

Minutes: Villas Homeowners Association
Board of Directors' Monthly Meeting
February 15, 2018
172 NE Villas Court

Meeting called to order and quorum established 5:32 p.m.

Board members present: (NE) Ann Douglas; (SE) Judy Arnette, Cynthia Paulson, Suzanne Harrell

Residents present: (NE) Kristina Holmen-Mohr, Isabel Rush, Steve & Pat Dudas, Holly Hinson, Nancy Titcher; (SE) Glen Rushing

Approval of minutes: Motion to approve January Minutes as written passed.

Treasurer's Report: (attached) Ann presented the Treasurer's Report. The installment payment plan to satisfy the City water billing error took effect before the full payment (\$6,908) could be made as planned (January minutes, New Business A). Installment amount of \$1,152 will appear in the upcoming SE Financial Reports (Feb-July 2018). Otherwise, SE expenditures are doing quite well; NE is overall slightly overbudget due to wood rot repairs. Motion to approve the Treasurer's Report as presented passed.

Managers' Report – Kayla McKee, Executive Management Services (attached)

Landscape Report: Judy Arnette presented the Landscape report. Sadlers continues with routine lawn maintenance. Additionally, the overgrown rose bush at 176 NE has been pruned back, crape myrtle at 184 NE has been removed, and several large ant mounds at the 165 SE mailbox have been treated. The back yard and areas closest to the fence line behind SE building 115 have been cleared of leaves, trash, wooden pallets and sand bags. Items scheduled next include cutting back the overgrown sago palm at 148A, and the rear area between SE buildings 116, 100, and 115 will be seeded with millet. Recognition and thanks were given to Ann Atkinson for having the City cut back the overgrown areas around the main cut-off water valves.

Pool Report: Glen Rushing presented the Pool report. He notes the north gate is still difficult to open. *Judy will contact Rick Calvert to make additional adjustments to the latch. The board is in receipt of the new Pool Tech contract effective April 1, and additionally has approved draining and deep cleaning of the pool (\$950). Pool repairs/maintenance are scheduled during the month of March at which time the pool will be closed. *Manager will notify all HO's of the pool closure with follow up notice once the pool is re-open. Bids from two of our regular vendors were submitted to seal the new pool deck/benches. Board approved proposal from Rick Calvert (\$250-300). Glen announced that he will step down as Pool Committee Chair; Elaine Connell has agreed to assume the role.

Social Committee Report: Nancy Titcher presented the Social Committee report. The Villas annual meeting is scheduled for Saturday, March 17, 10:00 a.m. at St. Stephen Lutheran Church. Social Committee will provide coffee and light snacks. Invitation to come early for social time will be included in the annual meeting notice mailed to all HOs.

Old Business

A. Business Discussed/Approved Via Email:

1. Item: EMS Manager Representative. Action: Board requested Kayla McKee be assigned to take over management responsibilities for Villas HOA. Status: Complete
2. Item: River rats in the NE close to the pool continue to be problematic. Action: Manager will send out alert notice to all HOs regarding preventative measures. Status: Complete
3. Item: HOA post office box renewal. Action: PO Box renewed; Suzanne Harrell is authorized HOA representative. *Suzanne needs a copy of PO Box key. Status: Pending
4. Item: Dues coupon books still not received by some HOs. Action: All books now received. Status: Complete
5. Item: 195 NE parking violation. Action: Board president has emailed HO in attempt to have situation corrected. *Manager to now contact HO directly. Status: Pending
6. Item: 148A, 148C SE - Hurricane plywood still in place. Action: HOs notified by Board president; plywood has been removed. Status: Complete
7. Item: 176 NE notified by insurance carrier that roof needed replacement. Action: Roofing company sent by HOA management to inspect roof; no problems found. Report forwarded to HO insurance company; information on HOA procedure/special assessment for future roof replacement also given. Status: Complete. See Manager's Report
8. Item: Annual premium due for liability insurance which covers the common areas, the pool, and the board (\$2,367.70). Action: Business Owner Policy insurance renewed. Status: Complete

B. Status of 2017 Board's Priorities:

1. Get a list of all the drains and cutoff valves (Judy Arnette) - The City is only able to identify the main cutoff valve. *Listing of NE cut-off valves/drain locations is still needed (SE is complete).
2. Attack NE wood rot: prioritize work to be done (Ann Douglas) - In progress. See Old Business C for update.
3. Examine all contracts and possibly re-bid (EMS) - In progress. Pool Tech (renewed 2 year contract), Sadlers (renewed), Bobo's Cleaning Service (renewed), Executive Management Services (automatic renew in March).
4. Plan NE painting - On hold until wood rot repair complete
5. Mailboxes for SE - Complete.
6. Create a Social/Welcome Committee (Nancy Titcher, Chair) - Complete
7. In accordance with Restrictive Covenants, each HO will provide copy of their HO insurance, and emergency contact info. (EMS) - Ongoing

C. NE wood rot repair update:

185 is nearly complete; new HO is scheduled to close on house 2/23. 172 is mostly complete. *Additional estimate from Rick Calvert needed for repairs to the original wooden deck.

D. Flooding issues 132A SE:

Letter was sent to the HO outlining the full proposed project with attached detailed options. Board continues to await response from the HO to proceed forward. *Judy will make follow up contact.

E. 115C SE:

Quotes to repair wood rot damage on the storage shed were requested from two of our regular licensed contractors. Both contractors (Calvert Construction, Gunn Construction)

conducted separate inspections and each independently concluded that damage was due to water intrusion from improper installation of the patio roof extension, an architectural alteration not original to the unit. After board discussion, it was decided that the HO would be informed by letter that due to the negligently installed and maintained patio roof, the HO rather than the HOA would be responsible for repairs. *EMS attorney will be consulted for letter draft. In progress.

