

Minutes: VILLAS HOA BOARD MEETING
August 16, 2018
164-C VILLAS COURT

Meeting called to order and quorum established at 5:30 pm.

Board members present: (NE) Elaine Connell (SE) Judy Arnette, Suzanne Harrell, Pat Lee

Residents present: (NE) Nancy Titcher, Carolyn Wilson, Kristina Holmen-Mohr, Holly Hinson

Approval of July minutes: Motion to approve the July minutes passed.

Approval of July Financials: In Ann Douglas' absence, Pat Lee read the Financial Report for NE and SE July expenses. Motion to approve the July Financials passed. Report attached.

Manager's Report: Judy read the Manager's Report. Motion to approve the report passed. Report attached.

Committee Reports

Landscape Report: Suzanne Harrell gave the landscape report (attached). Nancy Titcher asked that the HOA check and remove (if necessary) a large pine tree leaning toward NE 188. Kristina Holmen-Mohr repeated her request to severely prune back, or remove, the large American Holly in her front yard.

Pool Report: Elaine Connell gave the pool report. Judy asked that Elaine check with Glen Rushing on the timers for lights and the fans at the pool. Judy will talk with Kayla about the rough areas on the pool steps and bottom, which may be the result of an acid wash.

Social/Welcome Committee: Following discussion, the Board agreed to have the October board meeting at the pool (weather permitting). We'll have a social after the meeting.

Interim Report:

a). Board requested Kayla call Pool Tech regarding new rope for life ring and the re-lettering of NO DIVING on pool concrete. (The skimmer net has been placed on the pole and hung on chainlink fence and the lifesaver ring is to be hung on chainlink fence when new rope is attached). ONGOING

b). The president notified the home owner at 185 NE that his landscaping request and

architectural request were approved by the board with the stipulation that all outside lights had to match. COMPLETED

c). The board approved the purchase of a portable ramp to be used at the pool for wheelchair accessibility. The cost was \$89.99 (60/40 split). The ramp will be locked in the storage room at the pool. It is for use at the pool only and homeowners will need to borrow a key from a board member to access it. Keys are being made for all board members. **ONGOING** until keys are made for board members and homeowners are notified.

d). The roof repair at 148B SE made by Rick Calvert has held up through all the rain. COMPLETED

e). Arnold's Roofing was called to handle roof leaks at 172 and 184 NE. COMPLETED

f). The board approved \$1800 for woodrot repair at SE 100-C. It approved \$3,040 for woodrot repair at SE 115-C. ONGOING

g). The board voted to have Calvert Construction do the wood rot repair work at 115C SE at a cost of \$3040. ONGOING

h). The board voted to have Calvert Construction to do the concrete repair work at the driveway to building 133 SE at a cost not to exceed \$300. ONGOING

I). Arnold's Roofing completed their inspection of roofs in NE and SE and found boots needing replacing on: 184, 186, 188 and 193 NE. Work has been done on 184. NO boots needed replacing on the SE. ONGOING

j). The board approved the hiring of Kelly Paulson, color consultant, to advise the NE Paint Committee on paint colors in the NE. The Board approved a maximum of \$1000 for this consulting service. COMPLETED

k). Work at SE 132-A done and the letter received, returned and signed. COMPLETED

Old Business:

a) Judy asked that **all** Board members respond promptly when the President calls for a vote via email or other means.

b) NE Paint Committee: The Paint Committee will provide additional information to the board as it works with the color consultant. The Board agreed to add a note announcing the plans for a painting assessment for NE homeowners at the end of every meeting notice.

c) Judy has asked Rick Calvert to go throughout the NE and SE Villas to check for woodrot. We will ask Kayla to send a notice to SE homeowners to check their units for exterior woodrot.

d) The Board will ask Ann Douglas to draft an amendment to the Covenants, regarding the voting requirements needed for an amendment to pass. We will need to canvas homeowners, send a voting letter and provide explanations as to what, when, where and why.

New Business:

- a) The Board discussed mildew issues in the SE. Judy will ask Kayla to contact a vendor (Joey) or ask if Sadler's can do a **soft** pressure washing on affected homes. Some are very bad; some less so. Pat suggested that the SE consider starting the process to paint the homes. We will contact an individual who has done the pressure washing in the Villas before.
- b) We need to establish a budget committee to complete the budget by October. Judy will ask Ann Douglas to form a committee for the NE. Pat Lee will form a committee for the SE.

The next meeting will be on September 20, 2018 at NE 188.

The meeting was adjourned at 6:30 pm.

