Executive Board Meeting
Wednesday – January 16, 2008

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

DeSouza Brown Property Management Company: – Robbin Roth and Toni Stockdale

Committee Chair: Michael Strawins – Architectural Control Committee

The meeting was called to order at approximately 6:00pm by Vice President, Gerard Trageser. Approval of November's minutes was postponed until Keith could be present.

Architectural Controls Committee Report:

Mike reported on four satellite requests. They are not to be adhered to the roof other than by bonding. Robbin explained that some people put them up prior to ACC review. Letters were sent informing those homeowners of the procedures. Some complied; some did not. There have been no fines levied to date. A discussion ensued concerning FCC regulations regarding dish installation procedures. Robbin and Jerry understood that homeowner associations cannot prevent an owner from installing a dish but they can prevent where it is installed. Mike understood that the dish could be put where they get the best signal. There is currently one unit with three dishes on the lower roof section. Robbin will send the homeowner a letter.

We may need a template or a procedure whereby we implement fines after a specified length of time. For the next meeting, we need to come back with a spelled out process for Robbin to follow including a template of a letter; the process must be consistent.

Other Committee Updates:

The **Social Committee** has been disbanded due to insufficient responses to the activities planned. Currently there is no active welcoming committee. Nancy will get involved on this project.

The **Communication Committee** is in search of a new chair because Delenor Watts is resigning from the position.

There was nothing to report from the **Master Association**.

Property Management Report:

There were some discussions on the status of delinquent accounts and a question on the actual grace period. It appears the grace period currently is 30 days and may need to be revised. There are unusual amounts on the Aged Owner Balance Report, i.e. $46.11, $26.11, etc. Robbin will speak with the accountant and clarify next meeting. Board members who volunteered to contact delinquents were unable to do so to date. It was agreed that Robbin contact accounts over 30 days and Board members address those over 60 days. There are a couple of accounts that are outrageously delinquent. Jean warned of the consequences of Board inaction. Keith will speak with our attorney concerning them as soon as possible.

Keith pointed out that the "Actual" and "Budget" columns on the Income/Expense Statement dated 12/01/07 – 12/31/07 should be close. Because this is the end of budget year there should be very little unexplained variable. He reported the financials were fine except several routine payments were doubled up.

Jerry moved to accept the financials, Nancy seconded, and they were unanimously approved.

The November minutes were also approved at this time.

Additional Discussions:

The handling of owner by-laws and use limitations compliance was brought up. The Board members present thought a letter should be sent to all homeowners including a packet of relevant information such as:

a) Robbin's contact information
b) The Villas' website address
c) Jim Knestrick's Quick Reference Guide
d) A copy of the ACC Request Form

It may be advisable to include a sign off sheet that must be returned to the office to ensure that all homeowners have received and read the information.

A general notice recruiting nominees for Board positions should be distributed soon.

A Peregrine Lane homeowner wondered if anything could be done about snow and ice accumulation and consequent lingering on the shady side of the street. Jerry spoke with Jim from DeSouza Property Management about this issue. It appears that this may be a problem with no solution.

The topic of gutter cleaning (reference Jim Knestrick's memo) was discussed. Jerry related the history which includes the following.

02/07 – A one-time fee of $30 special assessment was approved by the Board.
03/07 – The Board voted to withhold action pending review of possible surplus.
04/07 – No surplus expected; Board passed motion for a one-time special assessment of $27.50 to be levied on all units except 127-137 Peregrine Lane.
04/07 – Following the annual meeting, a motion was made (on the new Board) to fund phase one project ground force, the gutter cleaning as per previous board meeting, the overage amount of cost of snow removal, reduced by the amount allocated driveway sealing.
07/07 – Keith moved and Jerry seconded a motion to postpone gutter cleaning until 2008 and include it in the landscape budget. It passed 3/2 with Nancy and Tom dissenting.

The Board concluded that gutter cleaning should be a shared cost and no unit can simply opt out of it. The units affected did not get prior ACC approval for their improvements to a common element. Furthermore, once the July 2007 motion was passed by the Board, all prior activity was officially void. No formal language was needed due to the new motion. There is a small amount of funds being budgeted for general landscape costs and they will be used to inspect and do gutters of units only on an "as needed" basis.

Jerry reported on his chat with Robbin.

The meeting was adjourned at 8:00pm. The next meeting will be held on the 3rd Wednesday in February (2/20/08) at 7:00pm in the Conference Room at the Clubhouse.

Respectfully submitted,

Jean Kelley, Secretary
Executive Committee

Attachments:

Villas Checking Account & Reserve Account Balances
Income & Expense Statement (12/01/07 – 12/31/07)
Cash Receipts Journal
Reconciliation Report
Work Order History (1/15/08)
Aged Owner Balances: As of Jan.16, 2008