

PHCA Board Work-Study Meeting

April 10, 2007

Present: Loren Carlson, Karl Freed, George Horensky, Gary Niemeck, Scott Vandeboss (PVHM). Board members absent: Bob Jameyson. Guests Present: Bob Miller (WMU), Bob Gadwood of Kalexsyn, Barbara Walters.

The meeting was called to order at 8:00 a.m.

Minutes of the March 13 meeting were approved via e-mail on March 15.

Treasurer's Report - George

George reported that the 2006 audit is a draft at this point in time. The Board discussed the February P&L report and insurance coverage. George indicated the insurance policy will be reviewed in December to ensure we have adequate coverage. Regarding past due accounts, the Board **approved** and asked Scott to amend the current wording by adding a grace period of 3 days for owners who pay monthly, 10 days for those paying quarterly, and 20 days for owners paying annually.

Environmental and Architectural Review Committee - Karl

Karl reported that the EARC did not meet in March and that Jan Burke had resigned from the Committee. It was suggested that the EARC take up this item at their next meeting.

Community Relations Committee - Gary

Gary reported he would be attending their next meeting on April 12.

BTR Park

The Board welcomed Bob Miller, Associate Vice-President, Western Michigan University and Bob Gadwood, President and Chief Scientific Officer of Kalexsyn which is a medical chemistry company. Mr. Gadwood gave an overview of his company and indicated they have outgrown their current location in the BTR Park Innovation Center and would be building a new 23,000 square foot facility in the Park. They currently employ 13, would have 23 at the new facility, and could potentially grow to 50 employees. Bob Miller noted the Park had grown from 15 employees in 2001 to 650 currently.

Parkview Hills History Project

Barbara Walters, who is writing a history of Parkview Hills, informed the Board regarding the status of this project. She indicated that the photographer will begin taking photos as soon as the weather breaks and into the summer. She also indicated that approximately 70 pages have been written to date and she has more interviews and history to write. She indicated the book would be edited by someone else and the book should hopefully be completed this fall.

Parkview Hills Management - Scott

Scott gave a brief timeline for the following projects:

Bridges: Work on the bridge adjacent to the Black Swan will begin in early July. A quote is needed for costs.

Signage: Work will begin late summer or early fall and approximately one-half of the signs will be upgraded by year end.

Foliage Trimming: Trimming will take place 2 or 3 more times this year and the next trimming will be done in July.

Trail Erosion: Work will begin mid-summer and Karl suggested that 23A gravel be used on the trails.

The Board discussed and asked Scott to develop an annual Maintenance Master Log that would contain a schedule of all the various projects that management is responsible for.

President's Report - Loren

The Board asked if Loren and George would draft a letter for the Board's review regarding split lot assessments. Gary and Karl indicated they would contact residents who would be willing to serve as Tellers for the May annual meeting. Loren indicated he received a cost estimate to beautify the property surrounding Willow Lake from Larry Harris. The Board **approved** the \$1,635 bid from Larry. Loren indicated he put together a report for the Board's review regarding the installation of a control on the pump at Cherry Creek. The Board asked Scott to get a cost estimate for a pump control in order to save money in the future. The Board scheduled a walkabout for May 18 at 9:00 a.m. and EARC members will be notified

Board Project List

Willow Lake: Scott reported that the DEQ permit for the aeration system was resubmitted with corrections. The chemical permit was being handled by Luke Britton of ATS. We are waiting for Lamplighter Electric's cost estimate for electrical service for the compressors for the aeration system.

Front Entrance: Work will begin the week of April 23 on both sides of the entrance and the Board asked Scott to obtain a cost estimate from DeVisser regarding improvements to the center island adjacent to the front entrance based on both outlines provided to the Board.

George and Loren mentioned they met with representatives of the apartments and Ken Miller of the Black Swan on April 9 to discuss current projects and finances.

George had questions regarding a bill sent by Larry and he would get it straightened out with Larry.

The meeting was adjourned at 11:30 a.m.

Next meeting May 8 at 8:00 p.m. in the clubhouse (Annual Meeting).

Respectfully submitted, Gary Niemeck, Acting Secretary