Executive Board Meeting
Wednesday – October 17, 2007

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

DeSouza Brown Property Management Company: – Robbin Roth

Committee Chair: Michael Strawins – Architectural Control Committee

The meeting was called to order at 6:05pm by President Tom Daunton. The September Executive Board minutes were approved.

Architectural Controls Committee Report:

The draft of the tree planting guidelines was reviewed and a suggestion made that instructions to call PA One at 811 be included. It was agreed that the ACC could pre-approve tree planting. Jerry made a motion that we approve the tree planting guidelines with the addition of the PA One Call line.

A discussion ensued regarding dish and direct TV installation and removal.

The following requests were submitted to Tom and approved by ACC.

1. Garden area – Mike Strawins
2. Three(3) trees and satellite – Mike Strawins
3. Plants around utility boxes – Carol Black & Karen Strawins
4. Trees and satellite dish – Phil & Nancy Cake

Keith made a motion that all of these requests be approved by the Executive Committee. Nancy seconded. Motion passed.

Other Committee Updates:

There was no report from the ***Social Committee***. Nancy reported that she received a memo via e-mail that the Social Committee is being disbanded.

Jerry reported that the ***Communication Committee*** has the Villas website up and the Newsletter is moving along. They are both good communication tools.

Additional Discussions:

There was a bit of discussion on how to handle limited common elements including sidewalk cracks, sidings, etc. It was decided that everything should be directed to Robbin's attention. Maintenance issues could be directed to her e-mail via the website.

Jerry reported that one of the trees on the property has died. Tom will contact Bailey to find out if it is still under warranty and if not, how much it would cost to replace it. There was also a discussion on whether or not to publish the contract for Bailey on the Villas' website. Jean suggested that their schedule for spraying insecticides, fertilizing, etc. be made available to the residents.

Property Management Report:

The financial documents were reviewed. Keith pointed out a variance in the reserve account. Check #166 was cut on 9/17 but not deposited. He requested a recent bank statement. The delinquency report was examined and some Board members agreed to contact specific delinquents.

There is still a question regarding the sidewalks and grass maintenance boundary in Southern Meadows and what portion is the responsibility of the master association. Stolfus has finally paid their Master Association dues but there are no rebates. Norma agreed to refund the software charges to the association for payments previously paid.

Keith & Tom chatted about audits and budgets off record.

Nancy distributed a form she and Robbin created to attach to the resale certificates. They are hoping this form will be returned to enable us to identify new residents.

The meeting was adjourned at 7:40pm.

Respectfully submitted,

Jean Kelley, Secretary
Executive Board

Attachments:

- Villas Checking Account & Reserve Account Balances
- Income & Expense Statement (9/1/07 – 9/30/07)
- Cash Disbursements
- Service Request History (10/17/07)
- Action Items List – 2007
- Aged Owner Balances: As of Oct. 17, 2007