

Westminster Glen Homeowners Association, Inc.

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Date: Tuesday, October 20, 2015
Location: River Place Country Club

Annual Meeting Minutes

The board members in attendance were Jim Rumbo, Tad Cole, Rick Shedenhelm, Julie O'Shaughnessy, and Jesse Whittenton. Association manager Aric Allen was also in attendance.

1. Roll Call / Certifying of Proxies

The meeting was called to order by Jim Rumbo at 6:34pm. It was established that a quorum had not been met by the owners represented in person or by proxy. Per the Bylaws governing Westminster Glen, the Association may adjourn the meeting to reduce quorum requirements. *Jesse Whittenton motioned to adjourn the meeting. Julie O'Shaughnessy seconded the motion. The meeting adjourned at 6:37pm.*

The meeting was called to order by Jim Rumbo at 6:38pm. The reduced quorum requirement was not met. *Jesse Whittenton motioned to adjourn the meeting. Rick Shedenhelm seconded the motion. The meeting adjourned at 6:38pm.*

The meeting was called to order by Jim Rumbo at 6:39pm. The reduced quorum requirement was met by the 17 owners in attendance and 35 proxies. The sign in sheet served as roll call and the proxies were certified and counted as valid.

2. Proof of Notice of Meeting

A copy of the meeting notice was sent by certified mail to Goodwin Management and served as proof of notice of the meeting.

3. Approval of 2014 Annual Meeting Minutes

Minutes from the 2014 annual meeting were not available.

4. Reports from Board of Directors and Committees

- a. President's Report - Jim Rumbo presented the President's report attached to these minutes.
- b. Architectural Review Committee – Tom Lebsack presented the architectural review committee report. There were 29 approvals this year and the average turnaround time was 4.9 days.
- c. Website – Tom Lebsack presented the HOA website: www.wmghoa.org
- d. Julie O'Shaughnessy provided a summary of the efforts to reduce traffic speed in the neighborhood.

5. Election of Three Board Members

There were three positions open for election. The nominees on the ballot were Jim Rumbo, Julie O'Shaughnessy, and Jesse Whittenton. The floor was opened for additional nominations. There were no nominations from the floor. *Jesse Whittenton motioned to close the nomination floor. Frank Sheeman seconded the motion. The motion passed unanimously.*

Julie O'Shaughnessy 11/17/15

Jim Rumbo, Julie O'Shaughnessy, and Jesse Whittenton were elected to serve two-year terms on the board.

6. Manager's Report

Aric Allen presented the Manager's Report. Goodwin Management, Inc. is responsible for and acts as community liaison for three areas of the HOA:

- a. Overseeing the common areas elements and community contractors
- b. Accounting for the community
- c. Deed restriction enforcement

Aric presented an overview of the financials, delinquencies, and violations of the community and answered questions from the members in attendance

7. Open Forum

The floor was opened for questions and comments from the members. The following topics were discussed and will be followed up on by the board:

- a. Inquired about the current HOA bank account interest rate and requested the board find the best interest rate they can
- b. Report of missing street signs and how to get them replaced
- c. Report of trees growing up through the asphalt on Prince William and Westminster Glen Ave
- d. Report of a safety hazard on Narrow Ridge Drive at its intersection with Westminster Glen Avenue. The shrubbery is covering the speed limit sign that should otherwise be observable from Westminster Glen.

The members in attendance thanked the current board members for doing such an outstanding job.

8. Executive Session

The meeting entered executive session at 7:56pm.

The meeting exited executive session at 8:08pm.

2016 Budget - The board allocated additional funds to the security patrols through March 2016. *Tad Cole motioned to approve the 2016 budget as amended. Jesse Whittenton seconded the motion. The motion carried 5-0.*

The Halloween party was allowed to be cancelled if it could not be arranged in the remaining time.

9. Adjournment

Jim Rumbo motioned to adjourn the meeting. Jesse Whittenton seconded the motion. There being no further business, the meeting adjourned at 8:09pm.