**Willow Grove Mill Board Meeting Minutes: 07/17/16 – 7:00pm**

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

1. **Call to Order:**
	1. Meeting called to order at 7:13pm
2. **Minute’s Approval:**
	1. Board reviewed minutes from the 6/7/16 board meeting.
	2. Brian Yarborough motioned to approve the meeting minutes.
	3. Joyce Kidd and Tony Tagliaferro seconded the motion. Minutes approved.
3. **President’s Report – Aaron Blythe**
	1. Aaron provided summary of the above-ground pool and garden items from the June meeting. Homeowners were responsive and took action to address the situation once notified by the HOA.
	2. Aaron contacted the town regarding the exit of Ryland homes to understand what was taking place.
		1. The town indicated all remaining lots are either sold or under contract.
		2. The builder is working with the town on a punch list of items to address for the turnover process.
	3. Streets Department Update –
		1. The town indicated the top coat for the neighborhood is expected late summer.
		2. The town is working on the Hampden Ct. extension which is why the utility markers are in place in the grass. Also addressing ADA (Americans with Disabilities Act) compliance for curbs and related items in the community.
	4. Aaron did have conversations with the town regarding the installation of stop signs at key intersections the board felt could use additional measures to slow traffic. The town indicated no additional stop signs could be placed at this time.
		1. The town also indicated that Middletown does not install speed bumps, a matter that has been raised by some homeowners and board members as another alternative to help reduce speeding.
	5. Aaron was able to work with Middletown Police to step up enforcement on Truepenny and Gloucester.
		1. Speed trailer was placed on Gloucester to collect useable data to help address traffic concerns.
		2. Additional speed enforcement has been placed in the community at various times.
	6. Aaron asked Joyce to reach out Middletown Police to see if they are available to speak at the annual meeting.
		1. Police could provide a local crime report and be available to answer questions homeowners may have.
	7. Property search update with Parkway Law:
		1. Deed restrictions for 587 WGM homes tie to additional townhomes but official documentation does not appear to be updated to include the properties.
		2. Parkway Law is having additional counsel review the findings to determine appropriate next steps.
	8. Change of registered agent for HOA was approved by the board and Parkway Law will become the registered agent for Willow Grove Mill.
	9. Aaron received a sheriff’s sale notice for the property at 350 N. Hampton Way. No action from the HOA is needed.
	10. Aaron received a call from a concerned homeowner indicating some type of suspicious activity may be taking place after dark in and around the playground areas in the community. The ask of the homeowner was to see if any additional lighting could be placed around the playground to help deter any activity.
	11. Annual Meeting –
		1. Notice mailings to include 2 pages – 1 ballot and 1 proxy
		2. Aaron to develop ballot/proxy drafts for review and approval by the board
		3. Use of 3rd party mailing service discussed to help speed the process of mailings and reduce labor time by the board to fold, stuff and apply postage
		4. Mailing needs to go out 15 days prior to meeting date
4. **Vice President’s Report – Joyce Kidd**
	1. Joyce provided HOA representation for the Labor Day Block Party planning meeting sponsored by several homeowners in the community.
		1. The block party is open to all homeowners of Willow Grove Mill.
		2. The party planning committee consisting of homeowners provides the funding for the party however they have asked the HOA for any type of assistance that could be provided.
		3. Joyce agreed to take the request for assistance to the board and vote on the matter.
		4. Joyce submitted a motion to the board to approve the amount of $500 to be the WGM HOA contribution to the block party for 2016.
		5. The motion was approved 3 to 1 to provide $500 to the block party planning committee contingent upon:
			1. HOA receiving a copy of the block party insurance policy.
			2. Signed release waiver removing any liability from the HOA.
			3. HOA will receive a signed receipt for the money before a check is to be presented to the block party planning committee.
	2. The board discussed the block party and agreed that it is in the spirit of goodwill for the community however size and location in future years may need to change due to continued increases in attendance so as to not disrupt any neighbors not able to attend or participate by closing streets.
		1. The board agreed that the block party would be a great project for the upcoming Community Planning Committee to tackle and develop in 2017.
5. **Treasurer’s Report – Tony Tagliaferro**
	1. Tony reviewed the funds collected to date indicating 119 properties have not paid indicating 80% payment rate as of 7/17/16.
	2. No additional expenses to report at this time.
		1. State Farm did provide a premium refund due to error on funding of policy which resulted in overpayment. No monthly premium was due for July 2016 as a result.
	3. Tony did ask the board if there is the possibility of using any funds for tree maintenance in the community? Trees overgrowing on sidewalks impeding the ability to walk down the sidewalk has been observed in multiple areas in the community.
		1. The board discussed the tree maintenance responsibility is that of the homeowner if it is a tree in front or on the side of their property.
		2. Aaron indicated he would discuss the matter with the town to see if they would be able to help at all in maintaining the trees in the open areas and main boulevards such as Gloucester.
6. **At Large Report – Jackie Brown**
	1. Jackie has contacted and received response from all homeowners interested in participating on the Planning Committee.
		1. Jackie will be scheduling a time in September to pull all committee volunteers together to begin discussions of events and projects.
7. **Adjournment:**
	1. Brian Yarborough motioned to adjourn the meeting and Jackie Brown seconded the motion.
	2. Meeting was adjourned at 8:52pm.