

BOARD OF DIRECTORS MINUTES

The Villas at the River

Homeowner's Association, Inc.

2887 Villa Lane, Benton Harbor, MI 49022

May 25, 2011

The following documents the fourth meeting of the Board of Directors for The Villas at the River. In attendance were Mike Cook, Jean Bloomquist, Tom Johns, Dave Kett and Gary Coate. The meeting was held in the conference room at the Villa's Office and started at 2:00 p.m.

President's Report:

- Tom Johns reported that 16 people helped to plant flowers on May 20th. Eight hundred and seventeen (817) plants have been planted to date at a cost of \$397. Only a few remain to be planted.
- Tom also suggested that the secretary archive the minutes of all board meetings to protect their security.

Developer's Report:

- Mike Cook reported that construction on Building 17 will start soon.

Vice President's Report:

- Dave Kett reported he is continuing to work on the clubhouse users responsibilities document. This is still a pending item. *Tabled*
- Motion sensor light switches have been installed in the clubhouse restrooms.
- Dave stated that he experimented with the lighting in the common room of the clubhouse. Based on this, it is his opinion that the fluorescent lights provide adequate light and the can lights, except over the kitchen area, need not be used. This can be a further way to cut costs.
- The webbing for the pool lounge chairs is in and plans have been made to cut it into the required strips. The cushions for the chairs are not in yet. (Update: they are in and on the chairs.)
- The possibility of purchasing pool storage boxes to store the chair cushions in was mentioned. This will be investigated later as funds permit.
- The universal remote purchased for the clubhouse is now working properly.
- The Health Department Inspection of the pool is to take place on May 25th. Plans to open the pool by Memorial Day have not changed.

Secretary's Report:

- The minutes for the previous meeting were accepted. There was no correspondence.

Treasurer's Report:

- It was confirmed that we as an association do not qualify for a sales tax exemption.
- Al Robertson and Rae Holman have accepted positions on the Audit Committee. Jean will be working with them very soon.
- Jean discussed the bonding of the board members. She is in the process of reviewing the requirements and completing the paper work.
- A motion was made by Tom and seconded by Dave that the 2011 Budget be accepted. Motion passed. The budget will be made available on the association web site.

Jean will ask Helen to prepare the following reports on a monthly basis for the board. All will be sent to the directors for review prior to the meeting:

- Comparison of revenues and expenses for the prior month vs. the budget
- Comparison of revenues and expenses year-to-date as of the end of the prior month vs. the budget
- Transactions detail reports of expenses for the prior month

Unfinished Business:

- Election of Directors: The time table for the election of directors was discussed. The consensus was that more thought needs to be given to this matter. *Tabled.*
- Bulletin Board: The installation of a bulletin board in the clubhouse is still a pending item. *Tabled.*

New Business:

- Board Communications: Improving the board's communication with the residents was discussed. All on the board agreed that any concerns and requests offered verbally are appreciated. Further, any concerns and requests submitted in writing (and signed) to any board member will be taken up at the next meeting and an appropriate response will be given to the resident who submitted the concern/request. A motion to accept this procedure was made by Tom and seconded by Gary. Motion passed.
- Resealing of Driveways: There is money provided in the budget for this. The intent is to have some funds available every year to reseal some driveways each year. The oldest units will be done first. This is still a pending item.

A motion was made, seconded and passed to adjourn the meeting at 4:02 p.m. The next meeting will be Friday, June 24th at 2:00 p.m. at the same location.

Respectfully submitted,
Gary Coate, Secretary