**Willow Grove Mill Board Meeting Minutes: 9/27/15 – 6:30pm**

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

1. Reviewed and approved WGM HOA meeting minutes from 8/11/15 meeting
	1. Aaron motioned and Jeremy and Joyce seconded motion to approve.
2. Reviewed quantity of homes in WGM
	1. 730 homes not including those properties listed by builders, financial institutions or other property holders
	2. The board discussed the need to obtain 30% or 219 votes to hold Quorum.
		1. Reviewed possible use of original WGM housing count of 578 homes and needing only 174 or 30% votes to hold Quorum.
			1. Aaron agreed to check with attorney on why the additional 200 homes after the redesign plans of WGM were not included and if we can hold Quorum with the percentage based on the original count of 578 homes.
	3. The board reviewed the bylaws and determined there is a requirement to hold a special meeting to review assessments with the homeowners.
	4. Jeremy did investigate and was able to confirm that no taxes for the HOA had been filed previously and no money was collected.
		1. Determined the need to change the registered person or agent as well as possibly not having to pay the received bill for 2016.
		2. Jeremy agreed to handle the registered agent change.
	5. Discussed the need to secure location such as Brickmill Elementary School with Jeremy to ask Representative Quinn for assistance with funding location.
	6. Board agreed that a single, 1-page letter should be the format used to notify homeowners of the mandatory assessment meeting.
	7. Jackie reviewed with board some material she had located from Long Meadow and Dove Run HOA’s as examples of fee assessment and notifications to home owners.
		1. Jackie indicated some data she had on spreadsheets and would send to board members.
3. Assessment and mailing expenses
	1. Board discussed the timing of every January to require assessments be due with the due date of January 31st.
		1. Board reviewed the amount of prep time involved in establishing notification to residents as well as initial Quorum meeting which could push the due date for the first assessment beyond January.
	2. Board reviewed a possible agenda item for Quorum to be voting on the change of the date for the annual HOA meeting currently scheduled for each July.
		1. Decision behind the possible change is the lack of participation in a summer meeting and the challenges it may present the board for attending.
	3. Joyce agreed to investigate and share the expense for mailing should the board decide to use a business such as UPS Store for printing, postage and stuffing of envelopes.
		1. Joyce shared on 10/4/15 the following expense estimates:

Copies                   600 X .08 =    $48.00

Envelopes           600 X .35 = $210.00

Stamps                 600 X .75 = $450.00

Labels                   1200 X .50 = $600.00 (mailing and return address)

Labor                     600 X .25 = $150.00

TOTAL                                         $1458.00

Format (Avery 5160)                  $25.00

* + 1. UPS indicated we could save the format fee if the addresses are pre-formatted when the order is submitted. UPS requested the order at least 15 days in advance of mailing.
			1. Joyce also checked with Staples but they do not provide this type of service.
		2. The board agreed to review other price estimates and options for mailing due to the need for 2 mailing in close succession – Assessment meeting and Assessment due letter.
1. Assessment Meeting
	1. Jeremy to finalize budget draft for review at next meeting and the information will be included in the Assessment Meeting presentation to homeowners.
	2. Brian to obtain pricing for sign advertisements to be displayed in the neighborhood announcing the meeting date, time and location.
	3. Discussed the date of January 27, 2016 at 6:30pm as the time and date for meeting.
	4. Reviewed items to include in the presentation for the meeting such as:
		1. Outlining what the Town of Middletown is responsible for versus HOA and homeowners.
		2. Aaron will check with Morris Deputy about providing a town update to the board with use of the information for the Assessment meeting.
2. Miscellaneous
	1. Discussed the need to have WGM HOA presence at all Middletown Monthly Meetings scheduled for the first Monday of each month.
		1. Brian and Jeremy agreed to attend the 10/5/15 meeting and provide update at next board meeting.
	2. Aaron agreed to check with Middletown Police about being able to provide town/neighborhood updates at HOA meetings.
	3. Aaron will work on draft copy of assessment meeting letter.
	4. Jeremy and Aaron discussed the EIN needed for HOA Non-profit designation and agreed due to requirements that Aaron will submit the request for the EIN.
	5. The board reviewed future meeting dates which included:
		1. 10/18/15 – 6:30pm – Cancelled due to waiting on updates, agreed to email new information prior to next meeting.
		2. 11/1/15 – 6:30pm – Joyce unable to attend.
		3. 11/22/15 - 6:30pm
		4. 12/20/15 - 6:30pm
		5. 1/3/16 – 6:30pm