BOARD OF DIRECTORS MINUTES

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

March 20, 2017

The following minutes and documents of The Villas Board of Directors meeting was held on March 20, 2017. In attendance were Jean Bloomquist, Al Ernst, Julie Crane, Earl Misch and Pam Fetke. Mary Huber attended via cell phone. The meeting was held at the Villas Clubhouse and started at 5:30 PM.

- 1. Appointment of Earl Misch as Secretary replacing Julie Crane for the remainder of the business year.
 - Motion to accept Julie's resignation Earl Misch; 2nd Al Ernst, approved. Motion to accept Earl's appointment – Julie Crane; 2nd – Al Ernst, approved.
- 2. Property Manager's report, see attached
- 3. Treasurer's report, see attached report

Old Business:

- Finalize/Approve "Community Policies & Guidelines" see attached report.
 Motion to accept: Julie Crane; 2nd Jean Bloomquist, approved.
 Hard copy mailings will be done by Pam Fetke, Site Manager and guidelines will be posted to the Villas HOA website.
- 5. Clubhouse decorating project update:

Julie Crane has undertaken the responsibility of improving the appearance of the Clubhouse and pool area. Many improvements and updates are already in place.

Check out your new and improved Clubhouse!

\$1537.38 expenditures were made; \$260.00 revenue generated from the sale of miscellaneous outdated items.

Chair and table transport carts have been purchased.

- 6. Status of separation from the Developer is on hold until FEMA issues are resolved.
- 7. Villas LLC, and Wightman & Associates are working to procure a variance from the existing FEMA (Federal Emergency Management Agency) flood plain map. Allowance for this variance will remove all units on Riverview Lane from the flood plain designation and will no longer require these units to carry flood insurance. A letter rec'd from FEMA indicated additional documentation requested, Wightman & Associates is addressing this request. No time line has been given when/or.if this variance will be approved.
- 8. Payment to Sodus Township, for "old" Miss Digg/Wightman (\$626.25 + \$1,388.38) charges will be paid.
 - Motion: Jean Bloomquist; 2nd Julie Crane, approved.
- PLM Pond Management contract was approved, charges of \$918.00 including state permit, to provide seasonal maintenance of the Villas ponds.
 - Motion: Mary Huber; 2nd Al Ernst, approved.
- 10. Lawn Medic contract was approved, cost \$2,000.00, providing six weed and feed treatments during the season.
 - Motion: Jean Bloomquist; 2nd Earl Misch, approved.
- 11. The Villas pool technician, will continue his services @ \$25.00 fee each day the pool is open.

New Business:

12. Topics for discussion:

The Capital Reserve Committee will meet to prioritize the following '2017 plans and expenditures:

- a. The asphalt, roadway, driveway repairs and sealant application
- b. Further structural painting and caulking, buildings 1 and 2 are done
- c. Additional roof repair and replacements
- d. Schedule sewer pump station inspection, clean and rebuild
- 13. An update was given on progress of reconstruction of units 2846 & 2856 Villa Lane. ALC Maintenance LLC, contractor is working to complete 2856 1st to allow Helen Morlock's return ASAP. The Ed & Grazina Varnelis unit will then be completed, hopefully in time for their return in May.
- 14. Dba Consider it Done Maintenance, Mark Carlock provided a proposed projects list for '2017. Discussion on components will be held at the April meeting.

Motion to adjourn by Jean Bloomquist; 2nd – Earl Misch, approved. Meeting closed at 6:45 pm

Respectfully submitted,
Earl Misch, Secretary

Homeowners Association

Treasurer's ReportFebruary, 2017

Highlights as of February 28, 2017

After adjusting for prepaid dues, General Dues are \$44,492 and \$220 under budget for the year through February. Adjusted net income is -\$2,582 and is \$489 over budget. Everything is on track thus far.

We have been refurbishing and refreshing the clubhouse. In February three offices and the exercise room were painted for \$1900. On March 1, we paid \$1,112 for two lamps and two chairs.

Through the end of February, we have paid \$16,780.55 for snow removal. We paid \$863 on March 15 for snow removal through March 13th. We still owe for the snow removal that occurred on March 15. We have budgeted \$30,000 for the year and should be under budget in this category.

