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

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

1. **Call to Order:**
	1. Meeting called to order at 6:37pm.
2. **Minute’s Approval:**
3. October 2016 meeting minutes motioned to approve by Aaron Blythe and seconded by Joyce Kidd.
4. Minutes for October 2016 HOA board meeting approved.
5. **President’s Report – Aaron Blythe**
	1. Streets Department Update –
		1. 2 additional stop signs were installed to provide a 4-way stop sign intersection at Sweet Hollow and Wilgus.
			1. Curb striping to be put in place.
			2. Children at Play sign to be added due to proximity to the playground.
		2. Speeding on Gloucester Blvd. continues to be an issue and the board will continue engagement with Middletown Police to step up patrols and discuss other actions.
			1. Additional stop signs may be a possibility but will need further investigation.
				1. Increased signs in Milbranch community cited as example.
		3. Top coat on Truepenny and Gloucester to begin 11/7/16.
			1. Final phase of townhomes topcoat to be completed after Truepenny and Gloucester paving.
			2. Contractor is responsible for notifying homeowners where applicable to move vehicles or be subject to tow so the paving can be completed.
			3. Once paving complete the board will ask the town to stripe the curb on one side of Truepenny to help improve traffic when the Middletown High School softball field is in use.
		4. Tony asked if there was any update on the extension planned for Hampden Ct.?
			1. Aaron indicated that the extension would not be completed until the use of the lot spaces were finalized.
6. **Vice President’s Report – Joyce Kidd**
	* 1. Joyce indicated that all letters were mailed to the Willow Grove Mill Townhomes section of the neighborhood to notify them that they are not included in the Homeowners Association.
		2. Third-party HOA administrator, IPS has expressed interest in meeting with the board to review what their organization does for managing HOA’s.
			1. Aaron had received information from the organization as well and the board may consider hearing a proposal once the annual meeting has been held.
7. **Treasurer’s Report – Tony Tagliaferro**
	1. Tony shared an update on the approval of the HOA for 501c-4 status. The HOA has been approved by the IRS for 501c-4 status allowing for tax exempt status.
		1. 501(c)(4) is defined as a social welfare organization described in Internal Revenue Code (IRC) section 501(c)(4), an organization must not be organized for profit and must be operated exclusively to promote social welfare.
	2. Tony provided the Treasurers report for November 2016 which included:
		1. $29,220.83 – Cash on hand
		2. $6,056.78 – YTD expenses
		3. $888.22 – Late fees collected
	3. 21 refunds will need to be sent to homeowners in the excluded townhome section of WGM. Tony will review the homeowners in the section that have paid and checks will be cut and mailed to them in November.
	4. Tony will conduct an additional audit on paid vs. unpaid homeowners before action letters will be mailed to the unpaid population.
	5. Brian Yarborough motioned to accept the treasurers report. Joyce Kidd seconded the motion. Report accepted.
8. **At Large Report –** No update unable to attend meeting.
9. **Old Business:**
	1. Tony submitted request to Bailey’s Lawn and Landscaping for price quote on WGM entry sign.
	2. Annual Meeting
		1. Meeting is scheduled for 6:30pm on December 6, 2016 at Brick Mill Elementary School.
		2. Proxy ballots will be mailed with homeowner notification letter and requested to be returned by 11/28/16.
		3. Current board members nominated themselves to continue service in 2017.
		4. Aaron presented the notification letter and the board discussed having it printed in 2 pages to allow separation of nominations for board members.
		5. Joyce reviewed the pricing for UPS to print and mail letters.
			1. Estimated expense of $702.68 will be finalized upon print/mailing and receipt for expense submitted to Treasurer for reporting.
			2. UPS will use Avery Label format and need a thumb drive for address information.
		6. Aaron will review labels and reply to Joyce with data by 11/7/16.
		7. Joyce motioned to approve the annual meeting letter. Approval was seconded by Brian Yarborough.
			1. Annual letter was approved by the board pending date and minor spelling correction.
		8. Brian indicated to Aaron he would forward him the list of homeowners that have requested and alternate address for mailing due to their WGM property operating as a rental.
			1. List will be emailed to Aaron evening of 11/6/16 for inclusion in master address list of homeowners.
		9. Scheduled meeting for 11/20/16 at 6:30pm at Joyce’s home to review annual meeting format.
		10. Joyce will ask Middletown Police if they are available to provide a crime report/neighborhood safety update at the opening of the meeting.
	3. Aaron provided an update that the pool contractor that damaged the sidewalk on Sweet hollow has repaired the damage but still needs to repair/replace the damaged grass in the open space.
10. **New Business:**
	1. Deed restriction enforcement letter template approved by Parkway Law.
	2. Aaron motioned to approve the deed restriction enforcement letter template. Tony Tagliaferro seconded the motion to approve. Letter template was approved.
		1. 3 notices have been drafted to be mailed to homeowners in violation of deed restriction on maintaining of trailers on a homeowner’s property.
	3. Property for entrance sign
		1. Aaron informed the board from his conversation with the town that once the sign design and placement has been determined we would need to contact the town to have an easement motion drafted and approved for WGM to use the space.
		2. Timing for sign approval and placement will likely need to be Spring 2017 due to winter.
	4. The board will make the proposal to move the annual meeting for WGM to a December time period each year at the meeting to be held on 12/6/16.
	5. Tony suggested that the board member’s office term would run from January 1st to December 31st in conjunction with the proposal for moving annual meeting to December.
	6. The board discussed having the bylaws officially recorded with no change.
		1. Aaron recommended no change to bylaws but possible updates to restrictions based on homeowner feedback.
			1. Ideas for changes in restrictions could include:
				1. Eliminating the uniform format for all mailboxes
				2. Allowance of a small garden on properties

Size & type would need to reviewed and approved.

* + - * 1. Shed sizes

Expand current restriction to allow for a slightly larger shed with exact sizing to be reviewed and approved.

* 1. Will need an ARC review summary for the annual meeting.
		1. Tony will notify committee and see if available for the 11/20/16 planning session.
	2. Planning committee will be asked to provide an update for the annual meeting.
		1. Joyce will speak with Jackie to reach out to the committee for an update.
1. **Adjournment:**
	1. Brian Yarborough motioned to adjourn the meeting and Tony Tagliaferro seconded the motion.
	2. Meeting was adjourned at 7:48pm.