**Willow Grove Mill Board Meeting Minutes: 12/10/17 – 6:30pm**

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

1. **Call to Order:**
	1. Meeting called to order at 6:40pm.
2. **Minute’s Approval:**
3. Presented 11/12/17 meeting minutes for review and approval.
4. Joyce motioned to accept the minutes. Tony seconded the motion. 11/12/17 meeting minutes were accepted and will be posted to the website.
5. **President’s Report – Aaron Blythe**
	1. Parkway Law Meeting Update
		1. Reviewed approach to handling unpaid assessments:
			1. Parkway to draft notice
			2. Serve violators with the notice
			3. Parkway will file on our behalf at cost of $30 per item to file
			4. Could include wage garnishments for violators who fail to comply with letter and proceed into litigation
		2. 109 unpaid homeowners outstanding from 2017
		3. 73 unpaid homeowners outstanding from 2016
		4. 54 of the unpaid 2016 did pay 2017 assessment
		5. Total outstanding unpaid assessments = $10,600
	2. Deed restriction update
		1. Will table the deed restriction update to 1Q18 when a full review of all restrictions can take place.
		2. Will require 30% approval vote from homeowners in order to accept revisions to the deed restrictions.
		3. Targeting the 2018 assessment mailing to include vote for revised restrictions.
		4. Reviewing the possibility of imposing fines for deed restriction violations to enforce accountability for identified violators.
6. **Vice President’s Report – Joyce Kidd**
	* 1. No update to report.
		2. Did identify construction/builder sign that has remained at a property beyond completion of project and should be removed. Will notify homeowner.
7. **At Large Report – Jackie Brown**
	* 1. No update to report and unable to attend meeting.
8. **Treasurer’s Report – Tony Tagliaferro**
	1. $34,092 as of 11/30/17
		1. Cash on Hand: $17,736.00
		2. Expenses: $34,092.00
		3. Total Late Fees Collected: $2,450.59
		4. Legal Fees Collected: $575.00
	2. Final payment on sign completed no outstanding balance due to contractor.
	3. 496 homeowners paid dues as of 11/30
9. **Old Business:**
	1. Annual Meeting
		1. Scheduled for 6:30pm on 1/18/18
		2. Held at Brickmill Elementary School
		3. Letter has been created and will include nominations for board.
		4. Targeting mail date of 12/15/17
	2. Holiday Light Contest
		1. Judging to be held 12/20/17
		2. 1st place awarded $25 gift card
		3. 2nd/3rd place awarded $10 gift cards
	3. Open Restriction Violation
		1. Fence violation has remained open and non-compliant with previous notices.
		2. Tony motioned to send letter to homeowner with clear direction and outcome of decision based on advice of legal counsel.
		3. Joyce 2nd the motion with Brian and Aaron voting approval to proceed with the letter.
		4. Parkway Law will draft and mail letter to violator.
10. **New Business:**
	1. 2018 Budget
		1. Added in $2,000 for electrical expense associated with lighting signs.
		2. Estimating $50,000 budget for 2018 which also includes:
			1. $5,000 for landscaping for signs.
		3. Budget will be reviewed with homeowners during annual meeting on 1/18/18.
	2. HOA has received a complaint regarding teenage loitering at the playgrounds.
		1. Concern expressed is that is potentially scaring away younger kids who want to play on the playground.
		2. Board will continue to monitor and engage appropriate level of action required to address the situation up to and including notification to law enforcement.
11. **Adjournment:**
	1. Brian Yarborough motioned to adjourn the meeting and Tony seconded the motion.
	2. Meeting was adjourned at 7:45pm.
	3. Next meeting scheduled for 1/7/18 a t 6:00pm.