F. 116A SE:

Terry's Tree Service was to complete minor grading work around unit in preparation to plant grass seed; however. it has come to light that a permit is often required for grading projects. *Management to obtain the City code to determine if permit for this minor work is required. In progress.

New Business

A. Homeowner concerns

- 189 NE requests the four rat traps at her unit be relocated. *Manager will contact Massey to move the traps. Pending.
- Kristina Holmen-Mohr requested a termite and wood rot report on her home (189 NE) from the Terminix inspection conducted last fall. *Manager will contact Terminix.
- Stephen Dudas (175 NE) requested that posts at the back fenced in area be replaced due to wood rot. *Judy and Ann will follow up with Calvert Construction as part of the wood rot project in the NE. Pending.
- 196C SE has requested that HOA grind down roots and provide dirt and grass seed behind unit adjacent to area where trees were removed from the City right-of-way. *Board will evaluate erosion and safety issues in the interim. In progress.
- Ann Atkinson has requested pressure washing for SE buildings 180 and 196. *Pressure washing will be scheduled with Brad Layne in the near future. Pending.
- Picnic table (on loan from the Banks family – 115C) at back SE corner of property has become an eyesore and is no longer used. Discussion centered on possibly asking the Banks to remove it or having the HOA remove it. Decision was tabled. Pending.

B. Annual meeting proxy

A quota is required to conduct official business at the upcoming annual meeting. **It is important that you hand deliver your proxy to any board member or other HO that you designate, or mail back to EMS if unable to attend the meeting.** (You will receive your proxy in the annual meeting notice which will be mailed at the end of February).

Meeting adjourned at 6:53 p.m.

Respectfully submitted,
Cynthia D. Paulson, Secretary

Attachments:

Treasurer's Report (Attachment A)
Manager's Report (Attachment B)

**** 2018 ANNUAL MEETING****
March 17, 2018 – 10:00 a.m.
St. Stephen Lutheran Church

Treasurer's Report
February 2018

In addition to the usual monthly expenses, the following services were purchased in January:

SE

- Limbs were cut back at 148-A by Sadler's Lawn Care for \$25
- Calvert Construction repaired the sidewalk (a tripping hazard) at 133-A for \$200

NE

- Calvert Construction was paid \$3,450 for wood rot repair at 171
- Calvert Construction also repaired the sidewalk (a tripping hazard) at 183 for \$175
- A door was replaced and a gate was repaired by Tommy Gunn Renovations at 185 for \$400

NE/SE shared expenses

- The pool gate was replaced by Calvert Construction; \$390-SE, \$260-NE
- Unfortunately, Pool Tech's monthly invoices for both November and December for pool services were submitted in December, with all checks clearing in January. The total for the SE came to \$664.12; the total for the NE came to \$442.73. This causes the line items for pool service in both budgets to exceed what would normally be expected at this point in the year

One homeowner in the NE was delinquent in January dues by \$220.

Three homeowners in the SE were delinquent in January dues totaling \$436.71.

The City found its error in undercharging the SE for water/sewer utilities from June through November 2017. The amount the SE now owes for their billing error totals \$6,908.07. The City did not draft a payment in December, but has established a payment plan beginning this month to rectify the situation by drafting \$1,152 for the next six months in addition to the normal payment. While the SE has the funds to cover this (actually had the funds in 2017 had the City drafted the correct amount each month), it will skew the Utilities line item throughout the year.

Overall, the SE expenditures are well within the operating budget at this point in the year. The NE expenditures are slightly over the operating budget at this point in the year due to the cost of wood rot repairs at 171.

Ann Douglas
Treasurer



PO Box 13089
Tallahassee, Florida 33217

Manager Report
February 15, 2018

Brief Introduction: I am excited to be working with all of you ladies on the board and the homeowners in the Villas. I have been with EMS for almost 8 years and am the current General Manager for the company along with the Account Representative for 18 communities. I have lived in Tallahassee for the past 14 years after only planning to be here while attending Florida State. I have my Masters Degree in Social Work and am the mother to two wonderful but crazy boys (10 and 7).

HOA Items:

1. Pool Tech contract was received back from Wally Womble signed. Contract was mailed over to Board President for her signature.
2. Saddler contract was received back from owner signed. Contract was mailed over to Board President for her signature.
3. Correspondence has been sent over to Barb with Bobo's Cleaning relative to a new contract being drafted between Bobo's Cleaning and Villas HOA, Inc.
4. Management contract expires March 31, 2018. Management will have draft contract for upcoming year emailed over to board members.
5. The BOP has been renewed; payment and forms have been received by Brown & Brown.
6. I cannot locate the email that was to be sent out to all owners relative to helping with the rat issue. Management will draft email and send to Board President for approval and then send out to all owners.
7. 176 NE owner emailed that insurance company is requiring roof replacement. Management had Arnold's Roofing Enterprises inspect roof. They reported:

The overall roof is in fair condition. The front side, because of how the sunsets, is aging at a faster pace than the rear. Plumbing boots look good. Wall flashing looks good...Attic vent is rusting but not a huge concern. Skylight is mildewed but appears to be functioning properly. Life expectancy for the front is 2-4 and the rear is 5-7.

Pictures were also provided by roofer.

Management will email owner to let them know of the inspection and its results.

8. Annual Meeting packet has been put together and is ready for mailout on February 27, 2018.