**Willow Grove Mill Board Meeting Minutes: 12/9/18 – 7:00pm**

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

1. **Call to Order:**
	1. Meeting called to order at 7:10pm.
2. **Minute’s Approval:**
3. Require approval for meeting minutes from October meeting (no meeting held in November):
	1. Brian Yarborough motioned to approve October meeting minutes. Aaron Blyth and Joyce Kidd seconded the motion.
	2. October 2018 minutes are approved and will be posted to the website
4. **President’s Report – Aaron Blythe**
	1. Roles/responsibilities
		1. At-Large VP – Jackie Brown
			1. Deed restriction enforcement
			2. Documentation of violations to be provided monthly
		2. Joyce indicated need to space out mailing dates due to failure to pay notices and violation mailings
		3. Board agreed to consistent approach for mailings going forward
		4. Vice President – Joyce Kidd
			1. Joyce will manage the Architectural Review Process for the board
			2. Letter delivery for enforcement notices
			3. Aaron to send log of recorded violations to Joyce with dates and designated violations
				1. Mention of new violation regarding the color of garage doors at residence on Gloucester
			4. Reviewed reports of some homeowners indicating they had emailed/submitted ARC requests but never received. Some emails have gone to junk folders on board members accounts. Need to review further.
			5. Discussed the timing of 14-days for review for ARC requests will remain in place
				1. For 2019 the ARC form will be updated to ensure capture of all details related to a project request
	2. Restriction enforcement
		1. Parking issues remain as constant complaint in townhomes
			1. Overlap of cars parked onto sidewalks making them impassable for residents. This is a Police enforcement matter and Aaron will contact MPD regarding tickets to violators.
		2. Basketball hoops have been addressed and will continue to be enforced
		3. Trampolines are not permitted per deed restrictions and will be enforced for removal
		4. Trees
			1. Will wait to spring to complete enforcement action of trimming of tree branches encroaching sidewalks
	3. Need to complete review of unpaid homeowners and send to lawyer for review and mailing of the “intent to file” letter
		1. Approximately 100-150 homeowners remain unpaid
5. **Vice President’s Report – Joyce Kidd**
	1. Attended meeting for State of Delaware Homeowners Associations on 11/13/18
		1. Shared materials from meeting with board for possible consideration of actions/shared practices to assist the board going forward
	2. Joyce has received phone calls from residents looking for contractor contacts
	3. Need to clarify ARC information on website form with details regarding the process and expectations for homeowners – Brian to revisit for 2019
	4. Joyce will handle mailing of deed restriction violations for 2019
6. **At-Large Report – Jackie Brown**
	1. Jackie indicated she has seen several basketball hoops that remain in place as opposed turned away or put away when not in use. Will require further enforcement.
	2. Addressing the trashcan concerns that continue to be raised regarding storage of containers when not in use
		1. Use of Annual Meeting reminder for removal
		2. Facebook posts
		3. Website reminders
7. **Treasurer’s Report – Tony Tagliaferro provided update via email due to unavailable for the meeting**
	1. Treasurer’s Summary Report
		1. Balance as of 12/19/18: $23,817.89
		2. Running Total of Expenses: $14,720.76
8. **Old Business:**
	1. Signage – Lights
		1. Shureline Electrical will install power and lighting for both signs
		2. Cost for project: $4,500 and includes all necessary hookups
		3. Joyce Kidd made a motion to accept Shureline’s bid and move forward with the lighting project.
			1. Jackie Brown seconded the motion with Aaron Blythe and Brian Yarborough in agreement. Motion carried and Shureline will be notified to begin project.
	2. Parkway Law to engage ongoing fence issue with action communication
9. **New Business:**
	1. Annual Meeting
		1. Tentative date 1/17/19
		2. 6:30p-8:00p
		3. Brick Mill Elementary School – need to book
			1. Topics for agenda:
			2. Request Dominic from Parkway Law to speak regarding HOA actions
			3. Contact MPD for police to provide update on neighborhood safety and parking enforcement
			4. Address pet waste disposal
			5. Discuss annual meeting format
			6. Dues for 2019 could be omitted pending outcome of delinquent homeowners
	2. Holiday light/decorating contest
		1. Week of 12/17/18 for judging
		2. Select winners by 12/21/18
		3. Agreed with same prize structure as 2017
10. **Adjournment:**
	1. Brian motioned to adjourn the meeting and Joyce/Aaron seconded the motion
	2. Meeting was adjourned at 8:15pm
	3. Next meeting scheduled for 1/27/19 at 5:00pm