**Willow Grove Mill Board Meeting Minutes: 9/10/17 – 6:30pm**

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

1. **Call to Order:**
	1. Meeting called to order at 6:35pm.
2. **Minute’s Approval:**
3. Presented 8/1/17 meeting minutes for review and approval.
4. Aaron motioned to accept the minutes. Tony Tagliaferro seconded the motion. 8/1/17 meeting minutes were accepted and will be posted to the website.
5. **President’s Report – Aaron Blythe**
	1. Complaints
		1. 2 Resolved
		2. 1 New
	2. Complaints addressed include:
		1. Trailers
			1. Trailer on Worcester Blvd. is being removed.
			2. 1 trailer will be moved after home improvement project is completed. HOA will monitor progress.
			3. 1 trailer received 3 previous notices, initially moved and is now back at the residence. Will be pursuing further legal action.
		2. Grass height
			1. Grass concern on Gloucester Blvd on the open space still owned by the developer. Should be turned over to the town soon. Code enforcement has been contacted and the grass will be mowed.
				1. Contractor should be cutting grass by 9/15.
		3. Fences
			1. Homeowner in receipt of violation notice for out of compliance fencing has refused to comply with change request. Will need to seek legal action.
			2. A second non-compliant fence has been identified and will be receiving a notice of non-compliance.
			3. Attorney has advised that we should be receiving ARC reviews for all fencing.
		4. Basketball Hoop Complaint
			1. Resident has express concerns over property damage from use of basketball hoop in the street around vehicles. Ball has been hitting vehicles. HOA reviewed policy for basketball hoop compliance and recommended contacting police regarding the property damage.
		5. Gloucester Blvd. Speeding
			1. Streets department contacted Police Chief and agreed to conduct a traffic study over a weekend period.
			2. HOA is attempting to secure additional stop signs
			3. Town will be installing 3 additional crosswalks to slow the pace of traffic.
				1. 1 will be in front of the playground.
	3. Recommendation of swings added to the playgrounds has been investigated and would need to go through the town approval process since the town owns the property.
6. **Vice President’s Report – Joyce Kidd**
	1. Joyce updated the board that she will be traveling out of town until mid-October.
	2. Architectural Committee reminder to complete review process prior starting projects.
		1. 1 approved review
		2. 1 submission needs project sketch included before approval can be granted. Request was for a patio.
7. **At Large Report – Jackie Brown**
	1. Reviewed concern expressed by homeowner regarding the storage of tires in front of a garage at a townhome. Homeowner indicated they were winter tires. Need to ensure tires are removed from in front of the property.
	2. Planning committee was to meet at Starbucks to discuss upcoming fall events. Need to get details on status of planning.
8. **Treasurer’s Report – Tony Tagliaferro**
	1. $32,497.18 as of 8/31/17
		1. Cash on Hand: $32,497.18
		2. Expenses: $13,064.00
		3. Total Late Fees Collected: $1,740.25
		4. Legal Fees Collected: $500.00
	2. 389 homeowners paid 2017 dues as of 8/31.
	3. Sign Update
		1. Met w/ contractors and finalized font for granite.
		2. Contractor will pour footers and begin stone work once town approval is provided.
	4. Reconciliation of paid homeowners to take place w/ data sent to Aaron Blythe for approval prior to final notification of past due amounts being sent to homeowners.
		1. 73 outstanding from 2016 remain – Need to close out and send legal action notice.
		2. Reviewed timeline for 2017 reminder notices – Expect to be able to mail by 9/15.
	5. Need to arrange meeting with Parkway Law for October to discuss actions for new notice mailings.
9. **Old Business:**
	1. Will continue to shop around for better pricing for HOA insurance policy.
	2. Reviewing accountant options for auditing of HOA financial records. Want to establish consistent, ongoing auditing process.
	3. Planning Committee – Met 8/26
		1. Homeowner recommended use of a “Booed” event for the community where a themed bucket of goodies is anonymously dropped off at a residence. That homeowner in turn does the same to other homeowners.
		2. Committee would like to hold a costume parade for the kids. Need to discuss date/location
10. **New Business:**
	1. Need to discuss next steps for compliance of unfinished addition that has received several communications to comply.
	2. HOA needs to discuss WGM Labor Day party involvement for 2018.
11. **Adjournment:**
	1. Brian Yarborough motioned to adjourn the meeting and Aaron Blythe seconded the motion.
	2. Meeting was adjourned at 7:50pm.