

BOARD OF DIRECTORS MINUTES

The Villas at the River
Homeowner's Association, Inc.
2887 Villa Lane, Benton Harbor, MI 49022

July 1, 2015,

The following documents the July 1, 2015 meeting of the 2015-2016 Board. In attendance were Mike Cook, Jean Bloomquist, Mark Carlock, Julie Crane, and Mary Huber. The meeting was held in the Villa's Office and started at 7:00 p.m.

Election of officers: President Mary Huber, VP Julie Crane, Treasurer Jean Bloomquist, Secretary Mark Carlock – vote was unanimous

President's Report: see attached report

Developer's Report: Work continues on Building 14, 21 and the foundations are in for building 19. Dick has been asked by Mike Cook to get additional help to support developer warranty requests

Vice President's Report: See attached report

Secretary's Report: The minutes of the May 13th meeting were approved by the board on 5/31/2015 by email response.

Correspondence was read from Barrett's, Anne Brandt, and Needham's

Treasurer's Report: See attached report

Committee Reports

The Election Committee: The Election Committee announced on June 22, 2015 that Jean Bloomquist, Mark Carlock, Julie Crane, and Mary Huber were elected to serve on the board for the 2015-16 year.

Landscape Committee: Mary reported Carol Pelan did an excellent job coordinating the flowering plant landscaping this spring with 2nd Nature. Her work is greatly appreciated.

Sprinkler/Pond Committee Report: The board was brought up to date on the current well situation for the big pond and surrounding homes.

Audio Visual Committee: no report

Clubhouse Committee: no report

Ice Dam Committee: Mark Carlock reported that the committee is still in the information gathering stage. He reiterated that any work in this area is not in any way suggesting that our buildings are deficient in any way. We need to find out how to best manage this design through a Michigan winter. An RFP (Request for Proposal) is being prepared to seek bids for a qualified outside engineering person or firm give us an evaluation and recommendations.

Unfinished Business:

Management of Temporary Help

Progress of Work Request Form – Request Form Approved

Concerns Re: costs exceeding budgeted expenses

Discussion of projected time line for unfinished developer work

Paving - It is anticipated that final coat paving by the developer will be completed in September

Specific homeowner requests for follow up - The approved Work Order Request Form should assist Dick and Residents in reporting and prioritizing work.

Replacement of Elliptical Machine

Tree Removal - The tree removal bid from Henderson was rejected by the board. Mary was asked to obtain more bids.

The issue of trees being removed by I&M to clear electrical lines was resolved with a favorable outcome for the Villas. The HOA Board wishes to commend Mark Carlock for the work and relationships he established with I&M.

Window Replacement Status- Mary and Mike were asked to develop a form for those homeowners wishing replacement windows.

New Business:

The HOA wishes Tom much contentment and success in his retirement from his position as “Mr. Mayor” and thanks him for his service to our community.

Because of recent intruder reports in the area Villa residents are reminded to be alert, vigilant and keep doors and windows locked at night.

Rick Wales has requested a pay increase.

Search for Property Manager – Mary and Jean will co-chair the effort to locate a new property/site manager.

Geese – There are serious problems with geese in both the large and small ponds on the upper level. The residents request assistance in finding a solution so we can avoid this mess next year.

Well Replacement – The well that services the large pond is no longer working. Dave Kett, Charlie Kozup and Mark Carlock are investigating the problem and solutions. Mark will draft a letter to residents informing them of problem, progress, and requests concerning personal watering guidelines until the pump issue is resolved.

Board Actions:

Motion to give Rick a \$2/hour raise along with an additional \$33 monthly reimbursement on towards his phone bill. We will revisit his compensation in 2016. Motion by Mark and second by Jean.

Motion to approve Home Owners Work Request by Jean, second by Mark.

Motion to adjourn by Jean and second by Mark, motion carried unanimously. Meeting closed at 10:19.

Next meeting date TBD. The next meeting will be an open meeting.

Respectfully submitted,
Mark Carlock, Secretary

President's Report

July 1, 2015

Mary Huber

The HOA honored outgoing president Tom Johns with an appreciation plaque and cake at the June 7th potluck social. The HOA wishes Tom much contentment and success in his retirement from his position as "Mr. Mayor" and thanks him for his service to our community.

