**Willow Grove Mill Board Meeting Minutes: 06/07/16 – 6:30pm**

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

1. **Call to Order:**
	1. Meeting called to order at 6:35pm
2. **Minute’s Approval:**
	1. Members reviewed minutes from the 5/1/16 board meeting.
	2. Brian Yarborough motioned to approve the meeting minutes.
	3. Joyce Kidd seconded the motion. Minutes approved with correction to PayPal description to be updated to indicate “consumer” and not “business” prices.
3. **President’s Report – Aaron Blythe**
	1. Received a request on an above ground pool and provided response indicating it was not permitted. Homeowner cited other possible violations in the neighborhood.
	2. Homeowner was informed that the establishment of a garden was in violation of the restrictions for Willow Grove Mill.
	3. Request to have the ARC committee members meeting prior to the annual meeting for board elections. Tony will reach out to committee members to schedule a meeting date and time.
	4. Homeowner inquired about a Pod storage unit in a townhome driveway that has been in the location for quite some time. Aaron provided the homeowner with what the HOA can do to assist in this type of matter and was able to contact the appropriate parties which resulted in the removal of the Pod storage unit.
	5. Aaron has inquired with the Parkway Law regarding enforcement actions the HOA can take related to restriction violations. Waiting on response from attorney.
	6. Aaron reviewed ideas for possible restrictions amendments to be considered for the annual meeting which would need to be voted on by the community in order to adopt. Proposed ideas include:
		1. Vegetable gardens – need to determine appropriate size limits
		2. Shed sizes – current size limits may be too small for most needs but need to determine size limit to avoid homeowners installing very large sheds.
		3. Solar Panels – amend current restrictions to allow for new technology aimed at creating more energy efficient homes.
		4. Mailbox posts – update restriction to allow for variability in mailbox post selection while maintaining aesthetically pleasing appeal.
	7. Spoke to town manager on items including:
		1. Addressing list of items not addressed by builder over the last 11 years including curb and street repair.
		2. Town agreed to stripe and add no parking signs to one side of Truepenny to address the parking situation associated with the softball field. This action would not be taken until all street repairs/paving is completed.
	8. Streets department update – Speed trailer to be placed on Gloucester Blvd to track and record speeds of motorists. This will assist in addressing the concerns raised by homeowners over speeders.
	9. Parkway Law has indicated Corporation Service Company as registered agent vs. having an individual listed as the registered agent for the HOA. This will assist with certain requirements surrounding availability of contact for the registered agent.
	10. ARC Review Update –
		1. Build out form for online submission of ARC reviews through WGM HOA website. Brian to work on form development.
		2. Assemble committee members (3) for a meeting before 6/22/16. Tony will schedule the meeting. Looking to target 6/15/16 for meeting.
	11. Discussed second/final assessment notice to be mailed with due date of 7/9/16.
	12. Annual meeting discussion included:
		1. Need to design ballot forms for election of board.
		2. Pay vendor to stuff and mail notices to homeowners.
		3. Possible 2-page content to be included in notice mailings along with ballot.
		4. Must be present at annual meeting to be considered as a possible candidate for the board.
4. **Vice President’s Report – Joyce Kidd**
	1. Joyce indicated the desire to form a “cleanup” committee aimed at beautification efforts for the neighborhood.
	2. Joyce said she had driven around the neighborhood and the general appearance is not as some homeowners have indicated but there are areas that could be addressed.
	3. Agreed to contact committee members and help to form a group that can work on cleanup projects.
5. **Treasurer’s Report – Tony Tagliaferro**
	1. Tony reviewed the funds collected to date and the template to be used for check requests.
	2. Discussed the 501C requirement that mandates another 2 years of budget information in order to obtain the 501C status.
	3. Reviewed information regarding accounting and auditing expense:
		1. Boyer & Boyer provided estimate of $1,200 per year including tax return.
		2. Form 990 needs to be completed.
		3. Auditing is a 3-step process
			1. Compilation of data
			2. Review of submitted information
			3. Actual audit – price for audit can be very costly
		4. Does include Form 1120, Tony will complete Form 1024.
		5. File gross receipts quarterly.
	4. Board discussed and agreed to review other HOA’s to see what accounting/auditing actions and expense they perform to provide some cost and process comparisons.
6. **New Business – Board Discussion**
	1. Planning committee for the annual Labor Day block party contacted the HOA to invite to planning meetings. First meeting to be held 6/12/16 and will see if any board members are available to attend.
		1. HOA is interested in helping the party planning committee and will work with the group to determine what may be the best way to do so.
7. **Adjournment:**
	1. Brian Yarborough motioned to adjourn the meeting and Joyce Kidd seconded the motion.
	2. Meeting was adjourned at 8:44pm.