Executive Board Meeting
Wednesday – September 19, 2007

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

Committee Chair: Mike Strawins—Architectural Controls Committee

The meeting began at 6:05pm with the approval of the August meeting minutes.

Architectural Controls Committee Report:

Mike Strawins reported a request from 111 Kestrel Ct to extend their patio slab 54 inches via 18 inch blocks beyond their enclosed porch. Four members approved; Jean abstained.

There was extended discussion regarding future tree planting. Mike suggested using the tree planting plan as a guideline and creating an ad hoc committee using 3-4 former ground force committee members to establish an approved list of approximately ten deciduous and ornamental trees. The committee would consider the growth rate and spread of trees and determine what would be a safe distance from the units to plant trees, bearing in mind the tree root issue. The owners would have to agree to be responsible for looking out for utility lines, would have to water and maintain the tree, and if it perished would have to be responsible for having it removed.

Tom suggested we budget $1,000 to $1,500 to plant trees in the common areas over a period of time—10 years perhaps. Gerry thought we should proceed using the Master Plan as voted on by the majority of owners and use Tom's suggestion at a later date. Keith suggested we possibly supplement groups who wished to plant trees in their areas.

Phil Cake agreed via telephone to join this ad hoc committee. Tom agreed to contact several former ground force committee members to urge them to join. The ad-hoc committee will be chaired by Mike Strawins and has a two-week deadline to decide on eligible trees so owners may be able to plant prior to the end of planting season.

Mike reported that Bob Daley wanted to put a bedroom in his garage. Mike thought since this addition was within his four walls we had no jurisdiction.

Mike spoke with a satellite dish installer who informed him that the contractor abides by the requirements of the condominium association. It was suggested that his next question should be "Do you have specs you give to your installation contractor?"

Miscellaneous Committee Info:

Gerry reported that Michelle Fogle was paying for the Villas' website. He predicted that in the future we could do away with mailing and/or e-mailing the newsletter to those currently on the Email list and just put it on the website. The remainder of the owners will continue to receive Villas Voice by mail. No changes will be made until official notice has been given to all the owners in the next Edition of the Villas Voice.

Nancy reported that she had spoken with Michelle regarding our issue of not knowing who moves into the development. Michelle informed Nancy that contacting the listing agent on the resale sign would not necessarily provide the information we needed because the listing agent may not be the individual who actually sells the unit. Michelle's answer was to form a Welcoming Committee. Nancy then spoke with Mildred Watts who told her she has material for distribution to new owners but she needs funds for baskets and such. Keith advised us that we have some discretionary funds that could be used for this purpose.

Miscellaneous Management Info:

There was no representation from the property management company but Robbin did send the financials and other written material (see attached). Among the action items on her list she reported that Jim Brown spoke to the resident at 102 Kestrel Court directly and gave her 48 hours to remove the basketball backboard and that she agreed to have all items removed by tomorrow.

It appears the Hennigans did not want their sidewalk patched. Tom will send a note to them explaining that was the final offer—it is a patch job or no job at all.

Keith electronically submitted a memo entitled "Villas of Hershey Meadows Owner Dues Delinquency Procedure." This procedure was discussed and deemed to be a viable approach to our current situation. Jean approved of the procedure but expressed discomfort at having to contact neighbors regarding payment but the remaining members were all willing to do so. In this light, this procedure will be adopted immediately.

Finances:

Keith has finally obtained the financial report but has not had a chance to review it. It is quite complex because we took over in May 2006. Keith will make a formal written request for further documents.

Keith submitted the attached budget for 2008 that included a 2.5% increase plus the $5.00 extra assessment. This year we will use the extra assessment to cover the previous snow removal overage. Keith moved to increase the budget as indicated in his handout. Jean seconded. It was unanimously approved.

The status of quotes was reviewed. Robbin indicated per memo that our current insurance policy with CAU is $38,586.00 and that a 5% reduction will be given at time of renewal if we retain them. She will have quotes from three other A-rated insurance companies by November 1st (Travelers, Greater NY Mutual, & Philadelphia Ins. Co.) because insurance companies will quote no earlier than 60 days prior to renewal period. For snow removal we agreed to stay with Rhinesmith. Since the DeSouza Brown Property Management did not supply us with a quote, they must be planning to keep their fees the same.

The budget will be published on the Villas' website. The Delinquency Report was missing from the documents submitted by the management company. This report is vital and we must have it every month.

New Business:

Tom reported that there will be a meeting of the Master Association on Wednesday. If there is a quorum, it will be a turnover meeting from DeSouza Brown to the Master Association and officers will be elected. Stolfus has not paid their Master Association fees to date. When they do, we will probably receive a rebate. Tom does not have an answer yet as to what is the Villas' responsibility as to the right of way along the walking pass. Currently we are maintaining this area but it could be the responsibility of the Master Association.

Tom suggested that we invite the Reserves President to our next meeting. Keith thought he/she might be given some up front time.

The meeting was adjourned at 8:45 pm. The next meeting is scheduled for the 3rd Wednesday in October (10/17/07) at 6:00pm in the Conference Room at the Clubhouse.

Respectfully submitted,

Jean Kelley, Secretary
Executive Board

Attachments:

- Villas Checking Account & Reserve Account Balances
- Income & Expense Statement (8/1/07 – 8/31/07)
- Cash Disbursements
- Service Request History (9/19/07)
- Action Items List – 2007
- Proposed Budget 2008
- Owner Dues Delinquency Procedure (draft)