

BOARD OF DIRECTORS MINUTES

May 2, 2016

The Villas at the River
Homeowner's Association, Inc.
2888 Villa Lane, Benton Harbor, MI 49022

The following documents the Villa's HOA 2016 Annual Meeting held on May 2, 2016. In attendance were Jean Bloomquist, Mark Carlock, Julie Crane, Mike Cook, and Mary Huber and 55 additional co-owners. The meeting was held in the Villa's Clubhouse and started at 6:30 p.m.

President's Report: See attached report

Developer's Report: Mike Cook reported that the one remaining new-construction home had just been sold. Mike commented on the wonderful sense of community and neighborhood the residents have created. He complimented the Board for its dedication, hard work and great leadership; and he noted the terrific job Pam Fetke has been doing as Property Manager.

Vice President's Report: see attached report

Secretary's Report: The minutes of the 4-25-2016 meeting are not completed as of this meeting

Treasurer's Report: see attached report

Committee Reports

Capital Reserves – See the attached Secretary's Report

New Business: - Election Committee – The 2016/2017 election committee was appointed. Barb Johns, Linda Barlow, Shirley Barrick and Karen Teeters have accepted the opportunity to fulfill our election requirements.

Board Actions: - none

Motion to adjourn by Mary and second by Mark, motion carried unanimously. Meeting closed at 8:10pm

Respectfully submitted, Mark Carlock, Secretary

The Villas at the River Homeowner's Association, Inc.

President's Report - May 2, 2016

It is highly recommended by national organizations of HOA groups that annual meetings be held at the time of the election of board members. As a result of that recommendation (and the logic behind that) we are holding this annual meeting within 6 months of that held in 2015.

Because of that short time span between meetings there is less to report. However, you may be interested in the following updates:

The transition to a property manager with Pam Fetke of Countywide Management, Inc. has been very smooth. Pam has been responsible for collecting dues, paying bills and managing our property tasks and concerns under the direction of the Board. She is doing a fine job and has willingly undertaken additional tasks such as overseeing the HOA's responsibilities with the re-build of building 7 as a result of the September 2015 fire. All is on schedule with that and we anticipate that our dear neighbors, the Reed's, will be back in their home sometime in June barring any unexpected roadblocks. Many thanks to our insurance adjustor who was quite spot on with his projections.

Snow removal, grounds keeping and minor repairs have also been ably managed by Pam the last 6 months. We are continuing to use volunteer services when available but Pam also has authorized a few new faces in our community to complete work needed. Rick Wales decided that he no longer wished to work with the HOA and instead concentrate on assisting Dick with the completion of the construction of the development. We wish Rick well in whatever his next endeavor might be. Rick is still on the list of approved handy men.

The work requests are "working" very well. Remember you can fill them out on line or print one off, fill it out and put it in the white community mailbox. If you are unclear about whether your request is a homeowner responsibility, an HOA responsibility or a warranty issue, Pam can help you out. Send all requests to Pam including any landscaping or shrub replacement requests. Pam compiles and tracks all requests. If you don't hear from her within 2 weeks of submitting your request, please send her an email or call her office. Occasionally a request gets lost in the process and we will depend on you to inquire about the status of your request should you not hear back.

We have hired a pool technician who will be coming daily to clean the pool and adjust the chemicals. The dock will again be managed by a volunteer committee of two who have come up with a new way to insert and remove the dock using volunteer vehicles. There will be minimal repair and staining needed which will begin this week.

There is slow but continuous progress on our Miss Dig billing issues that we have with Sodus Twp. I am optimistic that this will be resolved by early June. We still need to resolve the water transmission agreement, but when the Miss Dig issue is settled there

may be a more positive attitude on the part of all parties to find a fair and equitable way to handle the water distribution to our area and for neighbors needing access to the same line.