Through February, we have paid Midwest Roofing \$2,468 for roof repairs. Storage fees for our rental space have been paid in full for 2017.

After adjusting for prepaid dues, Capital Reserve dues received through February are \$18,166 and \$234 under budget.

As of the end of February, our balance sheet shows:

General Account: \$62,497.30Capital Reserve Account: \$59,731.99

Note: Capital Reserve dues of \$7,167.00 received in February 2017 will be transferred to the General Account in March 2017.

Site Mgr Report 3-17-17

- 1. We've weathered the recent "storms" issues without Mary & Al's presence. Al is back and I believe Mary will be returning sometime after 4-8-17.
- Mark & Julie get a lot of credit in furtherance of the clubhouse upgrades and refurbishment.
 Mark has been diligently cleaning all tiled floors and has applied a sealant to the grout to discourage future discoloration.

Mark also trimmed the exercise equipment pads to better accommodate the machines and walking space.

Mark has washed all clubhouse windows inside and out!

Mark has purchased chair & table carts to transport such from their new storage area. Julie has been selling off the miscellaneous goods, no longer needed in the clubhouse. She's generated \$160.00 in revenue. Lamps rug at the Great Room entrance have been purchased and chairs are on order. Sharon Ellmer has graciously agreed to make arm chair covers from matching fabric Julie purchased.

You go girl!!!

Julie authorized my office to purchase (2) new pool deck umbrellas. We are in need of an umbrella base (not plastic/water filled, cast iron preferred).

- 3. The piano hasn't left the complex yet, but I'm assured Trinity Lutheran still wants it. They're still attempting to coordinate pickup.
- 4. You've all recently seen communication from FEMA and Wightman & Associates on our request for a variance from the existing federal flood plain map. FEMA has requested some additional documentation which Suzannah Deneau, Wightman engineer assures me will be done within the 90 day period FEMA has given. "KEEP YOUR FINGERS, TOES & EYEBALLS CROSSED"
- 5. I've been informed Sodus Township has drafted and approved their Water Service Agreement.

 Last I heard their agreement includes a monthly fee per meter of \$18.20. Once it's in print I will forward.
- 6. The lock on the clubhouse utility/storage room failed. It was drilled out and replaced. Keys will be issued to: all clubhouse committee members, John Huber, Mark Carlock and myself.
- 7. Villas HOA has recouped OOP expenses for 2846 & 2856 per the auto accident \$1214.15
- 8. Second Nature Gardens snow removal service advised they hit our stop sign at the intersection of Villa Lane and Riverview Lane. Mark has staked up the sign post until, weather permitting, a new base and post can be set. Charges will be assessed to Second Nature.

