**Willow Grove Mill Board Meeting Minutes: 09/11/16 – 6:30pm**

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

1. **Call to Order:**
	1. Meeting called to order at 6:38pm.
2. **Minute’s Approval:**
3. No August meeting was held so no minutes for August were reviewed.
4. **President’s Report – Aaron Blythe**
	1. Aaron asked that all board members provide contact information to be posted to the website so homeowners can get in contact with the board quickly to discuss matters.
		1. All board members agreed to provide contact information and Brian Yarborough will update website with phone numbers.
	2. Discussed the posting of treasurer’s report to website when monthly meeting minutes are posted.
		1. Tony will provide copy of the report to be posted in conjunction with the meeting minutes once approved each month.
	3. Parkway law meeting needed to be pushed out due to attorney availability. Aaron, Joyce and Tony indicated they would be able to go to the rescheduled date/time once it was confirmed.
		1. Meeting is needed before annual HOA meeting can be scheduled in order to provide clear direction to homeowners regarding restriction process and enforcement.
		2. Attorney to provide guidance on deed restriction enforcement process including communication approval and format.
		3. Need guidance on how to enforce the restriction process.
	4. Aaron discussed recent feedback from homeowners regarding vehicle violations and reaffirmed that these matters will be handled by the police.
		1. Homeowners can continue to report issues they identify and that information will be passed along from the HOA to Middletown Police for proper handling.
	5. Board discussed the need for restriction enforcement specific to trailers, watercraft and campers as outlined in the deed restrictions.
		1. Once enforcement notification format has been approved violators of the restrictions will be notified.
	6. Streets Department Update –
		1. Aaron spoke to streets supervisor regarding the need to trim trees as well as ongoing tree maintenance.
			1. Gloucester Blvd and True Penny along with open space areas should be maintained by the town however the homeowner is responsible for trees in front of their own properties.
		2. The town indicated the top coat for the neighborhood is still expected to take place and hopeful this will occur before winter arrives.
		3. Street maintenance has been taking place since August to prepare curbing and other areas for paving.
	7. Aaron raised discussion point of adding a Frequently Asked Questions page to the website to help homeowners with more common questions regarding maintenance of their properties.
5. **Vice President’s Report – Joyce Kidd**
	1. Joyce provided an update on the Labor Day Block Party which seemed to be well received by all who attended.
		1. Liability insurance certificate was received by Joyce and maintained by the HOA board.
		2. Signed release waiver removing liability from the HOA was also received by Joyce and maintained by the board.
	2. Joyce had spoken with Sgt. Saunders of the Middletown Police Department regarding the availability of an officer to be present during annual HOA meetings.
		1. Purpose of the police attendance would be to provide homeowners with relevant crime and safety updates.
		2. Sgt. Saunders agreed to be able to provide a police update once the date of the HOA meeting has been confirmed.
6. **Treasurer’s Report – Tony Tagliaferro**
	1. Tony provided the Treasurers report for September 2016 which included:
		1. $28,693.12 – Cash on hand
		2. $5,248.73 – YTD expenses
		3. $856.09 – Late fees collected
		4. 463 homeowners paid
		5. Note – 20 additional checks received but not processed at the time of the report.
7. **At Large Report – Jackie Brown**
	1. Jackie agreed to contact all Planning Committee homeowners interested in participating on the Planning Committee.
		1. Jackie will be scheduling a time in the near future to pull all committee volunteers together to begin discussions of events and projects.
8. Existing Business
	1. ARC Committee –
		1. Committee has been reviewing, questioning and approving submitted requests so far with positive results. No questions or issues have been raised by the committee to the board.
	2. WGM Signs
		1. Tony spoke to Bailey’s Lawn and Landscaping and they do have an architect that can provide a design and price quote for the sign or signs. Price would include materials and installation.
		2. Brian agreed to seek out an additional design and price quote for comparison at which time the board will review the submissions for next steps.
			1. Board suggested showcasing ideas online or on Facebook to allow for additional input from homeowners.
9. New Business
	1. Board members need to email Aaron any questions they have for the attorney so they can be reviewed when the meeting is scheduled.
	2. Ask attorney to provide summary of expense to date.
	3. Need to discuss with the planning committee if it is too late to pull together a Halloween event?
	4. Aaron and Tony to compare lists of homeowners still outstanding on 2016 dues so the enforcement process of non-payment can begin.
10. **Adjournment:**
	1. Brian Yarborough motioned to adjourn the meeting and Aaron Blythe seconded the motion.
	2. Meeting was adjourned at 7:47pm.