

BOARD OF DIRECTORS MINUTES

The Villas at the River

Homeowner's Association, Inc.

2887 Villa Lane, Benton Harbor, MI 49022

September 12, 2011

The following documents the seventh 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 7:00 p.m.

President's Report:

The following are normal maintenance items provided for in the budget and are already in process or are being considered for the fall.

- Rick has been cleaning fences with Rid O Rust to remove yellow staining.
- There are several fences that need repainting. (A suggestion was made to see if perhaps the sprinklers could be readjusted to keep from hitting the fences)
- Some mailbox posts need cleaning, painting and repairing.
- Tom has been looking into plastic sleeves that fit around the base of the mailbox post for added protection.
- Dick Wales will have bushes trimmed this fall.

The following has been completed.

- On August 10-13th volunteers drilled, sanded and painted the plaques and attached the house numbers. On the 15th another group of volunteers installed them on the buildings. Cost was \$11.51 each.
- ***A big thank you to the volunteers who worked on this project.***
- Electricians had to be called to fix the breaker on the south fountain in the large pond.
- Tom has photos available to be used for flower plantings in the future.
- We have had many compliments on our flowers.
- Tom would like to appoint a Flower Planting Committee for 2012 at our Town Hall meeting. This committee would purchase and coordinate the planting. (The Board agreed.)
- The Clubhouse door closers have been readjusted.
- The front door of the Clubhouse was repainted.
- There are several concrete issues with walkways, patios, etc. to correct. Tom suggested getting estimate for repairs and putting it on 2012's budget.
- The driveways by Building One and Two have been sealed by Jim and Sons. The cost was well under budget so we would like to continue with more drives yet this fall.
- As of September 7th, Tom was informed that AT&T U-verse is now available in the development.
- On September 12th AT&T completed hookup of TV and Internet in the Clubhouse.
- On September 13th AT&T will host a luncheon in the Clubhouse and answer questions about U-verse and provide a demonstration.
- On the river level of the development several branches are broken due to storms. They are presenting a hazard to Building 22 and 24. Dick Wales is getting estimates for their removal which should be done ASAP.

Tom has had weekly meetings with Dick Wales. We need to inform residents of our policy for handling day-to-day issues.

1. For normal maintenance residents should contact Dick Wales. If there is an issue that is not covered by the budget, he will contact Tom Johns who will take it to the Board for action or approval.
2. Dick Wales is to be contacted for all warranty issues.

Developer's Report:

- Mike Cook asked if there were any problems with the gardens on the river level. The consensus was that there were no problems. Everything OK.

- Mike reported that Building #11 located on the upper level which will face the large pond is next in line to be constructed.

Vice President's Report:

- Dave Kett reported that the Clubhouse Committee was functioning well.
- He also reported that there were no problems with the pool and the furniture was holding up.
- He will (at the Town Hall meeting) mention securing the Clubhouse after usage. This has been an ongoing concern.

Secretary's Report:

- Gary was asked to have the minutes completed in time for the Sunday, September 18th Town Hall meeting and potluck.

Treasurer's Report:

- Jean Bloomquist reported that as of July budget reports look good.
- Cash flow has held steady this year. There was a concern that because of the timing of receipts at times it could run low and our Association Reserve would have to be tapped. So far this has not happened.
- Progress is being made on the recommendations made by the Audit Committee.
- She asked about the \$358 payment that new purchasers made towards our Working Capital Preserve. This is apart from the monthly association fee. It was confirmed that the \$358 should be used for working capital items, which has been the function of the account to date.
- Concerning resales, the \$358 payment is to be part of the sale. The Association will notify Helen of a resale and a letter will be sent to the seller as a reminder that this fee is to be part of the sale. The current president of the Board will sign the letter.
- For each new AT&T installation the Association will receive a commission. The amount depends on how many services were included in the installation. A new account needs to be set up. The Board agreed that these receipts should be segregated in the budget.
- There was some discussion concerning the Association Reserve fund and, if starting in 2012, regular contributions to it should be made. However, it was brought up that because cash flow sometimes runs low, it would be better to wait until year end and part of any surplus could be moved to the Association Reserve fund.

Unfinished Business:

- Bulletin Board: this is still pending
- Sealing of Driveways: *see President's Report*
- House Numbers: this project has been completed
- Direction Sign: almost done. It is for those buildings offset from Villa Lane.

New Business:

- Town Hall Meeting & Potluck, September 18th:
A discussion was held and it was decided that at 6:00 p.m. the meal would be first and then the meeting to follow. Tom, as president, will moderate the meeting and items that he could discuss were suggested. The secretary was charged with the discussion of the timing and procedures for 2012's election of Board of Directors. It was suggested that index cards be placed on the tables for residents to write down questions. Verbal questions will be taken also. Directors should arrive at 5:30 p.m. to do setup and preparation.
- Property Taxes:
Dave Kett expressed a concern about the Board being notified if a resident is in arrears on property taxes and the potential effect on the Association. Tom will follow up on this.

A motion was made by Gary and seconded by Dave to adjourn the meeting at 8:45 p.m.

Motion passed. The next meeting will be Monday, November 14th at 7:00 p.m. at the same location.

Respectfully submitted, Gary Coate, Secretary