**Willow Grove Mill Board Meeting Minutes: 7/16/17 – 6:30pm**

Attendees: Aaron Blythe, Brian Yarborough and Joyce Kidd

1. **Call to Order:**
	1. Meeting called to order at 6:32pm.
	2. Jackie Brown excused due to work obligations.
	3. Tony Tagliaferro is unable to attend due to vacation.
2. **Minute’s Approval:**
3. Presented June 2017 meeting minutes for review and approval.
4. Aaron motioned to accept the minutes. Joyce Kidd seconded the motion. June 2017 meeting minutes were accepted and will be posted to the website.
5. **President’s Report – Aaron Blythe**
	1. 8 new restriction enforcement notifications have been mailed.
		1. 4 trailers
		2. 2 disabled vehicles
		3. 1 fence
		4. 1 tree limb impeding a stop sign
	2. 11 previous notified restriction violations have been closed.
	3. 8 open restriction violation from 2017 YTD mailings.
		1. Parkway Law is involved in further handling of the open restriction violations.
	4. 1 vacant property needs restriction violation notice mailed regarding the condition of the lawn.
	5. Parkway Law re-mailed 40 notices that the USPS had previously returned undeliverable yet the addresses were correct. No update on if any returned from the 2nd mailing.
	6. Graffiti on the large electrical boxes has been removed by the Town through cleaning of each box.
	7. Aaron has received inquiries regarding the feasibility of installing swings at the playgrounds. Engaged Town for further discussion due to the town owning the playgrounds and property the reside on.
6. **Vice President’s Report – Joyce Kidd**
	1. 6 new violation notices have been mailed.
		1. 1 Fence
		2. 3 vehicles (abandon/disabled)
		3. 1 right of way
		4. 1 lawn mowing
	2. Spoke with family requesting exception of fence style. HOA will not be able to provide exception for the style of fence and will ask the homeowner to comply with restrictions.
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 – Report provided by Aaron Blythe via bank statement**
	1. $26,232.30 as of 4/30/17
		1. $14,482.14 – deposits
		2. $1,099.90 – withdrawals
		3. $39,614.54 balance as of 5/31/17
	2. 330 homeowners paid 2017 dues as of 6/27.
	3. IRS Form 990 filed 5/15/17.
	4. Open items – 96 unpaid 2016 properties
		1. Board will review most cost effective approach to collection of unpaid funds.
	5. Board approved $25,000 for 2 entrance signs with estimated start date of 8/5/17 weather permitting.
	6. No treasures report will be entered into record for 7/16 meeting due Treasurer unable to attend.
9. **Old Business:**
	1. ARC Review Process
		1. Aaron engaged the committee several times and did not receive a response.
		2. Board has agreed to remove the duties of the committee due to non-response on 6 open ARC reviews from June/July.
		3. Board will begin assuming full responsibility for all ARC reviews effective immediately and the committee will be dissolved.
			1. Access to the ARC email and documents will be removed 7/16/17 following the board meeting.
			2. All board members will receive ARC notifications when email arrives.
			3. Board reviewed the 6 open requests and was able to provide approval. Brian Yarborough will email approval to all homeowners.
	2. WGM Sign
		1. Aaron spoke with town manager and shared timeline and design for signs to gain easement approval from the town.
			1. Potential challenge on timing of install may depend on developer who still owns the east side of Gloucester Blvd. Board is seeking approval from the developer.
		2. The board would like to hold a ribbon cutting ceremony once the signs are complete. Details on time/date to discussed at later meeting.
	3. Board continues its review of alternate insurance options for 2018 in an effort to reduce operating expense.
10. **New Business:**
	1. Homeowners have requested that a basketball court be installed in the community.
		1. Cost for the court would be $15K-$20K
		2. Location would need to be near the playgrounds on open space owned by the town.
		3. Installation would result in increased assessments to all homeowners in the community for install and upkeep.
		4. Increase in insurance liability policy.
		5. Installation would require town approval and a traffic study.
		6. Homeowners would express concerns regarding parking and noise.
		7. Board voted on the matter of installation of a basketball court and the vote was 3 to 0 against pursuing the matter further.
	2. Picketed fences
		1. 2 homeowners installed partial/complete picket fences on their properties without seeking ARC approval.
		2. Notices will be mailed to both homeowners and they will have 30 days to remove the fencing.
	3. Speeding on Gloucester Blvd.
		1. Aaron suggested the addition of more crosswalks.
		2. 3-way stop sign on Middlesex and Gloucester to slow the pace of cars.
		3. Will request to have the police trailer setup again on Gloucester and reinforce with patrols.
	4. Trees
		1. Several properties need to maintain or replace trees.
		2. Trees are the responsibility of the homeowner.
		3. Board will post updates on Facebook and the website that homeowners need to address trees on their properties and otherwise will be subject to receipt of restriction violation notices.
	5. Trashcans
		1. Board suggested an awareness effort on leftover trashcans
		2. Homeowners need to leave cans on the curb not collected by Waste Management.
		3. Homeowners also must secure trashcans on their properties and not leave in front of homes or on the street beyond collection days.
			1. Board will begin sending violation notices to all homeowners not properly storing/securing their trashcans.
		4. Board has received complaints from residents regarding the trashcan situation and the effect it is having on property values in the community.
	6. Deed Restriction Updates
		1. Discuss which restrictions the board would like to update or amend such as:
			1. Mailbox posts
			2. 10-year Tree rule
			3. Shed size
		2. Discussion to be held at August board meeting with outcome to be included as a ballot vote for the December annual meeting.
	7. Fines for Deed Restriction Violations
		1. Board discussed and will proceed with drafting a policy that includes fines for violations.
		2. Website and Facebook would be updated to include the policy.
		3. Policy will be reviewed at the December annual meeting and implemented effective January 1, 2018.
	8. Fall Yard Sale
		1. Need to have Jackie engage the planning committee to design a fall yard sale for the community.
		2. Also would like to consider Halloween parade as part of the fall community events.
	9. Next meeting to be open meeting held 8/1 or 8/2 (depending on availability) at Health South from 6:30pm – 8:00pm
11. **Adjournment:**
	1. Brian Yarborough motioned to adjourn the meeting and Joyce Kidd seconded the motion.
	2. Meeting was adjourned at 7:48pm.