**Willow Grove Mill Board Meeting Minutes: 10/9/16 – 6:30pm**

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

1. **Call to Order:**
	1. Meeting called to order at 6:35pm.
2. **Minute’s Approval:**
3. September meeting minutes motioned to approve by Joyce Kidd and seconded by Aaron Blythe.
4. Minutes for September HOA board meeting approved.
5. **President’s Report – Aaron Blythe**
	1. Contact information for all board members was posted to the HOA website to provide homeowners with additional points of contact should they be required.
	2. Streets Department Update –
		1. 2 additional stop signs are to be installed to provide a 4-way stop sign intersection at Sweet Hollow and Wilgus.
			1. President submitted a formal request to the town for approval of the stop signs to help with safety around the playground and bus stops on the corners.
			2. The town approved the installation and it is set for 10/14/16.
		2. Aaron received a call regarding the cracked sidewalk near Gloucester Blvd resulting from a contractor driving over it for a pool installation.
			1. Contractor is responsible for repairing the sidewalk and it expected to be completed soon.
		3. The town indicated the top coat for the neighborhood is still expected to take place and hopeful this will occur before winter arrives.
			1. Curb updates and pavement markings have been taking place throughout Truepenny, Gloucester and other streets within the community.
		4. Aaron to check with the Streets department regarding any updates regarding the timing of the Hampden Ct. extension intersecting with Truepenny.
	3. Parkway law completed a review of the last section of townhomes and was able to conclude that the 192 homes are not covered by the existing Willow Grove Mill Homeowners Association.
		1. Townhomes included in this section are:
			1. 240-423 Wilmore Drive
			2. 909-972 Landsdowne Road
			3. 1001-1051 Sherbourne Road
		2. It was determined through the review that there are two separate and distinct subdivision plans for the Willow Grove Mill community. The newer subdivision, called “Willow Grove Mill Townhomes”, are not bound by the Declaration of Restrictions.
		3. Due to multiple changes in development rights and an initial subdivision plan which originally called for condominiums, the restrictions were never amended to include the last phase of townhomes.
		4. Notices will be sent to all homeowners in this section to make them aware of the findings.
			1. Any homeowner in this section that had paid dues for 2016 will be refunded in November.
		5. Aaron shared a draft of the letter that will be reviewed and approved by Parkway Law prior to mailing to the impacted townhomes.
	4. Aaron received direction from Parkway Law regarding the enforcement process for restriction violations. The process would include:
		1. Initial notice of violation mailed to homeowner
		2. 2nd notice of violation mailed to homeowner
		3. Buildings and other structures in violation will be asked to be brought in compliance or could result in a lien being placed on the homeowner’s property.
		4. Violations of any kind will require additional follow-up to ensure the homeowner has addressed the violation.
		5. The board will work to ensure all violations are reviewed and discussed to avoid selective enforcement.
		6. Aaron provided a draft copy of the initial violation notice for the board to review and discuss.
	5. 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.
	6. Unpaid notices
		1. More than 100 properties out of the 587 properties required to pay HOA dues for 2016 have not paid.
		2. Enforcement actions for properties that have not paid is being discussed with Parkway Law.
			1. Next steps include notification and discussion of pending judgements for properties that have failed to pay.
	7. Annual Meeting
		1. Discussed possible dates of 12/6, 12/7 or 12/8. Date availability to be determined by school availability. Brian Yarborough to check on available dates.
		2. Need to mail notice by week of 11/7.
		3. The notice will be two pages which will increase cost of mailing and need to determine what expense will be to have notices mailed.
			1. Joyce Kidd to review expense with UPS store.
			2. Brian Yarborough will check online mail production business to see if expense may be lower.
		4. Meeting location will be Brick Mill Elementary School.
		5. Ballots would be included in the mailing and the board discussed the possibility of adding ballot nominations to the website as an alternate method for some homeowners.
		6. Format for meeting would include:
			1. Update from the current board on the state of the HOA.
			2. Efforts the board has completed and that are underway to continue improvements in the neighborhood.
			3. Review of financials.
			4. Voting for HOA board
		7. Need to discuss the ability to move the annual meeting from July to December. Will review Bylaws with Parkway Law to determine what is needed to make the change.
6. **Vice President’s Report – Joyce Kidd**
	* 1. Joyce received a request from 283 Wilmore to confirm if payment had been made or if it was still outstanding.
			1. Joyce to respond that a notice or an update will be sent out shortly.
7. **Treasurer’s Report – Tony Tagliaferro**
	1. Tony provided the Treasurers report for October 2016 which included:
		1. $29,281.83 – Cash on hand
		2. $5,841.78 – YTD expenses
		3. $888.22 – Late fees collected
		4. 470 homeowners paid
	2. Asked Parkway Law to provide detailed expenses to indicate legal hours billed YTD.
	3. No new expenses submitted to the board.
	4. Brian Yarborough motioned to accept the treasurers report. Joyce Kidd and Jackie Brown seconded the motion. Report accepted.
8. **At Large Report – Jackie Brown**
	1. Jackie met with the planning committee members to outline their roles in development of community activities.
	2. Jackie asked the committee to come up with ideas for events and submit the ideas to the board for review.
	3. Budget for the ideas the committee submits will be discussed and voted on by the board once the projected expense have been determined.
9. **Adjournment:**
	1. Jackie Brown motioned to adjourn the meeting and Aaron Blythe seconded the motion.
	2. Meeting was adjourned at 7:43pm.