Logan Autism Learning Center is one of our new neighbors and is currently renovating the old Stump school to the tune of \$1.5 million. Several of us had an opportunity to see the current stage of renovation and the plans for the clients at an open house last week. This was billed as a mini open house with the grand opening optimistically planned for September. We will all be invited to attend that. The Director of Logan Center is very pleased and excited about the location, the condition of the school before renovation and the generous and welcoming neighborhood. This very special, privately funded center assists children with autism and their families. The clients range in age from 2 to late teen years and the staff ratio to client is an amazing 9:6. The clients spend an individualized amount of time at the center with the younger ones there for only a few hours and the older students learning skills that will allow them to be integrated into the formal school setting. Some come for after school programs but most activities are completed by 5:30. There are occasional family and parent programs in the evening. They have emphasized their wish to be good neighbors and we welcome them to our community.

The Capital Reserve Committee will report to the board within the next 60 days with evaluation of roads, roofs and painting needs. They will also be evaluating the status of our funding and making any necessary recommendations to the board for increased contributions when they complete their studies. As you remember, we feel strongly that this is an ongoing responsibility of the HOA to continually review our long range plans and funding. We wish to ensure appropriate responses to maintenance and upkeep issues that will reflect not only pride in our community but the increasing value of our homes.

The geese have been thwarted in their attempt to set up housekeeping in our ponds. Our low tech, low expense plan of green fencing around the ponds seems to be working. Please protect these fences while the geese become accustomed to the new restrictions for them.

A window peeper has been spotted in the complex this spring. It may well be the same individual who we dubbed the intruder last year. The Michigan State Police, the Berrien County Sheriff Dept. and the Benton Twp. Police are all working on this case. Please call 911 if you see any suspicious activity. Good record keeping of all reports and prompt response from law enforcement is essential in pressing charges when and if a suspect is identified.

An election committee will be appointed at this meeting. Please consider serving on this very important committee and consider running for a Board position. We are still on the one year term renewal pattern for Board members and cannot change to staggered terms until the development is complete. As a result the whole Board is up for election in June.

This has been an interesting and challenging year as president of your Board. Thank you all for the support and assistance as we have faced the unexpected and unplanned together in unity and friendship.

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**Vice-President's Report** - Annual Meeting: May 2, 2016

**Pool:**

Pool to be opened on May 16, 2016. New pool technician is Ryan Burns. A New outdoor clock has been purchased.

**Exercise Room:**

We are in need of a new elliptical, and are investigating possible purchases. We had a lead on a 'free' one, but that didn't pan out. We hope to get this matter taken care of as soon as possible.

**Clubhouse in General:**

Thank you to all that use the clubhouse for various events and leave it in the same condition it was in before using it! We are using a larger garbage can now to better handle the amount of trash so it doesn't overflow. We are also using a new cleaning service than who were previously using, and we are having it cleaned once a week, so hopefully you will find it in much better condition upon your use.

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Secretary's Report

Communication – Now that our manager is in place, we request that all official communications go through Pam. You are certainly always welcome to send communication to myself, or other board members, but since we do this on a volunteer basis, we appreciate it if you go through Pam first.

Minutes of meetings – listed on the website.

Capital Reserve Committee – I am pleased to serve as the board's liaison to this committee of very capable folks. This committee consists of your neighbors as follows:

Al Ernst, Anne Brandt, John Huber, Ron Barrick and Mark Carlock. Our task is to advise the board regarding the condition, maintenance, and forecast the necessary funding for the following:

- Villa Lane and Riverview Lane All drives and parking areas

- Exterior painting for all buildings
- Roofing replacement
- Sewer and water lines
- Sewer lift station
- Clubhouse structural maintenance and pool structural maintenance

It is the goal of this committee to determine necessary and reasonable funding levels to support the normal depreciation of our \$30,000,000 community infrastructure. This current committee seeks to do this through informed planning and forecasting and avoiding assessments whenever possible.

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**Treasurer’s Report** – Annual Meeting

**2015 FINANCIAL RESULTS SUMMARY**

The General Budget for 2015 ended with great results! We had net income of \$6,240 compared to a net loss of \$4,501 in 2014, an improvement of \$10,741. This was after adjusting for prepaid dues. The results were not apparent until the end of the year. SWATI net income was \$6,865 - due good results for Lift Station Repairs. We paid \$354 for the year compared to \$5,828 paid in 2014. The Capital Development net income for the year was \$24,537. We paid \$1,599 for resurfacing driveways from this account.

