**Willow Grove Mill Board Meeting Minutes: 11/22/15 – 6:30pm**

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

1. Aaron announced that Jeremy Krabill, WGM HOA Treasurer, has resigned his position effective immediately.
	1. The board discussed and agreed to review the list of nominees from the July 2015 community meeting to offer the position to the next highest voted community member.
		1. Aaron to review votes and discuss nominee at next meeting.
2. Reviewed and approved WGM HOA meeting minutes from 9/27/15 meeting at 6:45pm
	1. Aaron motioned and Jackie and Joyce seconded motion to approve.
3. Items requiring community vote approval were discussed and include:
	1. Assessment amount
		1. Dove Run - $55 in 2015
		2. Longmeadow - $100 in 2014
	2. Date of meeting to review assessment amount
4. Finalizing of the budget was reviewed and included discussion on the following areas:
	1. Signage/Landscaping – Estimated at $20K - $30K from Dove Run/Longmeadow budgets
		1. Board agreed to not include with the first budget due to priority being to establish and fund the budget.
	2. P.O. Box - $82 annually to maintain the P.O. Box at the Middletown post office.
	3. Postage/Paper/Labor - $1,800 - $3K per year
	4. Bank Fees - $100.00 per year
	5. Liability Insurance - $3K - $4K annually
	6. Delaware Franchise Tax - $75 annually
	7. Website Maintenance - $300 - $500 annually
	8. JP Court Collection/Attorney Fees - $2,500 annually
	9. Facilities Rent Fee - $50 - $100 annually
	10. Office Supplies - $100 - $200 annually
	11. Community Events/Activities - $1K annually

Estimated Operating Expenses Total: $10,825/year\*

* 2016 operating budget to be reviewed with WGM homeowners during assessment meeting in February 2016.

\*Amount based on budget information collected from the communities of Longmeadow and Dove Run and may not reflect the final approved operating budget voted on by the WGM HOA board.

1. The board discussed the need to send notices to all homeowners and use total home owners information as opposed to the information used to send notices to residents for the July 2015 meeting.
	1. Home owner information used in the July 2015 meeting only included updates through 2012 and some homeowners may not have been included.
2. Board reviewed meeting content to be included with the February 2016 assessment vote and included:
	1. Purpose of HOA.
		1. Responsibilities of HOA
			1. Architectural reviews
			2. Committees/Neighborhood safety
			3. Community cleanups/yard sales
		2. Responsibilities of the Town of Middletown
	2. Police Report – Aaron to check with Corporal Sanders of the Middletown Police Department to ask if they can present a police report to the residents during annual meetings.
	3. Budget – review 2016 budget with WGM homeowners.
	4. Vote
		1. Assessment amount
		2. Amend Bylaws on deferred assessments to allow for the HOA to change assessment amounts based on budget needs including the removal of the assessment in years when the HOA has a surplus of funds.
		3. Amend annual meeting date.
3. Aaron reviewed the need to establish the architectural review process including:
	1. Submission method – website/email submission discussed as possible best option
	2. Process for review – who will review and how frequently?
		1. 10 business days to approve and approval by majority of board?
		2. Maintaining records of reviews and approvals/declines.
	3. Possible committee discussion for review/approval process?
4. Aaron indicated 168 “friends” have been approved on the WGM HOA Face book page but unable to identify if all are homeowners/residents of WGM.
5. Brian agreed to begin working on the website development for the WGM HOA website. Brian identified that the domain name of [www.willowgrovemillhoa.com](http://www.willowgrovemillhoa.com) is available for purchase.
6. Board continued budget discussion on the following topics to be reviewed during the next meeting on 12/20/15:
	1. Signage – WGM sign may be a 2-3 year proposal based on budget priorities and establishment of funds.
	2. Joyce agreed to setup the P.O. Box at the Middletown post office.
	3. Postage/Paper/Labor still to be determined but board agreed to fold and stuff envelopes as needed in order to reduce expenses.
	4. Jackie agreed to investigate liability insurance quotes for HOA.
	5. Aaron established the EIN tax ID for the HOA and provided the update that the HOA must file with the IRS by March 2016.
	6. Registered agent change – Jeremy was supposed to handle but Aaron has agreed to take on and will check on the process.
	7. HOA needs to pay the franchise tax of $75 annually.
	8. Estimated budget of $10,825/year and assessment amount discussed further:
		1. HOA estimated if 30% of homeowners pay initial assessment the required amount to vote on should be $50/year.
7. Aaron provided a template for the meeting/assessment vote letter and the board reviewed and approved the format.
	1. Target mailing of 1/20/16.
	2. Possible meeting at Brick Mill Elementary School for 2/9/16. Brian to check availability.
8. Brian agreed to investigate expense for 3 community signs to announce the meeting to be held 2/9/16.
9. The board discussed the change of annual meeting from July of each year to February of each year to aid in participation from the homeowners. This action will require WGM homeowners vote.
	1. The board also discussed keeping the initial board members intact for a period of 18+ months due to initial setup of the HOA. This will require WGM homeowners vote.
10. The board discussed upcoming Middletown area meetings that could be of importance to WGM homeowners including:
	1. 12/2/15 Rt. 299 expansion project meeting held at Brick Mill Elementary.
	2. 12/9/15 301 project meeting held at the firehouse.
11. The board motioned to adjourn the meeting at 8:20pm.