

Minutes: Villas Homeowners Association  
Board of Directors' Monthly Meeting  
164C S.E. Villas Court  
August 17, 2017

Meeting called to order and quorum established at 5:33 p.m.

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

Managers Present: Erin Bennett, EMS

Residents present: (NE) Nancy Titcher, Holly Hinson (SE) Pat Lee, Suzanne Harrell, Glen Rushing

Approval of minutes: Motion to approve July Minutes as written with one correction to Old Business #8 (116C corrected to 116A) passed.

Treasurer's Report: (attached) Ann D. presented the Treasurer's Report. Corrections are made to the current report to reflect a 60% (SE)/40% (NE) split on paid items: 1) pool commode repair, 2) rock removal, 3) postage. SE overall expenditures are on target, reserves are significantly overspent; however, ample funds remain in that account to cover the needed services and repairs. The NE is well under budget in both its Operating and Reserve accounts. All HO dues are up to date. Motion to approve the Treasurer's Report with corrections passed.

Managers' Report – Erin Bennett presented the Managers Report. A spreadsheet with HO insurance and emergency contact information is provided each Board member. \*Erin will email a reminder to HOs who have not yet sent in their information. There remains question as to what pest services Massey is contracted to provide. \*Erin will confirm details of our contract with Massey for pest control and request an itemized monthly report. She spoke with Purple Martin Nursery for recommendations regarding the redbud at 193NE. They advised it is normal to see a natural decline this time of year (if tree appears yellow down too much water/yellow up, not enough), but recommended we continue to watch tree condition.

Landscape Committee Report: (see attached notes) Judy Arnette presented the Landscape Committee Report. Mr. Sadler has walked every unit checked and trimmed everything and pulled vines away from buildings. Current Sadler requests: 1) clean up area along south fence line, 2) reminder for crew to blow yard debris away from doors and garages, 3) spray overgrown jasmine between SE buildings 149 and 133 when weather permits. \*Erin will be get 3 bids (Terry Tree Service, plus two additional) to include: 1) removal large dead oak on Dellwood, 2) removal large dead pine limb overhanging roof of 165A, 3) large oak limb(s) from next door property overhanging 116A; 4) removal of small tree at end of SE Villas Court (3, 4 as potential landscape proposals – See Old Business D).

Pool Committee Report: Glen Rushing presented the Pool Committee Report. There was discussion about the Board decision to close the pool during recent construction of the new pool deck. This was done for safety reasons because the construction area was not totally secure. The deck however is now basically complete, so residents will be notified that the pool is again open for use. There is a question whether the boards used for the new deck do not require initial

sealing/staining. (manufacturer website gives conflicting information). \*Erin will contact manufacturer for confirmation. Glen requests that he be copied on all emails regarding the pool, deck, fence or gate.

Social Committee Report: Nancy Titcher reported the open house social is postponed until the cooler weather of Fall.

## Old Business

### A. Business Discussed/Approved Via Email:

1. Item: Board agreed to obtain project proposals from two additional landscape companies for area behind SE building 100 along east property line (already approved Esposito's consult). Action: Board approved consultations from Heinz Nursery (\$60 consulting fee) and Tallahassee Lawn & Landscape (no fee). Status: In progress.
2. Item: Rotting substructure of pool deck and deteriorating electric box was uncovered during demolition of deck project. Action: Board approved change order of \$4,000 to Renegade Remodeling to remove the rotted frame, beams, joists and girders, and rotted retaining wall and replace everything but the side beams that will stay. The change order also covers replacement of the retaining wall/railroad ties underneath and new electric box. President Holmen-Mohr abstained from the vote. Status: Completed.
3. Item: Resident safety during deck rebuild project. Action: Board voted to close the pool while repairs were being made. Status: Pool is now open. See Pool Committee Report
4. Item: Lock on the gate leading to the pool deck is not working. Action: Board voted to purchase an identical double-sided lock as is located now on the chain link pool gate. Status: Pending.
5. Item: 133A SE has requested the HOA pay for repair of the interior ceiling because of prior failed roof repairs. Action: Manager informed HO by letter that according to Villas Covenants, interiors are HO responsibility. Status: Completed.
6. Item: Bid review for NE wood rot repairs. Action: Board reviewed the 3 submitted bids and voted to have Calvert Construction continue with NE wood rot repairs. Status: See C. Status of Board's Priorities, Item #2. below.