he Villas Homeowners Association			6:48 AN	1		6:49 AN
sudget vs Actuals Summary YTD			04/13/201	7		04/13/201
nuary through March 2017						
	Jan - Mar 17	Budget	\$ Over Budget	Notes	Budget	\$ Over Budget
Income						
				After adjusting for Prepaid Dues, dues are \$66,610 and \$458 under budget. March Dues for two residents are		
305 · Association Dues Received	71,470.00	67,068.00	4,402.00) late.	268,272.00	-196,802.0
308 · Clubhouse Rental Acct	100.00	300.00	-200.00	0	1,200.00	-1,100.0
309 · AT&T Commissions	600.00		600.00	0		600.0
312 · Dividend-Business Growth Acct	17.63	15.00	2.63	3	60.00	-42.3
321 · Insurance Receipts - Misc.	725.72		725.72	2		725.7
350 · Miscellaneous Income	260.00		260.00	Sale of Furniture \$260		748.4
Total Income	73,173.35	67,383.00	5,790.3	5	269,532.00	-195,870.2
Expense						
400 · Administrative Expenses						
410 · Fire Protection	0.00	0.00	0.00		250.00	-250.0
	0.00	0.00	0.00	Pd \$357 on 4/14/2017 for	000.00	200
411 · Tax Payments	0.00	0.00		2016 Taxes	300.00	-300.0
420 · Office Supplies	166.99	225.00	-58.0		1,400.00	-1,233.0
430 · Fire Extinguisher	0.00	0.00	0.00		350.00	-350.0
440 · Annual Statement	0.00	0.00	0.00		20.00	-20.0
442 · Administration	2,535.00	2,535.00	0.00		10,160.00	-7,625.0
443 · Accounting Services	525.00	600.00	-75.00		600.00	-75.0
444 · Legal Services	2,902.10	3,700.00		O Pd \$1,155 on Apr 1	10,000.00	-7,097.9
450 · Insurance	6,947.62	7,200.00	-252.38		30,700.00	-23,752.3
400 · Administrative Expenses - Other	50.00	0.00	50.00	-	350.00	-300.0
Total 400 · Administrative Expenses	13,126.71	14,260.00	-1,133.29	9	54,130.00	-41,003.2
455 · Clubhouse				-		
460 · Cleaning	543.00	525.00	18.00	Feb - Painted 3 offices, exercise room for \$1900 Mar - Pd \$2,048 to CID to deep clean clubhouse &	2,100.00	-1,557.0
462 · Clubhouse Maintenance	5,055.62	1,350.00	3,705.62	supplies, etc.	2,500.00	2,424.6
465 · Clubhouse Electric Utilities	545.76	813.00	-267.24		3,250.00	-2,704.2
470 · Clubhouse Gas	627.69	600.00	27.69	9	1,600.00	-972.3

Villas Homeowners Association			6:48 AM			6:49 Al
dget vs Actuals Summary YTD			04/13/2017			04/13/201
ary through March 2017						
	Jan - Mar 17	Budget	\$ Over Budget	Notes	Budget	\$ Over Budget
475 · Pest Control	0.00	0.00	0.00		100.00	-100.
476 OLU Environment Bendeament	4 625 40	2 200 00	504.04	Mar - \$1,635 Purchased 2 lamps and 2 chairs, table cart, chair cart, entry rug Apr - Pd \$275 for rug, extra fabric for foyer chairs	2 200 00	504
476 · CLH Equipment Replacment	1,635.16 85.33	2,200.00 345.00		labile for loyer chairs	2,200.00 1,375.00	-564 -1,289
480 · Clubhouse Supplies			-259.67		,	•
Total 455 · Clubhouse	8,492.56	5,833.00	2,659.56		13,125.00	-4,763
500 · Ponds				Removed fountain in 2016		
510 · Fountain Remove & Install	451.00	450.00	1.00	and put in storage	1,500.00	-1,049
515 · Pond Electric	94.75	75.00	19.75		950.00	-855
520 · Pond Supplies	0.00	950.00	-950.00		950.00	-950
525 · Pond Replacement Equipment	0.00	0.00	0.00		500.00	-500
535 · Pond Labor	0.00	0.00	0.00		2,500.00	-2,500
Total 500 · Ponds	545.75	1,475.00	-929.25		6,400.00	-5,854
540 · Pool						
545 · Emergency Phone	249.92	187.50	62.42		750.00	-500
550 · Pool License	0.00	0.00	0.00		66.00	-66
552 · Pool Gas Utilities	0.00	0.00	0.00		175.00	-175
553 · Pool - Electric	0.00	0.00	0.00		600.00	-600
555 · Pool Supplies	0.00	0.00	0.00		600.00	-600
560 · Pool Labor	0.00	0.00	0.00		3,500.00	-3,500
565 · Pool Open & Close	0.00	0.00	0.00		1,700.00	-1,700
570 · Pool Equipment- Replacement	0.00	0.00	0.00		500.00	-500
Total 540 · Pool	249.92	187.50	62.42		7,891.00	-7,641
575 · River Expenses						
585 · Boat Dock Repairs	0.00	0.00	0.00		250.00	-250
Total 575 · River Expenses	0.00	0.00	0.00		250.00	-250
600 · Winter Services						
605 · Winter Supplies	274.72	750.00	-475.28		750.00	-475
610 · Snow Removal	17,643.55	30,000.00	-12,356.45	Pd \$1,989 on 4/1	30,000.00	-12,356
615 · Winter Labor	1,163.42	1,600.00	-436.58		1,600.00	-436