**NORTHEAST HOMEOWNERS --
PLEASE NOTE: THERE WILL BE AN UPCOMING PAINTING ASSESSMENT
FOR NORTHEAST HOMEOWNERS.**

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

SE

- Sadler's was paid \$225 for grass, seed, hay, hoses and a timer plus labor at 196-C, and \$125 for millet seed, hay and labor behind building 100.
- GutterHawk was paid \$1,027 for roof blowing and gutter cleaning at all SE homes

NE

- Arnold's Roofing was paid \$750 to repair/replace plumbing boots at 190, 192 and 194

SHARED EXPENSES

- The NE transferred \$100 to the SE to cover 40% of the cost of the state's pool permit.
The total cost of the annual permit was \$250 which was paid in full by the SE last month.
- Stubbs Roofing was paid \$4,036 to reroof the pool house which was split 60% SE,
40% NE

HOMEOWNER DUES

No outstanding dues in the SE! As of July 31, the homeowner in arrears since December 2017 is caught up with all payments.

A new homeowner in the NE failed to make her July payment. The homeowner asked the manager if she would be receiving a monthly statement and was informed that monthly statements are not sent to homeowners. The manager then sent a letter via US mail explaining the various procedures of payment and offered to assist if the homeowner wanted a coupon book or be part of the ACH. The Dues Payment Policy was also included.

SUMMARY

The SE expenses have exceeded the Operating budget for this point in the year. This is primarily due to city water costs when the city undercharged for seven months in 2017 and is now drafting that mistake from the SE's account each month. The unexpected pool repair costs also contributed to the overage. The NE expenses are within its Operating budget at this point in the year although pool repair costs have far exceeded expectations.

Villas HOA, Inc.
PO Box 13089
Tallahassee, Florida 32317



Manager Report
August 14, 2018

HOA Items:

1. Received 132-A SE letter relative to exterior change and vendor received payment for gutters.
2. Contacted Pool Tech relative to skimmer, lifering, no diving tiles, and flowmeter. Pool Tech had taken care of skimmer, lifering, and flowmeter. Waiting on date for no diving tiles to be stenciled.
3. Order portable pool ramp. Ramp received. Management will deliver to pool house and make additional keys for board members.
4. Received inspection from Arnold's Roofing relative to plumbing boots. All SE boots are in good working condition. Four units on NE need to have boots replaced.
5. Contacted Arnold's Roofing relative to roof leak at 172 NE Villas Court.
6. Contacted Arnold's Roofing to move forward with roof repair at 172 NE and boot repair at 184 NE.
7. Contacted Harrell and Ferrell Roofing relative to boots on NE units. Received bid from Harrell Roofing and reached back out to Ferrell Roofing.

Landscape Report
August 16, 2018

Sadler's continues routine lawn and landscape work. Continuing rain has limited some of what Sadlers can do at each visit.

They have begun working on shrubs and branches along the fence line on the south border of the Villas.

They cut back a sago at SE 133-C, and did some other clean up around the unit.

The trench that Sadlers dug to help with drainage at SE 181-B is working.

We had a request from SE 133-A to cut back branches that block light from street lamp on the south side of the fence. This is problematic for Sadlers to handle (beyond 10' reach). I will check with the City doing this. If Sadler's does the work, the estimated cost is \$150. (PENDING)

The grass growth behind SE 196C is uneven. Some is doing well, but there is a large section where it's barely growing at all. Marcus is going see what might be causing the problem. (PENDING)

I asked Marcus Sadler to take a look at a tree that has grown very tall between SE 164-C and SE 180-C (on the north facing side). Marcus will let me know what it might cost to take it down – or if we might need a tree service. (PENDING)

I will check with Marcus next week about being sure his crews are checking and clearing the drains (part of their contract). We have had one close call that I know about (SE 180-A). The HOA is responsible for inspecting and designating the grates and openings (so that Sadlers . (PENDING)

We have a number of trees that are outgrowing their space. Some are within courtyards; some are in the common areas. For example:

*SE 164B – a large tree inside the home's courtyard is putting pressure on the brick wall; and a tree limb has grown through the brick work..

*Between SE 148A and [SE 132A](#), the branches of a tree are over power and through cable lines to the houses. Sadlers can reach some of the branches, but not all. The HOA should consider removing the tree.

*At Kristina's house a "bush" is has grown so large that the top is barely within the reach of Sadler's trimmers. It is outside her courtyard. We may run into similar problems as landscape matures.



PROPOSAL FOR EXTERIOR COLOR SCHEMES

Contract will follow after acceptance of bid.

NE Villas Court, Tallahassee

- \$97 each palette
 - o Color Palettes with Sherwin Williams paint colors
 - o consisting of 4 colors each. 1. Siding, 2. Trim 3. Door option 4. Door option
 - o Option to create palettes to match brick
- \$97 each home
 - o Partial Photo Renderings (front of home) for each color schedule
 - o \$27 for rendering for color changes on each home
 - \$50.00 per hour
 - o meetings (Minimum of 2 meetings required, initial and first presentation to architectural review committee to review colors. Final colors can be emailed OR a final meeting)
 - o any color changes after presentation
 - o email correspondence after initial color presentation
- MAIL FINAL DOCUMENTS
 - o Document with color schemes noted by 1. Siding, 2. Trim and 3. Accent
 - Oversized color swatch of each color
 - Digital copies will also be mailed to contact person.