

Minutes: Villas Homeowners Association
Board of Directors' Monthly Meeting
June 15, 2017
164C SE Villas Court

Meeting called to order and quorum established at 5:31 p.m.

Board members present: (NE) Kristina Holmen-Mohr, Ann Douglas; (SE) Judy Arnette, Marie Nordling, Cynthia Paulson

Residents present: (NE) Carolyn Wilson, Nancy Titcher, Jack Rush, Holly Hinson (SE) Richard Kurth, Betty Sue Kurth, Suzanne Harrell

Approval of minutes: Motion to approve May Minutes passed with amendment made to the Pool Report.

Treasurer's Report: (Attachment A) Ann presented the Treasurer's Report. SE is on target for operating expenses; NE is under budget. Motion to approve the Treasurer's Report as presented passed.

Managers' Report – (Attachment B) Kristina presented on behalf of Erin Bennett, EMS.

Landscape Report: Judy Arnette presented the Landscape report. Sadler's has been behind schedule due to the rain but as of today, should have all pending jobs complete. Previous Board denial of request from 184 NE to cut down large crape myrtle was reconsidered given recommendation from Sadler's that the tree be removed due to close proximity to the house. Marie noted that Villas builder, Lee Everhart, did not landscape with crape myrtles. Board approved removal of tree. HO will coordinate with Sadler's for removal at HO expense since crape myrtles on NE are owner planted. HO acknowledged responsibility for removal of sprouts that may appear once the tree is removed. It was noted that Sadler's contract includes keeping French drains cleared on an ongoing basis. *Landscape Chair to follow up with Sadler's.

Pool Report: Kristina presented on behalf of Glen Rushing. The materials have arrived for repair of the north end decking which currently poses a hazard, but due to daily rains, the project has been delayed. *Kristina will get some hazard caution tape to mark off the area. Glen reported that the commode in the men's room at the pool needs repair. *Manager will send a handyman to fix. Glen also reported that the northern pool gate lock is no longer functioning. It was decided to postpone corrective action on fixing/replacing the gate lock until new decking is installed in that area.

Social Committee Report: Nancy Titcher presented the Social Committee Report. The committee proposed a get-together at the pool one weekday evening this summer. It was decided to postpone a date until the decking is completed. HOs will be invited via email with hand delivered notices as well. The committee has also drafted a welcome letter to be sent to new HOs and new tenants.

Old Business

A. Business Discussed/Approved Via Email:

1. Item: Repair of wood rot under the roof of 116B by Stubbs Roofing revealed additional rot going into the underlay of that roof and the roof of the adjoining unit. Action: Board

- approved secondary bid from Stubbs Roofing beyond the original \$400 due to imminent real estate closing date. Status: Completed at total expenditure of \$1,200.
2. Item: Request from 149A SE to install a sun shade sail canopy over patio, at HO expense. Action: Board requested drawings; HO withdrew request due to alternative solution. Status: Closed.
 3. Item: HO at 194 NE reported water blowing out of the valve at the corner of NE and Dellwood. Also, junk had been tossed inside the fence. Action: White's Plumbing was called, repair made, and President removed the junk. Status: Completed.
 4. Item: Landscape Committee reported tree limbs brushing roof at 148C SE. Action: Sadler's approved to trim limbs on 6/8/17 for \$50. Status: Completed.
 5. *Item: 173 NE HO concerned about sprouts from previously removed crepe myrtles popping up throughout front yard. Action: Bids from Esposito's who had done the tree removal and Sadler's were reviewed. Board approved Sadler's proposal to apply herbicide every time the sprouts are mowed on a weekly basis until they are killed for a one-time charge of \$25. Status: Ongoing.
 6. *Item: Update from 133A SE that recent rains have returned the water stain in her living room ceiling. Board asked EMS to make appointment with homeowner to see the situation, and also to contact Commercial Roofing to come out, as this comes under warranty. Action: Erin met with HO to visually inspect new stain. She will contact Tadlock and one other roofer to examine her situation and propose a cure for her apparent leaks. The warranty under Commercial Roofing (original installation) covers failure of the shingles, not labor. Status: In progress. See related item #10.
 7. *Item: Update from 184NE that Pinewood Drive not only has been flooding every day week of 6/5/17, but that the water is moving slower than ever. Action: President called contact at City Drainage office, and emailed him with details and request for info. Friday 6/9/17, HO got a call that the City is close to closing negotiations with landowner whose property is contributing to the flooding. Hope to resolve by Monday 6/12/17. Update: City crew has begun work installing new drain pipes. Project is expected to take up to a month to complete. Status: In progress.
 8. Item: Report from 184 NE to add rotten fence boards to list of wood rot in NE. Asked EMS to add it to the list. Action: Item added to list. Status: Complete.
 9. Item: Request from 184 NE to cut down crepe myrtle in side yard growing too close to power lines. Action: Referring to the Villas Tree Policy, Board decided that since the tree isn't dead or diseased, the tree should severely pruned this winter and then trimmed back regularly going forward. Update: See Landscape Report where Board approved tree removal. Status: HO to complete.
 10. *Item: 172 NE also reports ceiling water stains after heavy rains. Action: The roofing companies contacted for inspection of 133A SE will also inspect and submit bids for repair of 172 NE. Status: In progress.

