

Minutes: Villas Homeowners Association
Board of Directors' Monthly Meeting
172 N.E. Villas Court
May 18, 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) Carolyn Wilson, Isabel Rush; (SE) Suzanne Harrell, Glen Rushing, Pat Lee

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

Treasurer's Report: (Attachment A) Ann presented the Treasurer's Report. She thanks Erin for her 'can-do' attitude, and anticipates smooth sailing in no time. SE is slightly above budget due to tree work, plumbing and asphalt repair; NE budget is on target. Motion to approve the Treasurer's Report as presented passed.

Manager's Report: (Attachment B) Erin presented the Managers report. She notes this has been a very busy month as the transition continues to Executive Management Services. Erin anticipates a much smoother next month and greatly appreciates our continued patience as we finish up the transition process.

Landscape Report: Judy presented the Landscape report: Sadlers completed the roof cleaning on NE and SE. Dead bush was removed at 165C SE. Tree was trimmed at 174 NE. Sadlers cut back the pampas grass at 116C SE. Comment: The ideal time to cut back pampas grass is late winter. This will be noted for 2018 lawn maintenance schedule.

Pool Report: Glen Rushing presented the pool report. The pool is beginning to get very busy. An acid wash was recently completed. Please turn off the fan as you leave the pool area. The new double-sided lock has been installed but there has reportedly been difficulty for some HOs in manipulating the deadbolt. Kristina will post an instructional sign on both sides of the gate as the deadbolt should be engaged once you enter and again as you exit the gate. Rotten decking and benches on the NE side of the pool area are in need of immediate repair to prevent potential injury. Proposal from Renegade Remodeling to replace all decking, the benches and wall with a specialty lumber guaranteed x 10 years at a cost of \$3,000 was approved by the Board to be split 60/40 between SE and NE.

Old Business

A. Business Discussed/Approved Via Email:

1. Item: HO at 133C SE had reported water seepage into their home. The damage ended up being substantial due to a small water leak at A/C unit. Action: This was added to the SE Wood Rot repair list, by change order. Status: Job completed with Hardie board installed.

2. Item: HO requested replacement of sidewalk spacers at 133C SE due to tripping hazard. Action: HO agreed to try small pebbles instead of wood, but this reportedly has not worked. Status: Spacers are still needed.
 3. Item: HO at 133A SE requested roof repair due to interior water stain. Action: Stubbs Roofing inspected roof and found no evidence of a roof issue. Board requested that the HO have her ceiling painted with several coats of a product named Kilz, and observe if stain reappears. Status: HO has had ceiling painted with Kilz as recommended.
 4. Item: HO requested that wood rot on 149A SE be repaired. Action: Added to the work order for all SE wood rot repairs. Status: Completed.
 5. Item: During SE wood rot repair at 180A, extensive rotten roof decking was revealed due to a diverter. Action: Three bids were obtained from roofers. Stubbs Roofing was awarded the job, at \$500 plus up to an additional \$700 if the valley had to be replaced. Status: Job completed for total expenditure of \$1,000.
 6. Item: 174 NE requested long-overdue repair of wood rot. Action: Board responded back to HO that we are prioritizing the NE work to be done this year. Bids are currently being pursued. Status: In progress.
 7. Item: HOA roof/gutter cleaning schedule indicates the month of May for lawn company to blow off loose debris from all roofs and sheds in NE and SE. (Note: This does not include gutters/downspouts.) Action: Board approved notice for Sadlers to add this to their schedule. Status: Work completed.
 8. Item: Landscape request from 149A SE to plant lirioppe grass at their expense around the 3 crepe myrtles for weed control. Action: Board approved. Status: Completed.
 9. Item: 174NE requested that tree limbs invading back patio be trimmed. Action: Sadlers will do this on 5/18/17. Status: Completed.
 10. Item: 116B SE, listing Realtor requested that wood rot under the roof be repaired ASAP, due to closing planned for 5/24.17. Action: Board approve bid from Stubbs Roofing for estimated \$400. Status: In progress.
 11. Item: Request from 173 NE to remove dead tree in their back patio at their expense. Work to be done by Terry's Tree Service. Action: Board approve request. Status: Completed.
- B. Strategic Priorities - The Board has assessed current needs of the Villas and has prioritized a list of items to complete in the coming months:
- 1) Compile a list of all the drains and cutoff valves (Judy Arnette)
See attached for the list of drain locations on both NE and SE streets (Attachment C). List of cutoff valve locations was done in the past. Erin will search our records.
 - 2) Attack NE wood rot (Kristina and Erin)
Eleven NE homes with critical wood rot were completed last year. Board will prioritize and approve repair on as many homes as budget allows this year. Rick Calvert Construction stands by previously submitted bid. Two additional bids for repair will be obtained.
 - 3) Examine all contracts and possibly re-bid (Erin)
We have some longstanding contracts with vendors that will be reviewed and evaluated.
 - 4) Plan NE painting (Ann and Kristina)
A plan will be drafted for painting homes once all wood rot has been repaired.
 - 5) New mailboxes for SE (Erin)
3 sets of bids for re-building mailbox housing (individual unit mailboxes) vs. metal cluster mailboxes will be obtained to determine final project.