### B. Follow up from July Meeting

1. Item: Annual SE termite inspection treatment with Massey. Action: Scheduled for August 17. Status: Completed.
2. Item: July's Landscape Report included limbs at 8 homes that Sadler's was approved to trim for \$100. Action: Scheduled for Thursday August 24. Status: Completed.
3. Item: Dirt and storm debris regularly accumulates at the end of SE Villas Court in the driveway of 116A. Action: Sadler's requested to shovel dirt from the driveway at 116A. Status: Ongoing. See Landscape Notes
4. Item: Fence on back SE property line behind building 100 was repaired, but a gap is evident that needs correction. Action: Renegade Remodeling will be contacted to fix fence. Status: Completed.
5. Item: 148A metal roofing over patio has come loose creating a possible hazard during storms. Action: Manager has notified HO by certified letter to correct the hazard. Status: Completed.
6. Item: Owner of 164B SE has requested the HOA pay for repair of the interior ceiling because of prior failed roof repairs. Action: \*Manager will notify HO that according to Villas

Covenants, interiors are HO responsibility. Letter will be sent via certified and regular mail.  
Status: Pending.

C. Status of Board's Priorities:

1. Get a list of all the drains and cutoff valves (Judy Arnette) – Location of NE cut-off valves is still needed. \*Judy will draft a letter for Erin to email requesting this information from all NE HOs. A site plan will then be drawn based on information received.
2. Attack NE wood rot: prioritize work to be done (Ann Douglas) – Refer to Old Business, Item F.
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) – Refer to Old Business Item E.
6. Create a Social/Welcome Committee (completed-Nancy Titcher is chair)
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) – See Manager's Report

D. Status of project behind building 100 SE:

Esposito's site plan drawing is expected tomorrow. Heinz Nursery has been out to survey the area, but we have not yet received their formal report. Uncertain whether Tallahassee Lawn & Landscape have done a site visit. \*Erin will forward copies of plan drawings upon receipt. She will follow up with Tallahassee Lawn & Landscape.

E. Status of removal/replacement of SE mailboxes:

Discussion tabled until next month. \*Erin will gather additional project bids to include prices for a) demolition of existing mailbox houses, b) construction/ painting/ installation of new mailbox houses, and c) new mailboxes and box numbers.

Status: In progress.

F. Status of prioritization of NE wood rot repair:

Ann presents the list of NE homes she recommends for continued wood rot repair (see attached.) The NE funds should be able to manage all wood rot repair this Fall on 5 homes: 174, 178, 180, 182 and 193. Two other homes that were repaired last year and thought to be completed; 171 and 173, apparently have some additional wood rot. These homes will be included along with the other 5 scheduled for the Fall. In addition, the back gates at 178 and 180 need repair/replacement and will be included in the work. When finished, 16 homes with the worst wood rot will be completed. The remaining 10 homes will hopefully be completed in the early part of next year with painting to start immediately thereafter. The Board voted unanimously to accept Ann's recommendations and directed. \*Erin to contact Rick at Calvert Construction to revise his bid for the additional work.

New Business

- A. Gutterhawk - Scheduled to blow off all SE roofs on August 29. Please note that all debris that may come from the roof blowing is the responsibility of the homeowner (or tenant) to sweep and dispose of. \*Erin will notify all SE homeowners.
- B. 2018 Budget Committee – Ann Douglas will chair the 2018 Budget Committee for the NE; Pat Lee will chair for the SE. Report to be presented at the October Board meeting.
- C. 2018 Nominating Committee - Judy Arnette will act as chair for the 2018 Nominating Committee for new Board members. Report to be presented at the October Board meeting.

D. Resignation of Villas Board President - Kristina Holmen-Mohr submits her immediate resignation as President and withdraws from the Board. All Board members and those in attendance thank Kristina for her service, dedication and hard work during her tenure as President, and wish her well. She will be missed!

Meeting adjourned at 6:42 p.m.

Respectfully submitted,  
Cynthia D. Paulson, Secretary

Attachments:

Treasurer's Report (Attachment A)

Landscape Committee Notes (Attachment B)

Recommendations for NE Wood Rot Repair in 2017 (Attachment C)

NE Carpentry Expenses Summary (Attachment D)

**\*\*\*\* SEPTEMBER MEETING\*\*\*\***

September 21, 2017 – 5:30 p.m.

172 N.E. Villas Court

Attachment A

## Treasurer's Report August 2017

Services paid in July strictly for the SE were \$50 to Sadler's Lawn Care to trim limbs at 148-C, and \$250 to Renegade Remodeling to repair the chain link fence behind the 100 building. Please note that the city charged us only \$719.50 for water/sewage services in July which is about 1/2 the usual cost. Either we're being very frugal with water usage, or the city may find it made an error and we'll see a large increase on future bills to correct the error. Let's hope it's the former!

The NE had no expenses specific to those residents in July.

