**Willow Grove Mill Board Meeting Minutes: 8/1/17 – 6:30pm**

Open meeting held for the community at Health South Cafeteria

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

1. **Call to Order:**
   1. Meeting called to order at 6:34pm.
2. **Minute’s Approval:**
3. Presented 7/16/17 meeting minutes for review and approval.
4. Aaron motioned to accept the minutes. Jackie Brown seconded the motion. 7/16/17 meeting minutes were accepted and will be posted to the website.
5. **President’s Report – Aaron Blythe**
   1. 35 Complaints received
      1. 24 Resolved
      2. 11 Open or pending
   2. Complaints addressed include:
      1. Trailers
      2. Grass height
      3. Disabled/abandon vehicles
   3. Reviewed specific violation that is moving to mediation due to non-compliance with requests.
   4. Architectural Committee reminder to complete review process prior starting projects.
      1. 26 requests received since inception.
      2. 24 approved; 1 for Long Meadow (not WGM); 6 solar panels; garage door replacement.
      3. Reminder of the 14-day turnaround process for committee review.
   5. Trashcans
      1. Waste Management is collecting old cans with Town of Middletown.
      2. Aware that some cans picked up by mistake and provide reference to contact town regarding impacted residents.
      3. Also advised that for those still in need to can pick up to contact the town and leave can at the curb.
6. **Vice President’s Report – Joyce Kidd**
   1. Joyce was out of town for the meeting but a special thanks from the board for her arranging the meeting location for the community.
7. **At Large Report – Jackie Brown**
   1. Advised was in contact with committee members for event planning and waiting on time/date to schedule meeting.
8. **Treasurer’s Report – Tony Tagliaferro**
   1. $30,958.66 as of 7/31/17
      1. 2016 Balance Forward: $23,237.58
      2. 2017 Total Income: $20,488.00
      3. Operational Expenses: $2,566.92
      4. Capital Expense (Signage Deposit): $10,200
   2. 375 homeowners paid 2017 dues as of 7/31.
   3. Reviewed operational expenses which include:
      1. Supplies
      2. Insurance – Liability for board
   4. Tony reviewed sign construction and layout of project. Discussed expenditure for sign which will total $25,000 upon completion. $10,200 deposit provided.
      1. Largest capital expense will be for the signs.

**Community Questions:**

Question 1: Has the board considered mailing options of email vs. paper to reduce operational expense?

*Response: As part of the Bylaws, the board is required to send certain notifications though the mail as opposed to email but is looking for other operational expense reductions including price comparisons for insurance providers.*

Question 2: How will the landscaping around the sign be handled?

*Response: Considered ordering mulch and shrubbery and have community volunteers complete the landscaping.*

Question 3: Who is responsible for the trees along Gloucester Blvd?

*Response: Trees along Truepenny and Gloucester that are along the properties of homes and townhomes are the responsibility of the homeowners. Trees are to be maintained by the homeowners.*

Question 4: What about tree planting and care taking for the playground areas?

*Response: Trees in front and behind homes are the responsibility of the homeowners. Trees bordering open spaces will be cared for by the town. The town is responsible for the playground maintenance.*

Question 5: How many homes have paid versus those that have not paid dues?

*Response: 370 homes out of 587 homes have paid 2017 dues. 479 homes paid 2016 dues and 108 homes did not pay. 12 homes unable to contact actual homeowners and properties are listed as rentals. 74 Collection orders are being issues.*

Question 6: Will the HOA offer payment plans for homeowners who wish to spread out the cost of the dues?

*Response: The board has worked with home owners that have requested options due to financial hardships. Will be implementing online payment options for 2018 dues.*

Question 7: What happens to those that do not pay dues?

*Response: They are subject to late fees and interest. Residents expressed concern saying not fair to those that did pay. Reviewed notification process and inclusion of attorney letters and legal action if not paid.*

Question 8: Are the townhomes from the new section behind Wawa included?

*Response: Townhomes are not included and discussed reason being that the developer/builder never amended the county records to change plans from Condominiums to Townhomes, thus preventing enforcement of deed restrictions and inclusion of section in the HOA. 202 homes included in the impacted section.*

Question 9: How is the annual assessment amount determined?

*Response: Annual assessment will adjust by vote based on the operating expenses. Assessment amount could go up or down depending on expenses budgeted for the community.*

Question 10: What is the impact to the homeowner if assessments are not paid?

*Response: Legal action is taken and could result in a lean against the property and impacts to the homeowner’s credit rating.*

1. **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.
      8. Community requesting additional amenities geared towards teenagers. Board discussed the lack of space, expense to homeowners and availability of surrounding parks in Middletown.
   2. Swings at playground locations
      1. Homeowners have requested swings to be included with the playgrounds. The board will continue to engage the town in discussions and cautioned that expense would need to be covered by the community.
   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. Need to be maintained and trimmed in compliance with 6ft easement.
      2. Trees are the responsibility of the homeowner.
      3. Reminder issued to homeowners to cut limbs hanging over the street and trim the bottoms of trees where branches are growing out of them.
   5. Trashcans
      1. Need to be secured and must be out of the front view of homes.
      2. Board acknowledges townhome concerns and continue to seek options but cans do need to be secured.
      3. 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. Discussed changing restrictions such as:
         1. Mailbox posts
         2. 10-year Tree rule
         3. Shed size
      2. Options 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. Questions raised on use of land in front of community. Board reviewed with homeowners that land is zoned for commercial space but no information on what types of projects may take over space.
   9. Fall Events
      1. Jackie engaged the planning committee to design fall events for the community.
      2. Recommendation submitted for a fall festival idea.
2. **Adjournment:**
   1. Brian Yarborough motioned to adjourn the meeting and Aaron Blythe seconded the motion.
   2. Meeting was adjourned at 7:27pm.