ne Villas Homeowners Association			6:48 AM			6:49 AN
udget vs Actuals Summary YTD			04/13/2017			04/13/2017
nuary through March 2017						
	Jan - Mar 17	Budget	\$ Over Budget	Notes	Budget	\$ Over Budget
Total 600 · Winter Services	19,081.69	32,350.00	-13,268.31		32,350.00	-13,268.3
620 · Building Exterior Maintenance						
621 · Fence Maintenance	0.00	0.00	0.00		3,750.00	-3,750.0
624 · Driveway Maintenance	215.90		215.90	CID filled potholes		215.9
625 · Building Maintenance Labor						
626 · Labor - Gutters	23.00	0.00	23.00		5,500.00	-5,477.0
627 · Labor - Exterior Maintenance	3,297.72	1,500.00		Midwest Roofing Roof Repairs YTD \$2,468	11,000.00	-7,213.8
Total 625 · Building Maintenance Labor	3,320.72	1,500.00	1,820.72		16,500.00	-12,690.8
628 · Materials-Exterior Maintenance	223.43	300.00	-76.57		2,000.00	-1,776.5
628A · Storage Fees	840.00	1,000.00	-160.00	Paid for the year.	1,000.00	-160.0
Total 620 · Building Exterior Maintenance	4,600.05	2,800.00	1,800.05		23,250.00	-18,161.5
630 · Landscaping						
631 · Landscaping Electric						
632 · Electric - Sign Lights & Well	66.05	75.00	-8.95		450.00	-383.9
633 · Electric - Wells & Sprinkler	502.16	225.00	277.16		4,000.00	-3,497.8
Total 631 · Landscaping Electric	568.21	300.00	268.21		4,450.00	-3,881.7
634 · Irrigation Winterization	0.00	0.00	0.00		975.00	-975.0
635 · Sprinkler & Well Repair/Maint	0.00	0.00	0.00		6,000.00	-6,000.0
636 · Mowing	0.00	0.00	0.00		29,000.00	-29,000.0
637 · Spring Clean Up	0.00	0.00	0.00		1,800.00	-1,800.0
638 · Fall Clean Up	0.00	0.00	0.00		6,000.00	-6,000.0
639 · Fertilization Program	0.00	2,500.00		Pd \$2,000 to Lawn Medic for the year on 4/1.	2,500.00	-2,500.0
640 · Mulch & Labor	0.00	0.00	0.00		2,000.00	-2,000.0
641 · Flowers	0.00	0.00	0.00		500.00	-500.0
642 · Landscaping Labor	886.28	0.00	886.28		13,000.00	-11,982.7
643 · Landscaping Misc Materials	324.53	0.00	324.53		1,200.00	-875.4
644 · Street Lights	1,342.47	1,500.00	-157.53		6,000.00	-4,657.5
645 · Tree Trimming	0.00	0.00	0.00		10,000.00	-10,000.0
646 · Christmas Lights	703.12	0.00	703.12		750.00	-46.8
Total 630 · Landscaping	3,824.61	4,300.00	-475.39		84,175.00	-80,219.3
700 · Sewer, Water, & Trash						