B. Follow up from May Meeting

1. Item: HO requested replacement of sidewalk spacers at 133C due to tripping hazard. Action: HO had agreed to try small pebbles, but this initially did not work well. Update: HO has made some modifications and the pebbles seem to be working better now. Status: Closed.
2. Item: 148C has a mature Drake elm with a limb touching the roof. Action: Sadler's was to be contacted to see about trimming this limb back. Status: Tree trimming completed at cost of \$50.
3. *Item: Several homes have serious mildew and need to be pressure washed. Action: Brad Layne will be contacted to review his costs. Update: Mr. Layne went by EMS office and stated his cost of \$400 per SE building and \$600 per NE building. Status: The current SE

budget has allocated funds to complete four buildings. Erin will walk the community to assess homes that need washing. She will find out if the quoted per building price also includes the fences, inside the patios, and the brickwork.

4. *Item [May Minutes Attachment D]: 180B and 180C have tree limbs with growth above roof line that need to be trimmed. Action: Motion for Sadler's to trim back limbs at cost of \$50 approved. Status: In progress.
5. *Item [May Minutes Attachment D]: 164A SE has a dead dogwood tree which needs to be removed. Since this is an original planting, HOA will be responsible for costs. Action: Judy will contact Suzanne to gather a comprehensive list of all NE and SE trees in need of major trimming. Bids to be gathered from commercial tree service for work to be completed before the active part of hurricane season. Status: In progress.

C. Status of Board's Priorities

- 1) Get a list of all the drains and cutoff valves (Judi Arnette):
List of cut-off valve locations is still needed. Holly thinks she may have a map and will get with Judy.
- 2) Attack NE wood rot: list of all houses with rot & get 3 bids (Kristina and Erin):
Two bids have been received; we still need one additional. Bid from Rick Calvert includes painting. Erin will get painting quote from Parker Brothers not included in their original bid. Ann stressed accelerating this priority as summer rains and hurricane season are upon us. Work needs to begin as quickly as possible.
- 3) Examine all contracts and possibly re-bid (Erin): In progress
- 4) Plan NE painting (Ann and Kristina: No report until wood rot is repaired.
- 5) Mailboxes for SE – need 3 sets of bids for re-building vs. metal mailboxes (Erin):
In progress
- 6) Create a Social/Welcome Committee (Kristina): See Social Committee Report
- 7) In accordance with Restrictive Covenants, we will request that each HO provide us with a copy of their HO insurance, and emergency contact info. (Erin):
Erin sent out notice on 6/14/17 to all Villas HOs requesting a copy of their current insurance declaration page and emergency contact information by July 1.

D. Discussion of Mr. Kurth's concerns re: work done behind building 100 SE :

Kristina recuses herself from this agenda item and Judy takes over as Vice-President to chair the ensuing discussion. Mr. Kurth is invited to speak. He voices his concerns over the recent completed project behind building 100:

- 1) He reported the collapsing "retainer wall" to current manager, Glen Rushing, several months prior.
- 2) Irregular construction rock rather than fresh rock was used for project.
- 3) The swath of rock has worsened drainage and altered flow toward rather than away from the building and has created a walking hazard.
- 4) Rock has now obscured the existing drain outlet located behind the building.
- 5) No HOs of building 100 were consulted in the decision-making process or notified of plans prior to the start of the project.

Ann thanks Mr. Kurth for his comments. Individually, each board member then states that final result of the project turned out differently than understood from the verbal description given at the May board meeting. Motion to have the rocks removed and a wooden wall of some type to abut the back-fence property line was approved (no vote from President, still recused). *Manager will solicit bids ASAP for removal of the rock and separate bids for construction of the wall (including Brad Layne who previously built a retainer wall for the Villas). Project description and detailed drawings to accompany the construction proposals will be required.

Judy then turns the meeting back over to Kristina who proceeds with New Business.

