Executive Board Meeting
Wednesday – July 18, 2007

Members Present: Thomas Daunton, Keith Li, Gerard Trageser, Jean Kelley, and Nancy Cake

DeSouza Brown Property Management Company: – Jessica Pakosh

Committee Chairs: Michael Strawins – Architectural Control Committee; Delenor Watts – Communication Committee; and Mildred Watts – Social Committee

President Thomas Daunton called the meeting to order at 6:00pm.

Minutes:

There was a lengthy discussion of the minutes. Jerry approved the minutes as amended; seconded by Keith.

Committee Reports:

Michael Strawins gave the **Architectural Controls Committee** report. The Committee has had a request from the owner of 107 Kestrel Court for multiple additions including:

1) 24' x 20' fence
2) 16' x 10' screened in porch
3) concrete yard
4) hot tub slab/stone
5) pergola attached to porch

Tom directed Michael to generate a letter with his (Tom's) signature saying ***yes*** to the fence and screened in porch; ***yes*** to the hot tub if it is located on the existing patio; ***no*** to the proposed pergola attached to the porch; and ***no***—they cannot gravel or concrete yard. Also the letter should state that the space between fences is the responsibility of him and his neighbor.

The ACC is still researching satellite dishes; roof, bonding, etc. and how they meet condominium restrictions.

Delenor Watts gave the **Communication Committee** report which included:

1) The Communication Committee is constantly researching ways to create a more informative and interesting newsletter.

2) There is an emphasis on deadlines for committee submissions to the Villas' Voice (Aug. 15th for the Sept/Oct edition).

3) The committee is continuing to upgrade the e-mail list and have corrected the president's e-mail address.

4) A website for the villas is a current and ongoing process. The committee is looking for volunteers to help with this project.

5) In reference to the survey—the Executive Board has requested a survey of the residents. Since the Executive Board has some idea of the information needed, the Communication Committee believes that the Board should initiate the survey. The Communication Committee initiated a computer search to obtain a general resident survey. They surveys found were too extensive. They think it is going to take a group of dedicated people with a tremendous amount of time to spare to set up the survey. They also recommend that all the committees should have input in reference to the questions being asked of the residents.

Tom thought we should put the survey on the back burner for now.

Delenor also informed the Board that Donna Haase has been reporting on Ground Force meetings.

Mildred Watts gave the **Social Committee** report which included the following.

1) The June 9th yard sale was advertised in two local newspapers as well as in flyers and e-mails. Mrs. Kephart donated $5.00 to help.

2) The Pool Party was held on July 14th. The pool was free on the condition that the committee invites the Gardens and the Reserves. The Social Committee did a 50/50 at the party. There was lots of food, lots of assistance setting up and lifeguards.

3) On August 18th there will be a bus to Atlantic City. The bus holds 47 passengers and cost $1,340. The price per person is $35.00 but each participant receives $20 back in cash and an $8.00 food voucher.

   Mary Lou McElwee did the flyers; the management office copied the flyers and distributed them to the Reserves.

Jessica gave the **Property Manager's** report. She began by stating how much she enjoys working with Mildred.

1) First, Jessica reported that there will be a reimbursement of the Tops program to our account and that there has been a lot of pressure for her & Robbin to handle our affairs and reconcile our bank statements; they may bring in someone specifically to handle the condos.

2) She reported that the income and expense error from last month has been corrected; they have been having problems with their printer; therefore there are a number of voided checks on our statement.

3) This month's Service Request history was distributed.

4) Jessica will find out whose responsibility it is for the area along Route 39.

There was some discussion between Keith and Jessica regarding our income statement. He also expressed our need for the landscaping and snow removal bids by next meeting.

Afterwards, there was motion to accept the property management's report by Jerry; seconded by Keith; and unanimously approved.

Other Discussions:

Keith discussed the possibility of obtaining three quotes from other property management companies. His questions included the following:

1) What criteria should we use?
2) How much would the extra fee be for using these facilities for our meetings?
3) What are the benefits of having DeSouza brown?
4) Should we look at P.M.I.?

Old Business:

Keith made a motion that the money allocated for driveway sealing be allocated to the snow removal overage and that the budget line item remain for 2008. The motion was seconded by Tom and unanimously approved.

Keith made a motion that we postpone the gutter cleaning until 2008 and that it be included in the general landscaping budget. This motion was seconded by Jerry and passed by the membership 3 to 2. The dissenting votes were cast by Tom and Nancy.

Jean made a motion that the decision for Project Ground Force should be based on a 2/3 majority of the votes submitted by the deadline and that the Board should not override the community vote. Keith seconded this motion and it was unanimously approved.

All new business was postponed until the next meeting. The next meeting will be focused only on budgets.

The meeting was adjourned at 8:35pm. The next meeting will be held on Wednesday, August 15th at 6:00pm at the Clubhouse.

Respectfully submitted,

Jean Kelley, Secretary
Executive Board – The Villas at Hershey Meadows

Attachments: Checking & Reserve Account Activity
Income & Expense Statement
Cash Disbursements
Service Request History