**Willow Grove Mill Homeowners Association Annual Meeting Minutes: 1/18/18 – 6:30pm**

Location: Brick Mill Elementary School

Attendees: Willow Grove Mill Homeowners Association board members and homeowners.

1. Aaron Blythe, President of Willow Grove Mill HOA introduced the current board members including:
	1. Vice President – Joyce Kidd
	2. VP At-Large – Jackie Brown
	3. Treasurer – Tony Tagliaferro
	4. Secretary – Brian Yarborough
2. Aaron Blythe provided a Presidents Report reviewing topics such as:
	1. 2017 Annual Assessment – Payments to date and number of unpaid homeowners along with follow-up actions being taken.
	2. Inquiries responded to by the HOA year to date
	3. Reviewed deed restriction complaints including:
		1. Tall grass
		2. Trees
		3. Parking
		4. Trailers
	4. A homeowner inquired as to what is being done to address other homeowners who have not paid dues.
		1. Aaron reviewed the legal process and the expense associated with taking a homeowner to court.
		2. Indicated that the board will be engaging the JP court process to address the matter individually with unpaid homeowners and this will include:
			1. Collection of court costs and fees associated with enforcement actions.
		3. Stressed the importance of paying the dues on time and also if anyone attending the meeting did not pay they are welcome to do so this evening.
3. Treasurer’s Report was reviewed and included:
	1. Outstanding payments of $9,950 still owed to HOA from 2016/2017 assessments
	2. $3,100 in late fees and interest collected.
	3. Largest operational expense was for attorney’s fees related to drafting of communications and restriction enforcement actions.
	4. Capital expenditures included the 2 new signs and reviewed allocated landscape expense for 2017 which went towards the increased cost of the signs.
		1. Landscaping will be budgeted for 2018 and will be completed in the spring.
	5. Reviewed remaining funds of $16K in HOA operating budget.
	6. 2018 Budget Review
		1. No change to $50 per homeowner for dues.
		2. Reviewed increased insurance expense due to liability coverage for the new signs.
		3. Covered electricity expenditure to light the signs but indicated the use of solar options have not been ruled out.
			1. Landscape budgeted at $5K/annually
			2. Lighting budgeted at $2K/annually
		4. Assessment to mail in April with a May 2018 due date.
	7. Budget-related questions included:
		1. Can I mail in payment now? Answer is YES.
		2. Is there an expense to run the electric to the signs?
			1. Aaron has spoken to the town and they have agreed to run the power with the HOA handling the ongoing expense.
		3. Will you use LED’s? Answer is YES.
4. Aaron discussed the Architectural Review process including:
	1. Questions can be submitted through the website.
	2. 23 submissions have been reviewed by the board but the board is well aware that there are many more property enhancements taking place that did not go through the approval process.
	3. Pools and solar panels were the majority of submissions to date.
	4. 1 decline has taken place regarding the improper use of an approved fence design.
		1. HOA is enforcing action on the homeowner and reviewed the matter with attorney.
5. Old Business –
	1. Speeding concerns
		1. Board is aware of speeding concerns on Gloucester and N. Hampton and worked with MPD to conduct a traffic study in August 2017:
			1. 5K vehicles were monitored for speed over 5 days.
			2. Majority of speed ranges averaged 25-40 MPH with a few exceptions exceeding that range.
			3. Board has asked MPD to continue to keep up patrols and alert HOA to any findings.
	2. Homeowners asked the following questions related to MPD involvement:
		1. Do we report issues of speeding to HOA or Police?
			1. If the violator is known to the reporter they can report to the HOA otherwise contact the non-emergency line for MPD.
		2. What about parking near corners?
			1. Homeowners need to adhere to the law and be courteous of their neighbors. Police consider this a low priority concern but HOA can assist if the parties involved are known.
	3. Crosswalks have been added at 3 key intersections to help with pedestrian presence and in an effort to slow vehicles.
	4. Sign installation was reviewed and the process for installing the signs.
	5. 2017 Holiday light contest results were reviewed with the winners announced.
6. New Business -
	1. Aaron reviewed the desire of the board to hold open, quarterly HOA meetings where homeowners can be present and ask questions.
	2. Online payment options are being explored for the 2018 assessment dues to provide homeowners with an alternative to writing a check.
	3. Revisement of certain restrictions may take place with the 2018 assessment mailing but will require of vote by homeowners.
	4. Entrance signs and landscaping
		1. Reviewed tree maintenance and mulching
		2. Contractor reviews for landscaping will be determined by spring
	5. Street sign repair to take place for signs facing East/West that have faded beyond recognition. Town has agreed to repair or replace.
	6. The HOA is working to better establish a Community Event Planning Committee to provide some fun activities for families and encourage events such as community yard sales and spring cleanups.
	7. Establishment of a newsletters and email communications when possible
		1. 340 Facebook users
		2. Low email address capture rates.
		3. Other communication options could include stake signs and message boards?
	8. Tree care on front of properties was addressed:
		1. Tree trimming needs to take place to prevent obstruction of the sidewalk and street area.
			1. Mailings to impacted homeowners will take place and those not addressed will be billed for the trimming that the board will have to conduct through a contracted landscaper.
		2. Injuries that could occur from the trees would be the responsibility of the homeowner
	9. Snow removal
		1. Snow removal from driveways and sidewalks are the responsibility of the homeowner with sidewalks required to be completed within 48 hours of the snow fall.
		2. Issues with plowing the streets can be taken up with the town however the HOA will be the voice for the community
	10. Parking Complaints
		1. Public parking areas in the townhomes should be utilized by all homeowners in need of areas to park their vehicles that exceed the size of their driveway or garage.
		2. Cars should be moved off the street whenever possible and especially for snow removal.
		3. Please do not save parking spots on the street or public areas.
		4. Please be courteous to your neighbors and not block sidewalk access with your vehicles.
	11. Trashcans
		1. All trashcans are required to be properly secured out of view from the front of your property.
		2. The board may need to begin serving notice to those homeowners in violation of the trashcan restriction.
		3. One homeowners asked about trash bags on side of homes? Answer is depending on the situation and if this is something that is ongoing or temporary. Would need to assess it on a case by case basis to determine if a violation is taking place.
		4. HOA continues to receive complaints regarding the improper storage of trashcans. Realtors have expressed concerns from prospective clients regarding the conditions of the trashcans.
	12. Trailers/Boats/RV’s
		1. Need to follow restriction guidelines and stow properly.
		2. Limit to 2 weeks based on guidelines and in excess of this time would be considered a violation.
	13. Pets
		1. Please be kind to your neighbors and pickup your pets waste when walking them.
	14. Aaron thanked the homeowners for their continued to support of the board and indicated no vote for the election of board members could take place due to lack of quorum by the homeowners. As a result, the existing board will remain intact until the next annual meeting or until a member resigns.
		1. Total homeowners in attendance was 46 with 176 required to meet quorum.