board Meeting Minutes: 5/7/17 – 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 April 2017 meeting minutes for review and approval.
4. Minor correction for spelling of “Blythe” and removal of redundant “committee” term.
5. Joyce Kidd motioned to accept the minutes. Jackie Brown seconded the motion. April 2017 meeting minutes were accepted and will be posted to the website.
6. **President’s Report – Aaron Blythe**
	1. Parking concerns continue to be raised for some homeowners and the board will continue with publishing reminders such as:
		1. 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.
	2. Damaged trees have been removed from the scene of a vehicle accident near the intersection of Sweet Hollow and Gloucester.
	3. Continuing to follow up on 2016 outstanding assessments owed.
		1. Some response from notices has been that the never received 1 of the 3 prior reminder notices.
	4. No Parking signs on Truepenny have been effective with no notable parking violations during activities at the MHS Softball field.
	5. Continuing to follow-up with the town regarding replacement of a broken water shutoff cover near Gloucester & Sweet Hollow.
		1. No new update on status.
	6. Large green electrical boxes throughout the community have had vulgar images and words written on them and will require cleaning. Board to discuss further with the town.
	7. Land behind Brick Mill Elementary School has been approved for use as apartments. No time table yet on when project will begin.
7. **Vice President’s Report – Joyce Kidd**
	1. Mailed 3 violation notices regarding trailers.
		1. 1 trailer has been removed.
		2. 1 trailer appears to be in use but will be monitored.
		3. 1 trailer has been connected to a vehicle
	2. Sent communication to ARC requesting status of current reviews and did not receive a response. Will continue to follow-up on the situation.
	3. Tree limbs impeding sidewalks need to be trimmed.
		1. This is the responsibility of the homeowner except on designated open spaces.
		2. Will place notice on Face Book and the website to remind neighbors of the need to maintain the trees.
	4. Joyce checked with UPS on time frame for production and mailing of HOA 2017 Assessment notices. UPS requires a 3-day lead time for production and mailing.
	5. Street lamp bulb was replaced but tree limbs are blocking the light from the lamp.
		1. Aaron will speak with town regarding possible trimming of the limbs.
	6. 104 Plymouth has a lockbox on the door but not a for sale sign. Unknown status of the property and could be rental. Will continue to monitor for change.
8. **At Large Report – Jackie Brown**
	1. Jackie spoke with homeowner in receipt of 2016 unpaid notice that indicated she was unaware that the community had an HOA.
	2. Homeowner had requested removal of all late fees to which the board will need to determine if the action is acceptable.
9. **Treasurer’s Report – Tony Tagliaferro**
	1. Form 990 due in May 2017 and will include of current HOA board members.
	2. Tony provided the Treasurers report for March 2017 which included:
		1. $22,122.82 – Cash on hand
		2. $1,127.99 – April 2017 expenses
		3. $987.14 – Late fees collected
		4. Total of 464 homeowners paid 2016 dues
	3. Brian Yarborough motioned to accept the treasurer’s report. Aaron Blythe seconded the motion. Report accepted.
10. **Old Business:**
	1. Brian will send request to board to begin compiling a list of frequently asked questions.
	2. 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.
	3. Need to confirm mailing address for communications to homeowners of multiple residences in WGM.
	4. 2017 Assessment mailing is ready to be delivered to printer. Joyce will take to UPS on 5/8.
11. **New Business:**
	1. WGM Sign
		1. Tony arranged for meeting with Mazzola Group Construction held on 5/6 at the sites of sign placement.
			1. Discussed various sign options and expressed desire to have sign with little to no maintenance required.
			2. Stone options will offer longevity and suggested sign be a single piece of granite stone.
			3. Mazzola will produce a design and schedule follow-up meeting to discuss the details.
	2. Date for next HOA meeting will be 6/4/17.
12. **Adjournment:**
	1. Brian Yarborough motioned to adjourn the meeting and Tony Tagliaferro seconded the motion.
	2. Meeting was adjourned at 7:42pm.