We are keeping track of income and expenses in two more categories – Capital Development and Fire Income & Expenses. The Capital Development category will be a permanent one and the Fire Income & Expenses will be temporary. We have separate bank accounts for these two categories.

**MARCH 2016 YTD SUMMARY**

|                                         |                  |
|-----------------------------------------|------------------|
| Balance Sheet - As of 12/31/2015        |                  |
| Cash – includes \$8,006 in prepaid dues | \$35,447         |
| Capital Development Reserve             | \$40,859         |
| Fire Income & Expenses                  | <u>\$152,105</u> |
| Total                                   | \$228,410        |

As of the end of March 2016, the General Budget net Income is \$10,777 after adjusting for prepaid dues. As of the end of March, net Income is \$10,777 after adjusting for prepaid dues. Most of this is due to our Winter Services accounts being under budget by \$9,415 through March. We had another bill of \$235 for total expenses of \$23,170 – approx. \$9100 under budget for the year. Other notable expenses thus far:

Tax Payments has a payment of \$748 in March – required due to the AT&T payments we receive.

Legal Services totals \$2,807 for payments thus far in 2016. We have budgeted \$10,000 for issues such as the water transmission agreement.

CLH Equipment Replacement includes a TV purchase in the amount of \$862.02.

Ponds accounts received charges for fencing materials in March of \$949 and received a bill for labor in April the amount of \$460. Hopefully this will correct our geese problem.

Spring Clean-up costs of \$1,454 were paid in April which is twice the amount we had in the budget for 2016. Last year we paid \$1,881 for Spring Clean-up. At budget time we thought part of this was for flowers so we did not change the budget. Looking back, this was an incorrect assumption and we should have budgeted more for spring clean-up.

SEWER, WATER & TRASH – Net income for these accounts is \$3,424 after adjusting for prepaid dues.

CAPITAL DEVELOPMENT – We have taken in dues and interest of \$7,770 through the end of March after adjusting for prepaid dues.

FIRE ACCOUNT – We have paid out \$112,264 YTD.

BALANCE SHEET – As of March 31st

|                         |                  |
|-------------------------|------------------|
| General Account         | \$47,374.71      |
| Capital Reserve Account | 46,483.42        |
| Fire Account            | <u>39,840.49</u> |
|                         | \$133,698.62     |

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Villas HOA – Site Manager Report - 5/2/16

1. New Owners: Ron & Maggie Johnson @ 3061 + Errol & Betty VanBuskirk @ 3063
2. MISS Digg – charges are a co-owner’s expense in the event they make changes
3. Security – lights on at dusk, doors locked, dial ‘911’
4. A hard wood bark mulch will be installed, work to commence soon.
5. Tree trimming as needed is being evaluated
6. Gathering information on shrubbery replacements
7. Co-owners doing their own gardening in landscape beds surrounding their unit are mindful they are to maintain weeding in these areas.
8. Owner unit keys – the Assn. needs accessibility to all units in the event of an emergency. List of units not in compliance.
9. Owner emergency contact sheets are needed by the Assn. in the event of an emergency. List of units not in compliance.

10. The Assn. swimming pool is set for opening 5/16/16 to determine full operability. New pool technician is
11. Ryan Burns.
12. Mark Carlock is chairing a capital improvement committee, discussions include exterior structural painting, roofs, gutter covers, asphalt road and driveway surfaces.
13. Please be mindful, pursuant to your MD/BLs co-owners are responsible for maintenance on each
14. Individual's unit windows and doors.
15. When emailing my office be sure to include your full name and address.
16. Please keep guests and children away from the pond fencing.
17. Clothes dryers in each unit must have their lint traps cleaned after every load to minimize clogging of dryer vent pipes.
18. My office is fielding calls for 'units for sale' in the complex. Should anyone be planning such action notify my office of your intent, your listing agent (you may choose any local realtor) and their contact information.

We need to work as community and be watchful of common element damage and report these incidents to my office immediately.