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

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

1. **Call to Order:**
	1. Meeting called to order at 6:38pm.
2. **Minute’s Approval:**
3. Presented May 2017 meeting minutes for review and approval.
4. Joyce Kidd motioned to accept the minutes. Aaron Blythe seconded the motion. May 2017 meeting minutes were accepted and will be posted to the website.
5. **President’s Report – Aaron Blythe**
	1. Broken water valve shutoff has been replaced.
	2. Waiting on update from town regarding the conditions of the electrical boxes that have graffiti scribbled on them.
	3. Enforcement notifications have been mailed.
		1. 12 notices mailed
			1. 8 notices for tall grass – Town is also inspecting and sending notices.
			2. 1 notice for tree limb maintenance
			3. 1 boat removal notice
			4. 1 basketball hoop on street notice
			5. 1 ARC project unfinished that requires an update
		2. 1 outstanding trailer on driveway that has received notice and will be followed up with.
	4. Received notice that townhome easement issued is being resolved with relocation of a fencing.
	5. Parkway Legal received 40+ final notices sent back as undeliverable. All had valid addresses so not sure why they were returned. Possible postal issue? Will address and resend.
	6. Prior trailer violation that continues has been turned over to Parkway Legal for further action.
	7. 2 disables vehicles – 1 on Norwalk Way and 1 on Springfield Circle have been towed.
	8. Aaron spoke with town regarding the lamp post with tree limbs obscuring light. Town has advised that the limbs are within proper specs and cannot remove.
6. **Vice President’s Report – Joyce Kidd**
	1. Mailed new 3 violation notices have been mailed.
	2. Open space areas are in need of mowing. Matter will be discussed with the town regarding schedule.
	3. Inspected homeowner concern over “car parts” remaining in 1 of the open parking areas in the townhomes.
		1. No car parts were identified; however, an oil drip pan was noticed as being placed under the vehicle in question.
		2. Followed up and responded to homeowner’s inquiry.
		3. Did notice that the tag on the car is expired which will allow for towing of the vehicle.
7. **At Large Report – Jackie Brown**
	1. Jackie was unable to attend meeting due to work obligations. No update at this time.
8. **Treasurer’s Report – Tony Tagliaferro**
	1. Tony provided the Treasurers report for May 2017 which included:
		1. $26,069.67 – Cash on hand
		2. $1,379.71 – May 2017 expenses
		3. $1,240.25 – Late fees collected to date
		4. $350.00 – Legal fees collected to date
		5. $4,850.00 in legal expense recorded.
		6. Total of 481 homeowners paid 2016 dues – 17 additional 2016 late payments are included in the May totals.
	2. IRS Form 990 filed 5/15/17.
	3. Open items – 96 unpaid 2016 properties
		1. Board will review most cost effective approach to collection of unpaid funds.
	4. Brian Yarborough motioned to accept the treasurer’s report. Aaron Blythe seconded the motion. Report accepted.
9. **Old Business:**
	1. ARC Review
		1. Board should be copied on all responses for ARC reviews to ensure completion of all requests on time.
		2. Board has requested written confirmation from the ARC to ensure ongoing commitment to complete reviews.
10. **New Business:**
	1. WGM Sign
		1. Awaiting 2017 assessment collection before finalizing sign plans.
		2. Expected finalization will be by 7/2/17.
		3. Targeting August start date for sign build.
	2. Discussed desire to shop around for HOA insurance for 2018 to determine if better rates can be identified.
	3. Discussed hosting open meeting for community on or about mid-July if space can be secured. Joyce investigating use of Health South meeting room.
	4. Date for next HOA meeting will be 6/28/17.
11. **Adjournment:**
	1. Brian Yarborough motioned to adjourn the meeting and Joyce Kidd seconded the motion.
	2. Meeting was adjourned at 8:00pm.