**Willow Grove Mill Board Meeting Minutes: 11/12/17 – 6:30pm**

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

1. **Call to Order:**
	1. Meeting called to order at 6:36pm.
2. **Minute’s Approval:**
3. Presented 10/8/17 meeting minutes for review and approval.
4. Tony motioned to accept the minutes. Aaron seconded the motion. 10/8/17 meeting minutes were accepted and will be posted to the website.
5. **President’s Report – Aaron Blythe**
	1. Violations
		1. No outstanding violations
		2. Closed out open violation regarding cleanup of a property
		3. Proceeding with further action regarding the status of non-compliant fence installation
	2. Community Events
		1. Need to schedule 2017 holiday light contest
		2. Inquire about Santa visit on fire truck and will confirm with Odessa Fire Co.
	3. Annual Meeting
		1. Would like to mail notices for annual meeting by 12/6 if venue is available to meeting in December
		2. Brian to book venue for annual meeting and confirm date with board
		3. Need to discuss if we would like to amend deed restrictions as part of the annual meeting notice and include on the ballot?
		4. Will use mailing and receipt of ballots from annual notice to assess quorum for the annual meeting
		5. Discuss proposal for 2018 dues
	4. Parkway Law
		1. Scheduled meeting for 11/16 to discuss outstanding items including progression of delinquent assessment payments
6. **Vice President’s Report – Joyce Kidd**
	* 1. No update to report
7. **At Large Report – Jackie Brown**
	1. Reviewed insurance policy options for HOA policies with various carries but not much available that is different from current policy
		1. Tony also reviewed options with State Farm (existing policy provider) and HOA currently has best option available for policy
8. **Treasurer’s Report – Tony Tagliaferro**
	1. $36,588.00 as of 10/31/17
		1. Cash on Hand: $36,588.00
		2. Expenses: $21,612.40
		3. Total Late Fees Collected: $2,204.53
		4. Legal Fees Collected: $550.00
	2. $7,500 still owed to Mazzola Constructions for signs
	3. $4,577.92 total legal expenses YTD as of 10/31
	4. Confirmed Boyer & Boyers Accounting were best price to complete HOA taxes at $795.00
		1. Discussed audit options but would be cost prohibitive at an expense of anywhere from $5,000-$50,000 to complete
	5. 475 homeowners paid dues as of 10/31
9. **Old Business:**
	1. Restrictions
		1. Eliminate post restrictions for mailboxes
		2. Shed size suggestion is to move from 80 square feet to 120 square feet
	2. Attempting to schedule 2017 Annual Meeting for 12/6/17 based on availability of venue
	3. 2017 Annual Meeting
		1. Accepting nominations for 2018 board members
		2. Deed restriction amendments
		3. Possible inclusion of a fine structure for violations
		4. Would like to mail notices 2 weeks prior to the meeting with ballot options included in notice
	4. 2018 Budget
		1. Example budget of $24,100 operating expense + $5,000 for landscaping of new signs= $29,100
			1. Includes allocation of $6,200 for JP Court expenses to cover court costs associated with assessment and restriction violators
		2. 2017 YTD expenses = $21,612.40
			1. Insurance $1,967.22
			2. $4,577 for Parkway Law
		3. Suggestion is to keep budget flat for 2017 with a $50 2018 assessment
10. **New Business:**
	1. Upgrade Quick Books to latest software for financial management at the cost of $199
		1. Board approved expense
11. **Adjournment:**
	1. Brian Yarborough motioned to adjourn the meeting and Jackie Brown seconded the motion
	2. Meeting was adjourned at 7:57pm
	3. Next meeting scheduled for 12/10/17 a t 6:30pm