The Villas Homeowners Association			6:48 AM			6:49 AM
Budget vs Actuals Summary YTD			04/13/2017			04/13/2017
January through March 2017						
	Jan - Mar 17	Budget	\$ Over Budget	Notes	Budget	\$ Over Budget
710 · Sewer						
715 · Liftstation Phone	249.94	201.00	48.94		800.00	-550.06
716 · Lift Station Electric	264.56	213.00	51.56		850.00	-585.44
717 · Lift Station Repairs	0.00	750.00	-750.00		3,000.00	-3,000.00
718 · Waste Removal	550.47	1,050.00	-499.53		4,200.00	-3,649.53
Total 710 · Sewer	1,064.97	2,214.00	-1,149.03		8,850.00	-7,785.03
720 · Water	5,776.78	6,000.00	-223.22		26,000.00	-20,223.22
725 · Fire Hydrant Maintenance	0.00	0.00	0.00		525.00	-525.00
730 · Trash Removal	2,483.25	3,000.00	-516.75		12,000.00	-9,516.75
Total 700 · Sewer, Water, & Trash	9,325.00	11,214.00	-1,889.00		47,375.00	-38,050.00
Total Expense	59,246.29	72,419.50	-13,173.21		268,946.00	-209,211.28
Net Income	13,927.06	-5,036.50	18,963.56		586.00	13,341.06
Prepaid Dues as of Dec 31, 2016	7,533.00	-	7,533.00			
Prepaid Dues as of Mar 31, 2017	(12,393.00)	-	-12,393.00			
Adjusted Net Income	9,067.06	(5,036.50)	14,103.56			
Dues Adjusted						
305 · Association Dues Received	71,470.00	67,068.00	4,402.00			
Total Dues	71,470.00	67,068.00	4,402.00			
Prepaid Dues as of Dec 31, 2016	7,533.00	-	7,533.00			
Prepaid Dues as of Mar 31, 2017	(12,393.00)	-	-12,393.00			
Adjusted Dues	66,610.00	67,068.00	(458.00)			
The Villas Homeowners Association			6:55 AM			6:56 AM
Budget vs Actuals Summary YTD C	ap Reserve		04/13/2017			04/13/2017
January through March 2017			3 11 10 20 11			0 11 10.2017
	Jan - Mar 17	Budget	\$ Over Budget	Notes	Budget	\$ Over Budget
Income			-		_	-

The Villas Homeowners Association			6:48 AM			6:49 AM
Budget vs Actuals Summary YTD			04/13/2017			04/13/2017
January through March 2017						
	Jan - Mar 17	Budget	\$ Over Budget	Notes	Budget	\$ Over Budget
				After adjusting for Prepaid Dues, dues are \$27,199 and \$401 under budget. March Dues for two residents are		
302 · Capital Reserves Monthly Contr	29,467.00	27,600.00	1,867.00		110,400.00	-80,933.00
313 · Dividend-Money Market Acct	21.40		21.40		440.400.00	21.40
Total Income	29,488.40	27,600.00	1,888.40		110,400.00	-80,911.60
Expense Net Income	0.00 29,488.40	27,600.00	1 999 40		110,400.00	-80,911.60
Net income	25,400.40	21,000.00	1,888.40		110,400.00	-00,311.00
Prepaid Dues as of Dec 31, 2016	2,832.00	_	2,832.00			
Prepaid Dues as of Mar 31, 2017	(5,100.00)	_	-5,100.00			
Adjusted Net Income	27,220.40	27,600.00	(379.60)			
·	,		,			
Dues Adjusted						
302 · Capital Reserves Monthly Contr	29,467.00	27,600.00	1,867.00			
Total Dues	29,467.00	27,600.00	1,867.00			
Prepaid Dues as of Dec 31, 2016	2,832.00	-	2,832.00			
Prepaid Dues as of Mar 31, 2017	(5,100.00)	-	-5,100.00			
Adjusted Dues	27,199.00	27,600.00	(401.00)			
The Villas Homeowners Association	7:01 AM					
Balance Sheet	04/13/2017					
As of March 31, 2017	Accrual Basis					
	Mar 31, 17					
ASSETS						
Current Assets						
Checking/Savings						
111 · United Federal Credit Union	75,712.49					
114 · UFCU MM (Capital Reserve Acct)	66,909.18					
Total Checking/Savings	142,621.67					

Th	ne Villas Homeowners Association			6:48 AM			6:49 AM
Budget vs Actuals Summary YTD				04/13/2017			04/13/2017
Jai	nuary through March 2017						
		Jan - Mar 17	Budget	\$ Over Budget	Notes	Budget	\$ Over Budget
	Total Current Assets	142,621.67					
то	TAL ASSETS	142,621.67					
LIA	BILITIES & EQUITY						
	Equity						
	280 · Retained Earnings	101,220.84					
	Net Income	41,400.83					
	Total Equity	142,621.67					
TO	TAL LIABILITIES & EQUITY	142,621.67					
	pital Reserve Dues received in March 2017 of \$9,533 will transferred to the General Account in March 2017						