New Business

- A. Should Board meetings be held outside Villas neighborhood?
There have been comments from a few HOs raising the possibility of moving monthly meetings back to St. Stephen Lutheran Church or an alternative meeting place outside of the Villas. During discussion, it was noted we were required to hold additional liability insurance, plus pay a rental fee to hold meetings at the church. It was thus decided that meetings will continue to be held in the Villas, hosted by individual HOs with accessible homes.
- B. Homeowner concerns
148A metal roofing over the patio has come loose creating a possible hazard during storms. *Manager will send a letter for the HO to correct.

Meeting adjourned at 7:15 p.m. Next meeting will be Thursday, July 20, 5:30 p.m. at 188 NE. (Nancy Titcher)

Respectfully submitted,
Cynthia D. Paulson, Secretary

Attachments:
Treasurer's Report
Manager's Report

**** JULY MEETING****
July 20, 2017 – 5:30 p.m.
188 NE Villas Court

Attachment A

Treasurer's Report
June 2017

The usual monthly services for lawn care, pool upkeep, city water, etc., were purchased by the SE in May. Renegade Remodeling was paid \$550 for major repairs to 133-C. This included removing 50 feet of the left wall that had rotted allowing water to seep into the home during rain storms. The area was replaced with a more durable product, rock was added where wet dirt contributed to the wood rot, and a French drain was installed to further prevent water intrusion. Renegade Remodeling was also paid \$650 to repair rotten trusses caused by a roof leak, as well as rotten siding, soffit boards, and roof deck boards at 180-A. In addition, Renegade Remodeling was paid \$3,900 from the SE Reserve account to make a variety of repairs to 148-A & B, 149-A, 133-B, 116-A & B, 180-A, and 196-A. At least for now, all SE homes should be in good shape regarding wood rot and carpentry issues.

The NE paid its share of the usual expenses for lawn care, pool upkeep, city water, etc., in May with no other unusual expenditures during the month. The NE transferred to the SE account its share of the March pool utilities payment, which was overlooked last month.

Sadler's Lawn Care laid sod near 132-C SE to prevent soil erosion where a rotted tree and roots had been removed. Had this not been done, heavy rains would have washed soil down hill and in to the back of NE homes. The cost was \$250, was considered a storm water prevention project, and therefore was split 60% SE and 40% NE. Funds for storm water remediation or prevention are always paid from both Reserve accounts.

All homeowners are up to date with dues.

While several areas such as plumbing and paving are over expended in the SE operating budget, many other areas are under budget, allowing the total expenditures to be on target at this point in the year. The NE is well within its operating budget.

Ann Douglas
Treasurer

Attachment B

VILLAS HOMEOWNERS' ASSOCIATION, INC
PO Box 3481
Tallahassee, FL 32315

June 15, 2017

Dear Members of the Board and Villas homeowners,

This month was a much smoother one in the way of financials. With the help of Consuelo and Ann, we could produce a satisfactory financial report in a timely manner. Yay teamwork!

We have contacted First Impressions Home Improvements, Mr. Mailbox, and Brad Layne for bids on demo and replacing of the mailboxes in SE. As of now, we are still waiting on two of those bids.

We are also in the process of obtaining wood rot bids for the NE. Calvert Construction has agreed to honor their previous bid, given in September of last year. We have received a bid from Parker Brother's Roofing, and have contacted Hartsfield Construction and Snappy Home Improvements for at least one more, if not two. We are hoping to receive these bids this week for circulation to the Board.

Last week, two members of the Board and I met with Mr. Kurth (100-B SE) regarding the rocks that were laid behind the 100 building. Mr. Kurth expressed his concerns for the work that was done, and that the rocks were only going to cause a bigger issue. He was invited to attend the Board meeting to discuss his concerns with the Board.

On Wednesday (6/14), I met with Ms. Webb at her home (133-A SE) to look at her ceiling and the water stains she has reported. She showed some pictures from July of 2016 when the first stains started, and I took pictures of her ceiling as it is now. I have been in contact with Commercial Roofing – who did the installation of the roof at 133 SE, and Stubbs Roofing – who came and looked at her ceiling and attic earlier this year.

Commercial Roofing has a 25 year “material defect” warranty, which is self-explanatory. They do not offer a labor warranty, so unless there was a defect in the actual shingles or material used to install, then I do not believe it would be worth exploring the warranty avenue – but I defer that to you!

Josh with Stubbs Roofing was very helpful each time I called. We've spoken about this roof a few times, and I sent him the pictures as well so he could see if he could narrow down what is causing the water stains. He is very adamant about the valley being the issue, and said that many of the roofs in the Villas have had that part replaced. I think it may just be a design flaw.

As always, I thank the Board and the homeowners for your attentiveness and willingness to help keep the Villas beautiful.

Sincerely,

Erin Bennitt

Executive Management Services