

BOARD OF DIRECTORS MINUTES

The Villas at the River

Homeowner's Association, Inc.

2887 Villa Lane, Benton Harbor, MI 49022

April 11, 2013

The following documents the eighth meeting of the 2012-2013 Board and the second meeting of 2013. In attendance were Mike Cook, Jean Bloomquist, Tom Johns, Dave Kett and Gary Coate. The meeting was held in the conference room of the Villa's Office and started at 7:00 p.m.

President's Report:

- * Tom reported that a small tractor (2 ½ years old) and a new trailer were purchased for \$900 plus delivery & sales tax. Tom made a motion seconded by Jean that the tractor and trailer be used for Home Owner Association business only. The motion passed. There had already been Board agreement to purchase the tractor and trailer. Jean will look into whether or not a special rider needs to be added to our insurance policy to cover this equipment.
- * The dock will be put in the middle of May.

Developer's Report:

- * Mike reported that construction continues on Building #18 and #23 on the river level. Both are under roof.
- * As weather permits the pot holes on the west road are being filled with a new filler that should be more long lasting.

Vice President's Report:

- * Dave reported that socials are going well. Most months are now lined up for 2013.
- * The pool is opening May 27, Memorial Day weekend.
- * Dave discussed the need for some sort of utility cart to be used in the Clubhouse. This would be a small maneuverable cart to be used for transporting items from the parking lot and also for use within the Clubhouse. Tom suggested that perhaps a restaurant style cart used to bus tables be considered. Dave will investigate.
- * The Clubhouse Committee is looking at purchasing a roll of vinyl material that could be cut into table cloths to be used for socials, special events to protect the tables. Cost would be around \$100. The Board consented to this request.

Secretary's Report:

- * Gary reported that he has been having discussions with Teri Baker who chairs the Election Committee. You will recall that the process this year has been set back to an April-June time frame to better accommodate those who are away for the winter.
- * Gary requested that the handling of Voter Designation Forms be a Board responsibility this year. The Board agreed.
- * The Election Committee will issue voter instructions, receive resumes from candidates, work with the Board to set up a Town Hall Meeting/Social to meet the candidates, assemble and distribute the voter packets and count the votes.
- * Mike provided Gary with information from the two (2) previous years concerning the voter designations. The intent is to not have co-owners complete these forms every year, except if there is a change. Gary will coordinate the voter designations and contact those for whom we have no information.
- * The schedule set by the Election Committee was discussed and agreed to. It can be found at the end of this report.

Treasurer's Report:

- * Jean reported the cash flow is doing well.
- * Winter expenses are so far under budget.
- * We are in a favorable position through March for the overall budget.
- * Jean is working on putting together an Audit Committee for 2013.

Unfinished Business:

- * Tom reported that the directory is almost ready for publishing.
- * Tom indicated that as a part of the maintenance program started last fall, winter cleanup and tree trimming will soon be started.

- * Dave expressed concern about the condition of some of our roads, especially after a rough winter of much freezing and thawing. The budget set for this may have to be increased. Dave will discuss with Dick Wales what needs to be done.

New Business:

- * The Flower Committee is meeting and planning for the 2013 spring flower purchases. More about this later. Sprinklers will be operational in early May at the latest, so no concern for flower irrigation.

A motion was made by Tom and seconded by Dave to adjourn the meeting at 9:00 p.m. *The motion passed.* The next meeting is May 16th at 7:00 p.m.

Respectfully submitted,

Gary Coate, Secretary

ELECTION SCHEDULE

- May 17, 2013: Voting procedures go out by email for those who have it; otherwise, hand delivered
- May 23, 2013: Last day for candidates to declare; list of candidates to be released to residents
- June 6-7, 2013: Voting packets distributed by hand
- June 9, 2013: Town Hall Meeting/Social to present candidates
- June 13, 2013: Last day for voting packets to be returned
- June 14, 2013: Votes counted / results announced

The first meeting of the new Board of Directors will be determined by the new Board. According to the Bylaws it should be held within 10 days after the election.

Article 3. Board of Directors Article 3.8 Page 5 of the Bylaws