# Executive Board Meeting
# Wednesday – June 20, 2007

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

DeSouza Brown Property Management Company: – Robbin Roth and Jessica Pakosh

Committee Representatives: Pat Sucec – Architectural Control Committee; Delenor Watts – Communication Committee; Donna & Claude Dencler– Project Ground Force

Homeowners: Brett Moore & Al Herman

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

***Minutes***:
The 2007 Annual Meeting of Owners Minutes was reviewed. Treasurer, Keith Li will research the $8,000 budget shortfall and see how the accounts look next month. In the meantime, we will release an unapproved draft of the minutes. These minutes will be approved or not at the next annual owner's meeting.

The May Executive Board Minutes was reviewed. Keith moved and Nancy seconded that they be accepted. The approval was unanimous.

## *Committee Reports*

***Architectural Control Committee Report (ACC):***
Pat Sucec gave the ACC report to the Board. Their activities included the following:

1) Sending a letter of approval to Ryan Leonen (150 Merlin Drive) to erect a privacy fence.
2) Requesting a change of the maximum fence depth from 18ft to 24ft which is in line with previous fence approvals and would put our maximum in compliance with the township's setback maximum.
3) Checking with the Dish TV companies to determine their installation processes to find out how they "mesh" with our roof guarantees.
4) Investigating a multi-request from 107 Kestrel Court to erect a screened in porch and erect a pergola above the fenced in area.
5) Welcoming a new member Gregg Newman to the existing committee members Mike Strawins (Chair) and Put Sucec.

As a follow up to item #2 of the ACC report, Keith made a motion that the maximum setback for privacy fences be changed from 18 feet to 24 feet. The motion was seconded by Jerry and unanimously passed.

***Communication Committee Report***:
Delenor Watts, the new Communications Committee Chair, stressed the need for input from Committees for the Newsletter. He informed the Board that there were two committee reports missing this month and that there had been quite a lot of rumors concerning landscaping issues which could have been addressed in ***The Villas' Voice***. He also mentioned that the Newsletter was self-supporting via advertisements after the initial $475 stipend from the Executive Board and assured the Board that there will be no further need for additional money.

Mr. Watts reported that Donna Haas's brother, Reggie has agreed to assist with the Villas' web-page. Jack McElwee, a Communication Committee member, would like to trim operating expenses by e-mailing the newsletter. There are 124 owners; 52 of them have e-mail addresses; but only 24 of the 52 said yes to have the Newsletter e-mailed to them. The Communications Committee members have agreed to pay for the printing and posting of the newsletter as well as for the web page.

At this point Tom mentioned that he has set up a special e-mail address to communicate with villas homeowners at villas_pres@yahoo.com. This address will be included in the next issue of the newsletter.

***Project Ground Force***:
Claude and Donna Dencler, who are Co-Chairs with the Halls on Project Ground Force, gave the report. They reported that there were eight homeowners on the Committee. Their plan included 150 trees around the total development. The date to order trees is mid August. The trees are scheduled for fall; the utility boxes scheduled to be completed in spring. They proposed to offer a series of meetings for presentations to homeowners in mid to late July and two weeks later get a vote.

They were reminded to include 1) the cost of the project; 2) how much for each unit; and 3) the maintenance cost – long term (gutter cleaning; mulching, etc.). Additionally, it was decided that there should be at least one Board member present at each meeting and a ball park number of project cost put in the newsletter with a banner headline in order to get people out. The vote would be YES and we agree to pay the assessment or approve of plan only. If the assessment is challenged it needs the approval of 67% of 124 homeowners or 83 members.

Tom will speak with the attorney regarding the percentage of approval of homeowners needed to proceed with a project of this dimension including the process for voting; what comprises a quorum and what happens to the residents who do not vote.

## *Other Discussions*

***Homeowners Request***:
Homeowners, Brett Moore and Al Herman petitioned the Board to allow them to park their trailer in the overflow parking lot only on Friday-Sunday during the summer and one day per week occasionally when they are not working. The Villas' by-laws prohibit the parking of commercial vehicles on the property. Their request will be taken under consideration and they will be notified.

***Management Report***:
Robbin reported that the pathway sinkhole had been fixed; the doggie station bags had been replenished; and the sidewalk repairs were in progress.

Keith suggested we write a letter concerning any new sidewalks that may need repairing in the future to ensure that they will be handled in the same manner.

Keith also recommended that management begin the budget processes by securing three bids for lawn maintenance; snow removal; insurance, and property management. Since Smith Insurance is our broker he suggested we ask them for three insurance quotes.

Robbin handed out the financial statements for May 2007 and explained that in this month's financial statements April and May disbursements are combined due to Jessica's illness. She brought the Board's attention to the Service Request History report which she plans to distribute monthly. She explained that this report could be used to track recurring problems because each call is logged on the report unless owners call Tom Fuentes directly.

A discussion ensued regarding the light bill. It was revealed that our past treasurer, Jan Ritter had discovered a discrepancy of $628. Jessica confirmed that these funds have been refunded over a period of months by a deduction in our monthly light bill charges. Additionally, Keith questioned the $52.98 monthly maintenance charge for the Tops software. Robbin explained that this software was used to keep track of our records and the Reserves records and the costs came out of both budgets. Keith suggested that DeSouza Brown pick up this cost instead of the Villas. Robbin will follow up on this suggestion. There was an extended conversation between Keith and Robbin concerning proper and preferred accounting procedures and subsequent reporting processes.

## *Old Business*

***Lawn Repair***:

Keith reported that Baileys had done a test patch on his lawn and grass was successfully growing there on the rocks. Baileys quoted Tom a price of $950 to repair a corner lot.

Keith thought we should consider the lawn predicament a maintenance issue instead of an installation issue and that going after the builder was a losing course of action because the legal fees would be very high and the chance of success would be quite low.

He therefore made a motion that the existing installation of the lawn by the builder is done and the association is not going to pursue any further remedies. This Board will be focused on maintenance at this time at the homeowners' expense. This motion was seconded by Jerry and passed unanimously. (See addendum provided by Keith)

***Ground Force Project***:
After extensive discussion concerning additional landscaping issues Keith made another motion. The motion was that we (the Board) will communicate to the Ground Force Committee that whatever project size they come up with, the monthly payment will be 124 divided by 12; in other words, it is paid off in one year. This motion was seconded by Tom and also passed unanimously.

Tom will make sure that the attorney looks over the form.

***Miscellaneous Topics***:
The gutter cleaning and the driveway sealing will be carried forward; the $27 assessment for the gutters was tabled and will be discussed at a later date. The $8,000 budget shortfall is still being researched by Keith.

Brett Moore's trailer can remain on the property for now.

Tom will obtain a cost estimate for removal of the tree that fell near the pond. Tom will attend the Master Association meeting of the Reserves & Villas on 6/26 and report back.

Tom handed out a copy of DeSouza Brown's "Management Agreement" and the "Quick Reference Guide to Use Restrictions and Covenants," prepared by Jim Knestrick.

***Adjournment***:
The meeting was adjourned at 8:45pm. The next meeting is scheduled for the third Wednesday in July (July18th) at the Clubhouse at 6:00pm.

Respectfully submitted,

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

Attachments: Cash Flow – Preliminary Reconciliation & Addendum
Checking and Reserve Account Activity
Cash Disbursements
Income/Expense Statement
Service Request History