Executive Board Meeting
Wednesday – May 9, 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 Chairs: Iain Hall – Project Ground Force; Michael Strawins – Architectural Control Committee; and Mildred Watts – Social Committee

Discussions

President Thomas Daunton called the meeting to order at 6:02pm.

Funding for Ground Force 1 Proposal:
Treasurer, Keith Li, submitted the attached outline detailing information gathered from his chat with a financial institution regarding a proposed line of credit for the Association to be used to fund the trees and shrubs to beautify the Villas. The trees would be planted in September; the shrubs would be planted in March. The total cost of the loan would be $80,000 plus 8% interest which would result in a separate assessment of each unit of approximately $40.00 per month for 18 months beginning July 07 thru December 08. The loan would be paid of by November 2008.

Minutes:
Tom made a motion that the minutes of the first half of the April 25th Executive Board meeting be accepted pending the financial attachments; Jerry seconded.

Jerry made a motion that Jean's revised minutes of the second half of the April 25th Executive Board meeting be accepted; Keith seconded.

A draft copy of the Annual Meeting of Owners minutes with Jan's comments will be reviewed at the next meeting. The first order of business at the next annual meeting will be to approve these minutes.

Architectural Controls Committee Report:
The new chair of the ACC, Michael Strawins, reported there have been no applications and therefore no approvals from the Architectural Control Committee.

Communications Committee:
Gerard Trageser will find a new chair for the Communications Committee since the by-laws explicitly state that Executive Board members should not be Committee Chairs. He surveyed owners at the annual meeting to determine how they wished the directory to appear and the majority wanted it to be an alphabetical list of owners. The directory will be mailed out with the next newsletter. A website would be nice along with more e-mail communication. Mr. Trageser will attempt to locate someone to set up a website. He reported a malfunction in the printer which delayed the distribution of the Villas' Voice.

Social Committee:
Mildred Watts, Chair announced the upcoming events for the Villas' Social Club.

1) Pool Party – July 14th – 4:00 to 8:00pm (club supplies hot dogs & soda; participants bring a dish, surrounding communities invited)

2) Yard Sale – July 9th (June 16th rain date)

3) Harvest Party & Holiday Party being scheduled

Mrs. Watts asked the Executive Board to loan the Social Committee $250.00. Treasurer, Keith Li, thought this might be possible.

Landscaping Committee – (Ground Force One):
The Chair, Iain Hall, talked about the process used to come up with the Ground Force One presentation. The following was the information he shared with the Board regarding the five landscapers surveyed.

PA Landscaping	$79,497.20 bid for the entire project
Precision Landscapes	$ 1,815 utility boxes $ 2,815 with mulch
Baileys	$ 225.00 per box (grasses) [27 boxes – 7 types]
Stoners	$ 500.00 per box
H. & S. Landscapers	$ 330.00 per box

The tree phase would include trees that could obtain 30ft in height, 2 inch caliper size (maples, red sunset, sugar maples, black yum, spruce, white fur, and white pine, 5-6 ft in height.) The tree cost is $50,202.20 with $25,101 due at the start of project.

The object of the project was to beautify, add value, protect and provide a feeling of privacy.

Mr. Hall also referenced Exhibit C of the Reserve Account in which there appeared a line item for landscape reserve. These funds may be used to defray some of the cost of the project.

When queried, Iain advised the Board that Ground Force One did not include grass in their proposal. They advised the Board to get the soil tested.

Property Management Report:
Jessica distributed the attached Income & Expense Statement and page depicting our checking account balance ($23,135.10) and reserve account balance ($84,450.97).

Treasurer Keith Li has been trying to track accounts. Our funds were switched from one bank to another recently which had lead to some complications.

Robbin Roth explained that the checks to pay our bills were cut on April 25th. They were 7 to 10 days late but no late charges were incurred. This happened due to the emergency hospitalization of Jessica Pakosh. Currently Shaun is being trained for backup so that this lapse will not occur in the future should there be an unexpected illness.

A discussion ensued regarding the signing of the checks. According to the by-laws there should be two authorized signatures. For debts less than $1,500 Robbin is authorized to sign. Robbin will check with Steve for further clarification. President, Thomas Daunton and Treasurer, Keith Li will be included on the bank card and both will be authorized to sign checks on the Association's behalf.

The Board authorized Robbin to have the pond debris, located on the side of the pond, carted away. The cost of the removal of this debris will be $35 per hour. It was also decided by unanimous vote to remove the poop station located along the walking path. It has become an eyesore and quite smelly as pet owners are leaving poop on the ground in the immediate vicinity of the station. Currently, it is emptied only once per week. It was suggested that the station be kept in case the situation worsens instead of improves.

Old Business:
Keith made a motion to rescind the motion passed last meeting regarding the go ahead for Project Ground Force. Jean seconded; the motion passed unanimously. Motion rescinded.

There were other snippets of conversation concerning Monday night's contract meeting with Tom and management; gutter cleaning, plant replacement, cutting around grass as a result of trees, no driveway sealing. The northeast corner of the sidewalk has a sink hole on either side. Who is responsible for fixing it? The pond debris is being cleaned up and Tom will talk to Ritter. Also, there was some discussion on satellite dish resolution voiding our roof installation….either change the resolution or location.

New Business:
Tom suggested the Board Members (especially the new Board Members) review the Association's By-Laws (approximately 25 pages). Jim Knestrick is working on a quick reference of by-laws for owners. This could be handed out to new owners with their welcome packet. The Board needs to establish 2007 priorities.

The next meeting will be held on the 3rd Wednesday in June, namely June 20, 2007 at 6:00pm in the Clubhouse.

As there was no further business, the meeting was adjourned at 8:00pm.

Respectfully submitted,

Jean Kelley
Secretary

Attachments: Line of Credit Analysis
Income & Expense Statement
Checking & Reserve Account Activity