

***BOARD OF DIRECTORS***  
***Town Hall Meeting Minutes***  
*The Villas at the River*  
*Homeowner's Association, Inc.*  
*2887 Villa Lane, Benton Harbor, MI 49022*  
*November 11, 2012*

The following documents the second Town Hall Meeting of the Board of Directors for The Villas at the River for 2012 (attendance 50). The meeting was held in the Clubhouse at the Villas and started approximately at 7:00 p.m.

Tom Johns, president, opened the meeting by introducing the Board members. He then briefly spoke on the following:

- He expressed his appreciation for the good relationship with Mike Cook and Mike's crew. He is especially appreciative of the working relationship with Dick with whom he meets as needed to discuss Association business. Also, there is excellent communication among the Board members via email.
- He reminded residents that winter is rapidly approaching with snow plowing and shoveling so watch what you have on your patios, keep cars in garages and no parking in turnarounds.
- He discussed the new Homeowners Guide which is a condensed version of our Bylaws and contains FAQs (frequently asked questions). Copies were distributed and more are available if you did not get one.
- There are 64 homes completed including models.
- The website was mentioned as a source for events and information. The new Residents List is on the website. If you need help using the website, contact Tom and he will be happy to help you with it.
- Any questions, concerns or complaints you may have, please contact Tom or any Board member and they will address the issue. An unsigned letter to the Board will not be considered.

Mike Cook, developer, then spoke. He expressed very positive thoughts about the residents and the community as a whole.

- He reported an increase in sales for 2012 with 10 homes sold.
- Immediate construction plans call for building on the River Level for buildings. 23 & 18. Framing on Bldg. 23 will be started as soon as a crew is available. Pouring the foundation on Bldg. 18 is to be done before cold weather sets in.

Dave Kett, vice president, is in charge of the Clubhouse, pool and sprinkler system. He discussed the following:

- Concerning the pool, a safety board was the only new purchase.
- He reminded residents that there should only be 3 guests at one time and they should be accompanied by a resident.
- The key policy for the pool remains the same. He emphasized making sure the restrooms are locked if you are the last person leaving the pool.
- Concerning the Clubhouse, he discussed the following:
  - There is a copy of the Clubhouse Guidelines posted in the Clubhouse.
  - Make sure you have left the Clubhouse in good order and reset the thermostat if adjusted.
  - The Clubhouse Committee is composed of Lois Wallace (chairperson), Bonnie Porter and Gloria Kett.
  - Their role is to handle supplies and establish a check list of items for use in the Clubhouse.
- Concerning parking he reminded residents that there is to be no parking in turnaround areas and overnight parking on the street should not be done.

- Concerning the sprinkler system, he mentioned that there are 5 wells with 120 zones and 10 sprinklers per zone. He has been learning the system so that he can make adjustments as needed so that outside assistance does not have to be called in.
- He mentioned that the pump on the large pond had to be replaced at a cost of \$6,000 but insurance covered most of it.
- Due to a serious rust problem in the well at the River Level, the Board is going ahead with plans to draw water from the river to replace the bad well. This should be done by next spring and will pay for itself in about two (2) years.

Gary Coate, secretary, reviewed our plans for the next election of the Board of Directors.

- Voting is to take place during March, 2013 and the new Board of Directors will take office in April, 2013.
- He reminded the residents there is only one (1) voting member per unit. The voting member may run for election to the Board or serve on the Election Committee but not do both. There is no limit on the number of people who can run for office and the top four (4) vote getters win. It is very important that the form distributed to residents on which the voting resident is indicated be returned so that unit's vote can be counted. For snowbirds make sure Helen Tanner in the Villas Office has your winter address so all voting materials go directly to that address and not be put through the process of being forwarded.
- He reported that there were some rough edges in the previous election process. In order to smooth things out, the Board will need to meet with the new Election Committee.
- Last election, all four (4) Board members ran for re-election and were elected. This time, so far, at least one (1) Board member has indicated not running for re-election. This makes it very important that other residents consider running for the Board.

Jean Bloomquist, treasurer, reviewed highlights of our current financial status.

- The Association has total cash of \$27, 700 (cash on hand \$13,200 & \$14,500 reserve).
- Year-to-date as of October income over expenses is approximately \$1,600.
- For sewer, water & trash there is a \$1,700 deficit.
- Jean thanked the Audit Committee for a successful completion of the audit. The committee recommended changing the audit to March of every year from now on.

New Business:

- The Flower Committee was selected consisting of: Carol Pelan, Mary Ellen Mamma, Terri Baker and Maxine Walsh.
- The Election Committee was selected consisting of: Mary Caple, Jacob Richardsen, Terri Baker, Nancy Gothberg and Lois Wallace.

*The following are questions personally asked during the meeting. Responses follow:*

- Q. Are Board of Director terms one (1) year?
- A. Yes, but they can run for re-election. This rule cannot change until the development is complete.
- Q. Can the overgrown perennials be professionally trimmed?
- A. This can be looked into by the Flower Committee and perhaps we can have them professionally done.
- Q. Will there be a garden in the same location in 2013?
- A. Mike Cook said that the same lot will be available in 2013.
- Q. What should a resident do when a shrub or plant dies?

- ▲ Q. Dick Wales should be made aware of this because he manages the grounds. This led to a discussion by Tom Johns of the maintenance list he has put together with Dick. This was done for each building and some items will be addressed yet this fall and on into 2013.
- Q. Are Association dues going up next year?
- ▲ There is a concern that we are not putting enough back for capital improvements. Increasing the dues is on the table and will be considered sometime in the future.
- Q. When will the “back road” of Villa Lane be resurfaced?
- ▲ Mike Cook said this will not be done until heavy equipment is no longer using the “back road.” He plans to keep it patched but not do the final asphalt.
- Q. When will new buildings be started?
- ▲ See Mike Cook’s report on page 1.
- Q. When will the painting be completed on the fences?
- ▲ The white has been done; the gray is yet to do; it is Dick Wales’ call as to when this is to be completed.
- Q. Is anything being done for the rust problem on the Upper Level?
- ▲ There is a new spray treatment being tried, no promises. A new worker, Steve, has been added to assist Rick as he is overloaded with maintenance items.
- Q. Concern was raised with emergency vehicles finding units at night.
- ▲ New house numbers on our garages are reflective and turn your front porch light on at night so the address number is illuminated.
- Q. Can the yard signs showing house numbers which are in bad shape be replaced?
- ▲ See the minutes from the October 9<sup>th</sup> Board meeting for a detailed response.
- Q. Who provides fire protection?
- ▲ Sodus Township has a volunteer fire department that would respond to any fires in our complex.

During the Q/A session Tom Johns discussed the relationship the Association has with Mike Cook. Mike employs Dick Wales, Helen Tanner, Rick, Jeff and Steve. He handles the administration of their employment including FICA, taxes, etc. The Association is charged for the time they spend working for us and this results in a huge savings. When the development is complete, most likely a management firm will have to be hired to provide these services.

A compliment was paid to Dave Kett for the fine work he has done in administering the sprinkler system. The meeting was adjourned at 8:20 p.m.

Respectfully submitted,  
Gary Coate, Secretary