We had an unfortunate series of attempts at break-in's culminating with an intruder actually entering the home of one of our residents. We are working closely with the Berrien County Sheriff's Department in the apprehension of this intruder who has continued his unwanted activities in close by neighborhoods.

It is requested that residents check that all doors are locked at the clubhouse when you are the last one leaving. Several volunteers are checking periodically and finding the outside bathroom doors in particular have been left unlocked.

The issue of trees being removed by I&M to clear electrical lines was resolved with a favorable outcome for the Villas. Many thanks to Mark Carlock for the work and relationships he established with I&M. We understand that the issue will be resolved with an underground wiring to the neighbors on the west of us.

Trees and bushes were trimmed by 2nd Nature. The final bill was higher than budgeted. \$2100 as opposed to the \$1500 budgeted.

Rick is going to check all dryer vents from the roof tops to make sure they are not building up with lint. He may be making adjustments to the openings of the vents if needed.

Rick is spraying for bees and will be on the roofs of residents during the near future taking care of this issue.

The well pump in the upper pond is not working. Dave Kett, Charlie Kozup and Mark Carlock are working on this issue. An insurance claim is being considered since this may be a lightning issue, but that is unknown since two unsuccessful attempts were made to pull the pump to determine the problem.

Residents around the pond would like permission to water flowers and grass during the time the pump is inoperative.

It is reported an excessive number of goldfish and tadpoles are dying in the large pond.

Painting trim and fences will begin next week.

All gutters have been recently cleaned. Gutter guards are not planned for units that do not have them unless the board approves and so directs.

Dick Wales has announced his intentions to retire by June 2016 and has generously offered to help with the search for a property/site manager and assist with the transition.

Midwest Glass has received approval from Dick to provide double hung replacement windows at the request of the individual homeowner and at the homeowners own expense. A form will be prepared for residents to sign absolving the HOA from any expenses that may occur. The form will include the approved vendor and contact information.

Rick Wales has requested an increase in pay and a phone stipend.

The board has received several requests for clarification of the need for the information center signs installed this weekend.

Vice President's Report
7/01/2015

Replacement Items Obtained for Pool

1st aid kit and Blood borne Pathogen Kit
Should be good for a few years

Covered trash can matching décor of cushion box ordered

2 Rentals scheduled so far in July

New signs printed re: wet floor cautions and pool rules

Pool area received a donation of another patio table and chairs sets from Tom Nielsen

May 2015 Financials – Summary July 1, 2015

Main Issues:

- In June we are starting to get major requests for funds:
 - Fountain Installation required a payment of \$4,011 paid in June
 - Tree removal needs an extra day at \$2,000 – requested in June
 - Pump for well near the fountains failed and will require a new well – may be paid by insurance at \$10,000
 - We are postponing the purchase of the Gator/Cart until we know the impact of the above. That would cost about \$4,000 for a used one.
- Under budget on income YTD by \$7,350, adjusting for prepaid income of \$8,430, **we are over budget by \$1,080 and under budget on expenses by \$25,659 for a net income over budget amount of \$26,739** after adjusting for the prepaid income amount. Reasons include:
 - **Winter services are under budget \$4,235.** This is the principle reason for being under budget on expenses thus far. Generally we incurred expenses for the period 1/5/2015 through 3/5/2015.
 - **Actual expenses are lagging behind budgeted expenses,** but have been budgeted. We are **currently under budget \$14,291 for Landscaping and under budget \$2,673 for Building Exterior Maintenance.** We have also **budgeted \$1,000 for equipment purchases which has not been spent.** And as of the end of May, we were still **under budget by \$2,603 for the Pond expenses.**
- The Balance Sheet shows Checking \$28,705 plus Reserve of \$25,142 for a **total Cash amount of \$53,847 as of 5/31/2015 compared to \$40,364 as of 12/31/2014.** A total of \$1,683 is due to be transferred from the checking account to the reserve account for dues collected in May. Also, dues of \$3,312 for the period January – May were deposited in June. Normally they are deposited in the month they are received.