- 6) Create a Social/Welcome Committee (Kristina)
A volunteer committee will be created to welcome new residents and plan for occasional community social gatherings.
- 7) Restrictive Covenants compliance (Erin)
According to our restrictive covenants, every HO is required to provide a copy of their homeowner insurance, and emergency contact info. We are not currently in full compliance.

New Business

A. Homeowner Concerns – Suzanne Harrell reports HO concern of 173NE that crape myrtle volunteers continue to sprout up in their yard. Currently mowing is used for control, but HO wants to know what alternative might be used to permanently rid the yard of seedlings. It was suggested that the HO contact the Extension Office or a local nursery for recommendations.

- 164B has a Drake elm volunteer which has grown up to the roof, but was recently trimmed back for control.
- 148C also has a mature Drake elm with a limb actually touching the roof. Sadlers will be contacted to see about trimming this limb back.
- Judy Arnette reads a list of additional landscape issues noted in the process of compiling the drain location list. (See Attachment D.)
- It was noted that several homes have mildew and there was discussion about having pressure washing done by Brad Layne @ \$400 per building in the near future.

Meeting adjourned at 6:45 p.m. Next meeting will be Thursday, June 15, 5:30 p.m. at 164C SE.

Respectfully Submitted,
Cynthia D. Paulson, Secretary

Attachments:

Treasurer's Report (Attachment A)
Manager's Report (Attachment B)
Ancillary Reports (Attachment C, D)
(List of drain locations, Observations)

****JUNE MEETING****

June 15, 2017 – 5:30 p.m.
164C SE Villas Court

Attachment A

Treasurer's Report
May 2017

The costs shared by the SE (60%) and NE (40%) for pool area cleaning (bathrooms, etc.), the annual directors' liability insurance, the annual filing fee with the Department of State, the EMS management fee, and pool repairs were paid in April. For the SE, these costs totaled \$12,119. For the NE the total came to \$948.43.

The SE was charged the full amount for the City's electric service to operate the pool. The NE's 40% portion of this cost was not transferred to the SE's account but will be in May. A second oversight occurred when the funds that are to be transferred monthly from the SE's operating account to its reserve account did not occur. This also will be rectified in May.

With regard to the peculiarities of the Villas' two budgets and the required financial reports, transition to a new management company is always a challenge and to be expected. After one month on the job, our new Manager, Erin Bennitt, is still learning the ropes. I wish to thank her for her 'can-do' attitude, and anticipate smooth sailing in no time.

No other unusual costs were incurred in either the NE or SE.

All homeowner dues are up to date.

At this point in the year, the SE is slightly above its overall budget due primarily to the cost of tree work and plumbing and asphalt repair completed earlier in the year. The NE is within its overall budget.

Ann Douglas

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

May 18, 2017

Dear Members of the Board and Villas homeowners,

This past month has been a busy one! While EMS has had some challenges to overcome in the way of financials, we are confident that it is under control and next month will be smooth sailing. We greatly appreciate the patience of the Board and the homeowners as we have overcome this hurdle.

We have seen multiple repairs this month; including roof repair, wood rot repair, and some unforeseen issues that we were able to take care of quickly and efficiently.

We met with the Board early in May to prioritize and strategize how to handle the large projects in the Villas. Tasks were dispersed among Board members and management that will aid in the commencement and completion of these projects. EMS will be getting bids to tackle the wood rot in the NE, as well as for the mailboxes in the SE.

Over the next months we will be working on bringing these projects to fruition, and hope to see great things happening very soon!

Sincerely,

Erin Bennitt

Executive Management Services

Drain Locations in the Villas

Northeast:

Units 180, 182, 184, 186, 188, 181, 195 (all even numbered units have drains beginning in the front of the units with the drainfields moving toward the back of the units. The odd numbered units have drains near the back patios and then leading out toward the nearest street. This may not be all of the drains for the Northeast if others have been put in over the past few years and some may not be working well if the drainfields have not been maintained by the owners.

Southeast:

100A - in back of the patio
116A - drains on East side and in back of unit
116C - in front of unit to the West side of door and leading to the back on pool side
132A - drain into driveway leads out to street
132C - drain on West side by steps leading to the Northeast
133A - drain in back of unit
133C - two drains to right of patio
149 A,B,C - drain and drainfields run behind the units and are clear
180A - drain is in back of unit
180C and 164C - drain in back between the two units leading from 164B
181B - drain on North side of unit in the back and drainfield runs behind 181A
Again, these drains only work efficiently if they are well maintained.

Judy Arnette/Pat Lee
5/2017

Observations Needing Attention at the Villas

Debris around the following units needing to be removed:

100A and 115A plus a lot of erosion behind building 115. The Board would like for Sadler's to move debris from other areas to the back of building 115 along the middle of the back to help with the erosion.

132C has debris along the side of unit.
180A,B,C all have debris around them

Paint or mildew issues:

164C, 181A, 197A

Gutter issues:

165C gutter missing splash guard, 180C gutter has no splash guard, 197C no splash guard on gutter on patio.

Other Issues:

180B and 180C have tree with growth above roof line which needs to be trimmed.

148C has limbs hanging over roof line which need to be trimmed.

164A has a dead Dogwood tree.

149B has tattered rollup screen at the front door.

180C enclosed patio has not been painted.

197B has peeling paint to the left of front door.

181A cigarette butts all over the front area; suggest a pot of sand for the butts.

Judy Arnette/Pat Lee
5/2017