

## The Villas @ Hershey Meadows Board of Directors Meeting Agenda

**Date of Meeting: May 27, 2010 Time: 6: 00pm Location: Clubhouse**

### Attendance at Meeting:

<u>Name</u>	<u>Title</u>
Iain Hall	(IRH) President
Pat Sucec	(PS) Vice President
Ann McCann	(AM) Treasurer
Kimie Cimarelli	(KEC) Secretary
Tami Dresher	(TD) Member at Large
Robbin Roth	(RR) DSB Management Company
Jim Brown	(JB) DSB Management Company

### Purpose of Meeting

- Monthly Board of Directors Meeting
- Transact Villas HOA Business

### Meeting Schedule

- Call to Order
  - Announced by IRH

### Architectural Committee Report

- Presented by MLM
  - 109 Merlin Drive
    - Approved screened in patio room revised project – moved location of west wall and included proper footers as required by the township that will provide the proper framing.
  - 102 Kestrel Court
    - Review location of satellite dish – still in review
  - 148 Kestrel Court
    - Approval to install storm door and privacy fence
- The architectural committee will be reviewing their rules and guidelines.

### DSB Management Co-Report

- RR presented status of past due accounts. The current total is \$2153.18. The total of the past due accounts including balances over 90 days is \$3299.13.
- It was decided by the board that past due accounts under \$19 will be written off as bad debt.
- JB announced that all maintenance and repairs have been or will be addressed for all homeowners.
- It was decided by the board that the welcoming committee will go over guidelines (provided by the board) of what are service requests and what are emergency services.

- Management to provide letter to homeowners about what is an “outside” issue.

### **Secretary’s Report**

- KEC presented April’s minutes.
- The Board of Directors approved the minutes.

### **Treasurer’s Report:**

- AM presented financial report summary for April.
- Lines items were reviewed.
- April’s financial report was approved by the board.

### **Old/Unfinished Items/Business:**

- Bailey Landscaping is going to provide to the board with a new proposal/contract looking at the grass in the Villas
- Due to updated codes from UGI, the board is looking at properly updating the gas lines in the ground.
- TD presented AGM Minutes from April. The board approved them.
- Homeowner contact information letter was reviewed. Corrections to be made by KEC. Letter to be provided to board via email by next week.
- Township wetlands update
  - IRH updated the board that the wetlands were bought by the township. The board is still trying to more information.

### **Committees**

- Architectural Committee
  - The committee met on the day prior to the board meeting. The architectural committee will be reviewing their rules and guidelines.
- Welcoming Committee
  - The committee met. They are making a checklist of what to tell new homeowners upon moving and “old” homeowners when exiting.
- Communications Committee
  - New chair for committee is being reviewed.
  - By-laws need to be updated. The board would like to put this in the welcoming committee packet with the guidelines to go over with new homeowner.
- Financial Committee
  - The committee is looking at the Reserve Study, Reserve Fund, and Contracts.
- Long Range Planning Committee
  - Members on the committee to be updated.

### **New Items/Business:**

- Storm drainage/Hole on Hayshed-/Meadowlark
  - JB from DSB to give his assessment of the problem and recommendation.

**Action Items:**

- Guidelines for Welcoming Committee
  - Timeline – Ongoing
- Letter from Management Company about what is an "outside" issue
  - Timeline - Immediately

**Conclusion/Adjournment**

- Meeting was adjourned by IRH,
-