

# BOARD OF DIRECTORS MINUTES

*The Villas at the River*

*Homeowner's Association, Inc.*

*2887 Villa Lane, Benton Harbor, MI 49022*

*November 14, 2011*

The following documents the eighth 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 7:01 p.m.

## *Agenda:*

The agenda was not approved pending further items to be added.

## *Questions from Residents at the September 19<sup>th</sup> Town Hall Meeting:*

Tom started this portion of the meeting by providing answers .

- **Clubhouse Rental Rates:** Should we go to graduated rates? Tom gave the board members a copy of the Clubhouse Rental rules originally provided by Mike with some revisions made by Tom. A Clubhouse Rules Committee was formed consisting of Tom, Dave, and Gary who, using this document as a starting point, will finalize rental rules. The committee will report back to the board.
- **Clubhouse Legal Capacity:** The Clubhouse Rules Committee will take up this issue and report to the Board.
- **Sprinkler Settings:** Dick Wales will discuss the issue of sprinklers hitting the mailboxes with Second Nature and get it resolved for next spring.
- **Resident Property Tax Arrears:** Tom had a conversation with David Peterson who is the attorney for Sodus Township regarding resident arrears on property taxes and the effect on the Association. Tom was informed that if the arrears go into the third (3<sup>rd</sup>) year, the property is subject to being auctioned by the county. There is nothing the Association can do about this process, although it does raise concerns about the effect on the Association. Dave raised a question as to whether or not the board would be informed in advance. Given that the process spans three (3) years, the board should be aware of it. The Association would in no way be responsible for the back taxes. The payment of dues would continue to be between the owners and the Association.
- **Decorate Commons for Christmas:** Tom will post a time for interested residents to meet and decorate the Clubhouse and entrance to the complex. Replacement of Christmas lights should be added to the 2012 budget.
- **Short Term Rentals:** Gary made a motion and Dave supported to NOT allow any short term rentals. Motion passed. There was discussion about allowing them for the Seniors 2012 and 2014 golf tournaments. However, as a policy prohibiting short term rentals is clearly stated in the By-Laws, it was thought it best not to set a precedent.

## *President's Report:*

1. Volunteers for the Flower Planting Committee are Cheryl Knuth, Mary Ellen Mammina, Carol Pelan, and Teri Baker. They will meet Monday, November 21<sup>st</sup> at 1:00 p.m. to determine their budget for 2012
2. Concrete issues at buildings 2912 and 2906 have been corrected.
3. Plastic sleeves and repainting of the mailboxes and posts has been completed.
4. Dave Kett is checking into new numbers for the mailboxes. See New Business.
5. The worst of the stained and damaged fences have been repainted. Dick would like to have them all repainted next spring.
6. The AT&T luncheons have been very successful with several residents signing up. We received our first deposit in late October.

7. The resealing of driveways at buildings 1, 2, 3, & 4 have been completed and within budget.
8. The blacktop and drain issues between buildings 5 & 6 have been resolved.
9. In October Tom held two (2) computer classes for residents at the Clubhouse. Seven (7) attended and Barb Johns and Judy Carson assisted.
10. On October 31<sup>st</sup> the residents held their annual Halloween party at Stump School. Twenty-eight residents attended and passed out candy to 110 children.
11. All the annual flowers destroyed by the fall frost were removed on Saturday, November 5<sup>th</sup> by 14 residents. **A big thank you for all that volunteered.**
12. The trimming of bushes and cleaning the gutters has started.
13. Fountains are to be removed the week of November 14<sup>th</sup>.
14. The river dock was removed today, November 14<sup>th</sup>.

*Developer's Report:*

- Mike reported that work is progressing on buildings 11 and 17. He had footers put in for building 23 on the river level.
- It should also be mentioned that he has added 24 evergreens to provide a screen between Lot 13 and the adjacent property. A smaller number (6) were added to the back of Lot 14.

*Vice President's Report:*

- The pool has been covered for the winter.
- A **big thanks** is due to Teri Baker for storing the pool furniture in her garage.
- Dave will meet with the Clubhouse Committee to review the inventory of supplies and work on this as a budget item for 2012.
- Dave requested that the street lights not be in the Clubhouse budget. Jean will follow up on this.
- Dick Wales would like to see a miscellaneous line item in the 2012 budget for items he purchases that do not fall in other line items. Jean will follow up on this.

*Secretary's Report:*

- The minutes from the September 12<sup>th</sup> meeting and the Town Hall meeting on September 19<sup>th</sup> were reviewed and approved by the board before posting them on the website. No further action was needed. There was no correspondence.

*Treasurer's Report:*

- Jean provided a worksheet of projected revenue and expenses through 2011 as a starting point for the 2012 budget. Two (2) questionable items are insurance and snow removal. Jean and other board members are meeting with our insurance representative the week of November 14<sup>th</sup> to get a better handle on this item. As for snow removal, hopefully November will not bring accumulating snow and snow removal in December will be billed in January, so this line item should not see any additions in 2011. A special meeting is to be scheduled the second week of January 2012 to set the 2012 budget. So far the projections for the rest of 2011 look very favorable.

*Unfinished Business:*

- Bulletin Board: Tom and Dave will follow up on this..
- Resealing Driveways: The remaining driveways will be provided for in the 2012 budget. Older driveways will be given priority with some done every year.
- Dead Limb Removal: An estimate of \$975-1,000 was received to remove the large, dead hanging tree limbs that constitute a safety hazard to residents near lot 24. Dave made a motion and Tom supported to proceed with the work yet this fall. Motion passed. The \$1,000 estimate should not be exceeded.

*New Business:*

- Photo Directory: John Huber volunteered to do this. Gary made a motion and Jean supported to give John the OK to proceed. Motion passed. The board will, however, review the process as to how this can be done before the actual work begins.
- Review of Rental Rates: See Town Hall Meeting Questions.

- Clubhouse Occupancy Capacity: See Town Hall Meeting Questions.
- Mailbox Numbers: Dave is looking into purchasing new numbers for our mailboxes. He found a source that will provide the numbers in a block format rather than individual numbers. This will solve the problem of aligning the individual numbers. The total cost is about \$100. Tom made a motion and Gary supported to have Dave proceed with this. The numbers will be applied in the spring.

A motion was made by Tom and seconded by Dave to adjourn the meeting at 9:25 p.m.

Motion passed. The next meeting will be Tuesday, January 10<sup>th</sup> at 9:00 a.m. to set the 2012 budget. Dick and Helen will be invited to attend. The next regular meeting will be Monday, January 16<sup>th</sup> at 7:00 p.m. Both meetings will be in the conference room of the Villa's Office.

Respectfully submitted,  
Gary Coate, Secretary