Two expenses were shared (60%SE - 40%NE) in July, besides the usual (i.e., lawn care, management fee, pool expenses, etc.) One was for bathroom toilet repairs at the pool to North FL Services for \$106.14, and the second was removal of the rocks from behind building 100 for \$1,200 to Terry's Tree Service. The rock removal was paid from both Reserve accounts.

Please note the double asterisk at check #5923 on the SE report and check #1886 on the NE report. Executive Management Services did not charge the Villas for copies and postage in May, so included that charge here. We were overcharged by \$10 for those copies, which Erin will replace in both operating accounts next month.

All homeowner dues are up to date.

Although several line items in the Operating budget are overspent in the SE, other line items are under spent, resulting in overall expenditures coming in on target for this point in the year. The SE Reserve budget is significantly overspent; however, ample funds remain in that account to cover the needed services and repairs. The NE is well under budget in both its Operating and Reserve accounts.

Ann Douglas  
Treasurer

Attachment B

Landscape Committee Notes  
August 2017

Landscape items for Sadlers:

1. Provided list of trees Sadlers will trim during weekly visit August 24.
2. Directed crew to clean up area along south property fence line.
3. 116A – Shoveled away mud that pools in the cul-de-sac at the end of SE Villas Court. Continue to keep an eye on this area and service as needed.
4. SE – Mr. Sadler walked every unit, checked and trimmed everything away from buildings. Also inspected for vines on buildings and pulled them off.
5. Continue regular weekly lawncare as weather permits
6. 165A – Large dead limb hanging over unit. Brought to attention of Board.
7. Blowing trash – reminder to crews to blow away from doors and garages.

Judy Arnette,  
Landscape Committee Chair

Attachment C

**RECOMMENDATIONS FOR  
NE WOOD REPAIR IN 2017**  
August 2017

Address	Calvert Construction Estimate	Notes
174 - Wasserman	\$ 800	
178 - Bell	\$1800	Needs gate repaired/replaced which was not in the estimate. Need estimate.
180 - Weldon	\$4500	Needs gate repaired/replaced which was not in the estimate. Need estimate.
182 - Strickland	\$3500	
193 - Griffis	\$5000	
171 - Miller	No estimate	We thought this one was completed but Coppedge found wood rot on beam and rafters. Needs to be checked and if so, need an estimate.
173 - Carnley	No estimate	We thought this one was done, but when HO removed plants at the back of the house, wood rot was discovered. Need an estimate.

Total of the first 5 = \$15,600; however gate repairs need to be added in.

If the 7 homes in the above table are completed in 2017, 10 homes are left to repair in 2018. The total estimated cost for those homes is currently \$16,700, which the 2018 budget should be able to manage.

Ann Douglas  
08/17/17

Attachment D

	<b>NE Carpentry Expenses</b>	<b>Aug '15 - Aug '17</b>	revised - 08/17/2017
	<b>Funds Expended</b>	<b>Vendor</b>	<b>Comments</b>
			<i>Calvert = Calvert Construction Company Gunn = Tommy Gunn Renovations</i>
170	\$4,050.00	Calvert	DONE - all wood rot repaired
<b>171</b>	<b>\$615.00</b>	<b>Calvert - \$530; Gunn - \$85</b>	<b>Still needs work; scheduled for '17</b>
172	\$100.00	Gunn	Gate repair
<b>173</b>	<b>\$615.00</b>	<b>Calvert - \$530; Gunn - \$85</b>	<b>Still needs work; scheduled for '17</b>
<b>174</b>			<b>Scheduled for '17</b>
175	\$615.00	Calvert - \$530; Gunn - \$85	DONE - all wood rot repaired
176			
177			
<b>178</b>	<b>\$262.00</b>	<b>Gunn</b>	<b>New door &amp; gate repair; scheduled for '17</b>
179			
<b>180</b>	<b>\$138.00</b>	<b>Gunn</b>	<b>Gate repair; scheduled for '17</b>
181			
<b>182</b>			<b>Scheduled for '17</b>
183	\$4,375.00	Calvert	DONE - all wood rot repaired
184	\$4,825.00	Calvert	DONE - all wood rot repaired
185			
186			
187	\$6,725.00	Calvert - \$6,450; Gunn - \$275	DONE - all wood rot repaired
188			
189	\$200.00	Gunn	minor wood rot repair in several areas
190	\$1,350.00	Calvert - \$610; Gunn - \$425	DONE - all wood rot repaired
191	\$4,300.00	Calvert - \$3,575; Gunn - \$725	DONE - all wood rot repaired
192	\$3,645.00	Calvert - \$3,500; Gunn - \$145	DONE - all wood rot repaired
<b>193</b>			<b>Scheduled for '17</b>



194	\$905.00	Calvert - \$610; Gunn - \$295	DONE - all wood rot repaired
195			