Executive Board Meeting
Wednesday – August 15, 2007

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

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

The meeting began at approximately 6:00pm, prior to the arrival of the president, with a discussion of the July 18th meeting minutes. The minutes were approved. Keith has an addendum he will submit to Robbin.

Since this meeting was to focus on budgets, there were no committee chairs present and therefore no committee reports to be included in this month's minutes.

Management Report:

The management reported that they have hired a new accountant. Some accounts have been corrected. This month a delinquency report has been included in the financials. Keith still wants to know the difference in the amount deposited and the overlap amount. Tom wanted to know if we would receive a refund of the $232.74 that we already paid for their use of the Tops software. Robbin will check with Norma and let us know.

There was a bit of discussion on the procedures for turning over delinquent accounts to Steve—our attorney and the payment of his fees. It was reported that late letters are sent out by the management when the accounts become delinquent. Accounts are turned over to Steve when they become 90 days in the arrears. Steve charges a $50 fee for the initial submission and charges a fee for the work done in the collection process. Those fees are paid by the Association initially but are recouped when the accounts are settled.

Management was directed by the Board to continue sending out the late letters but not to turn accounts over to the attorney until the Board gives their approval. Several Board members thought they could provide some intervention to neighbors to prevent them from entering the collection process and incurring additional fees.

We found out that collecting assessments for new owners is quite difficult because management has no idea who moves in. They send a resale certificate to the realtor when the home goes on the market but is not notified when it is sold. For example, Adriana, who is listed on the delinquency report at 125 Kestrel, may no longer be living there.

Steve is working on the question from Tom regarding the Master Association's responsibility vs. the Villas' responsibility regarding the pathway. For example, should the Villas be required to pay the entire cost for trees or shrubs to provide privacy in this area or from this area?

It was reported that the basketball courts are still in the driveway at 102 Kestrel Court. Robbin sent and letter and followed up but the letter was still in the door. It appears no one has been home there for some time. They are also on the delinquent report.

The real estate signs that were improperly placed have been pulled up and are in the back of Jim's truck and "No Soliciting" signs are currently on order.

Robbin reports that she receives numerous calls like the Villas are a rental property—calls from folks asking to have their furnace filter changed, wood floor taken care of, air conditioner problems, etc. She believes the population needs to be educated regarding the by-laws and the responsibility of home ownership.

The Hennigans at 101 Merlin did not have their sidewalk fixed because it appears it was done by an ice pick. DeSouza Brown or Richmar Builder will not do that one because it was not a defect in workmanship. However, Jim can patch it for $35 (per hour) and the Association will make an exception this time and pay for it. It is a one time only event.

Scott Zelko is upset about painting. He wants the brick around his patio doors repainted along with the wood trim under the patio door. It appears the wood trim under the patio doors of several homes have buckled. It would be helpful for us to provide homeowners with information on how to remedy this situation.

Bids—Snow Removal

The first set of bids Jim submitted were for snow removal and consisted of hourly rates for eight snow-related services from the following three companies.

	Rhinesmith Masonry ***1940 Landvater Rd*** ***Hummelstown, PA***	***Coble Mechanical*** ***3522 Foxlanna Rd*** ***Middletown, PA***	***Cedar Ridge Constr.*** ***7 Palmyra-Bellegrove*** ***Annville, PA***
Plow Truck	***85.00***	***95.00***	***(*)***
Salt Truck	***85.00***	***95.00***	***95.00***
Dump Truck	***85.00***	***95.00***	***95.00***
Skid Loader	***85.00***	***90.00***	***95.00***
Snow Blower	***48.00***	***55.00***	***55.00***
Hand Shovel	***40.00***	***50.00***	***45.00***
De-ice Walks	***40.00 (per person)***	***50.00 (per person)***	***50.00 (per person)***
Salt	***80.00 (per ton)***	***100.00 (per ton)***	***110.00 (per ton)***
Total	***548.00***	***630.00***	***545.00***

(*) The hourly cost of a plow truck was not included in Cedar Ridge's bid. Since the other vehicles were $95.00 per hour it may be logical to use that rate for the plow truck and increase the bid to $640.00 per hour making them the most expensive instead of the least expensive. The least expensive then is Rhinesmith at $548.00 per hour.

Also each bidder included set up and travel costs per snow, if their equipment was not allowed to remain on site for the duration of the winter. Cedar Ridge charged an additional $100 per snow while Coble and Rhinesmith charged an additional $600 per snow. Since the Board will agree to allow the equipment to remain on site those costs were negated.

Rhinesmith gave us the lowest quote and they did a good job last year. Jim advised the Board that contracts were being solidified quickly and any delay may mean loss of our first choice. Therefore, Keith made a motion that we continue Rhinesmith as a snow remover. The motion was seconded by Tom and unanimously approved.

Bids—Landscaping:

Jim reported numerous difficulties in obtaining bid for landscaping such as:

1) Companies that had no pesticide license
2) Outfits that thought we were too big
3) Another company will get back to Jim. It has a subcontractor who has a pesticide license.
4) Many companies did not wish to try to outbid Baileys

Robbin thought we may try to elicit bids from some of the companies that worked with Project Ground Force. They will continue trying to obtain bids for one more month using the specs gathered from Bailey's contract. (Specs attached to minutes)

Bids—Insurance:

Robbin will check with our current insurance broker—Smith & Smith to request they get us other insurance bids.

Tom discovered our insurance policy states we are covered for tree removal without a deductible. Since we paid $245 to have a tree removed, we must submit a claim and get those fund reimbursed.

Jerry wondered if our policy was adequate in a due diligence point of view.

Bids—Property Management:

We understand that our current property management contract with DeSouza Brown is an automatic renewal unless they wish to raise their rates. Robbin will give us a bid next month. In the meantime she kindly suggested we check Horst's, Keystone and PMI.

Other Business:

There was a water main break at 169 Peregrine which cost the Association $500. Nancy wanted to know if this cost could be taken out of the Reserve account.

Keith reported problems with the auditor and suggested we may not contract with him next year. Keith noted there was no deposit in the Reserve account for this month.

Keith presented a preliminary budget just to get the Board thinking (see attached). We must come prepared to vote on the budget next month.

After reviewing management's contract Jean wondered why they were not taking minutes at meetings. Keith pointed out they were also not producing the budget as contracted. It was decided that the additional services rendered such as copying and the use of the conference room for Board meetings was a trade off for those contracted services.

Tom will communicate the Executive Board's decision that lawns are to be considered an individual responsibility.

There was an extended discussion regarding the planting of tress and shrubbery by individual homeowners. If they wish to plant a tree in accordance with those listed in the Master Landscaping Plan it should easily go through the Architectural Controls Committee. Other variations would need further scrutiny and may be approved. The Board has to set up some guidelines for Mike to streamline this process.

A discussion ensued regarding the sealing of decks and owners' awareness of their responsibilities for timely upkeep of those items. It was decided that a deck sealing memo be put in the next Villa's Voice.

The meeting was adjourned at 8:30pm. The next meeting is scheduled for Wednesday, September 19, 2007 at 6:00pm in the Conference Room at the Clubhouse.

Respectfully submitted,

Jean Kelley, Secretary
Executive Board

Attachments: Checking/Reserve Account Balances
Cash Disbursements
Income Expense Statement
Service Request History
Villa's Delinquents
Miscellaneous Proposals, Bids & Specs