**Willow Grove Mill Board Meeting Minutes: 12/20/15 – 6:30pm**

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

1. Jackie reviewed the insurance quote she received from State Farm which does include coverage for the board.
	1. Policy example had a premium of $1,144 annually but needed to have the actual count of homes revised.
	2. Jackie indicated she would reach out to State Farm with the revised count and also obtain a quote from Nationwide.
2. Joyce completed the P.O. Box setup with USPS and provided an additional key to Brian Yarborough.
	1. Brian agreed to check the P.O. Box 616 regularly for mail.
3. Reviewed and approved WGM HOA meeting minutes from 11/22/15 meeting at 6:43pm
	1. Aaron motioned and Jackie and Joyce seconded motion to approve.
4. Brian provided an update on the HOA website which will have bylaws and deed restrictions posted in advance of the assessment meeting with the community.
	1. [www.willowgrovemillhoa.com](http://www.willowgrovemillhoa.com) is the URL and is active with a notice indicating it is under constructions at this time.
5. Jackie brought up the concern regarding use of fireworks in the neighborhood and the danger posed to neighbors’ homes.
	1. The board agreed it is of concern and as certain times of year where fireworks are used approach the HOA will post a link to the town website regarding safety and use of fireworks.
6. The board discussed the assessment notice and Aaron suggested Staples for copies of the notice.
	1. Items needed to complete the mailing include envelopes, stamps and address lables.
		1. The board agreed to divide the letters, envelopes and stamps amongst members to fold, stuff and mail to share the expense associated with the mailing.
	2. Joyce agreed to have the copies made of the letter once it was finalized and will pick up the envelopes.
	3. Aaron will finalize the letter and email to the board by the week of 1/8/16.
7. The board discussed the need to change the date of the assessment vote to allow enough time to have the letters printed and mailed along with preparing for the presentation.
	1. Dates suggested include 3/8 , 3/9 or 3/15. Brian will check availability of Brick Mill Elementary School and notify the board.
	2. The board discussed the timing of the assessment notice after the March meeting with suggested timing of April and due in May 2016.
8. The board reviewed the budget line items from the 11/22/15 meeting. Joyce suggested increasing attorney’s fees and court costs while reducing cash reserves.
	1. Aaron expressed concern over the cash reserves given that homeowners will want to understand what the funds are being used for.
		1. The board agreed with the suggestions from Joyce and the concern expressed by Aaron.
		2. Aaron to review the budget again and provide an update at a later meeting.
9. Aaron will reach out to Tony Tagliaferro regarding the open board position and seek his interest to fill the vacancy left by Jeremy.
10. Aaron will updated property listings to provide an accurate count of homes as of 12/31/15 in order to print the address labels for mailing the meeting notices.
11. The board discussed meeting again 1/10/16 to divide the letters if everything was ready by that date.
12. The next scheduled board meeting will be held 1/24/16.
	1. Aaron indicated he would put together a presentation draft to be shared at the next meeting.
13. The board motioned to adjourn the meeting at 7:44pm.