**Willow Grove Mill Board Meeting Minutes: 8/11/15 – 6:30pm**

Attendees: Aaron Blythe, Joyce Kidd, Brian Yarborough, Jackie Brown and Jeremy Krabill

1. Election of Officers
	1. The board voted to elect the following board members to the officer positions of:
		1. President – Aaron Blythe
		2. Vice President – Joyce Kidd
		3. Secretary - Brian Yarborough
		4. Treasurer – Jeremy Krabill
		5. At-Large Member – Jackie Brown
2. Frequency of Meeting
	1. The board discussed the frequency of regular meetings and the annual meeting.
		1. Regular meetings were discussed and agreed to be held 2nd week of each month, when possible or to be determined by full agreement of board.
			1. Next meeting was agreed to be held on 9/15/15 at 6:30pm
				1. The date was later changed to 9/27/15 at 6:30pm
		2. Annual meeting was determined that it would be held the 3rd Tuesday of July each year.
			1. Next annual meeting would be held 7/18/16
	2. Discussed the location of larger meetings such as the annual meeting and the need to leverage a location such Brickmill Elementary School or similar.
		1. Engagement of local state representative to assist with meeting location.
3. Social Media/Website/Communication
	1. Agreed to convert the existing Facebook page to a private group with approval through board members via “friend request” access.
		1. Content on Facebook page will eventually include all board member contact information, architectural review details, bylaws and other community information.
	2. Board agreed to review possible website development for WGM HOA similar to that of the Estates at Dove Run.
	3. Discussed the establishment of a link on the Town of Middletown website for WGM HOA once a website is developed.
4. HOA Dues
	1. Discussion the use of dues included:
		1. Postage
		2. Bank account management – Treasurer to establish account
		3. PO Box
		4. Electricity/maintenance for WGM signage
		5. News letter/printing expense
		6. Internet hosting expense
		7. Attorney’s fees
		8. Tax preparation fees
		9. Architectural Review
			1. Plan review/approval
			2. Town communication
			3. Enforcement
		10. Social events such as parades/neighborhood celebrations/egg hunts
5. Miscellaneous
	1. Determine actual amount of homes in WGM including those still owned by the builders
	2. Find out if a nonprofit request had been submitted
	3. Discussed need for WGM vote on assessment amount and collection date.
		1. Need to determine date and location we will require voting to take place in 4Q15.
		2. Print fliers or mailers to announce the event.
		3. Review proposed budget with community to create awareness of what assessment money will be used for.