

VHOA Board Zoom Meeting

Minutes

November 19, 2020

1. Meeting Called to Order at 5:30 pm. All Board Members were present except Nancy Titcher, quorum established.
2. Minutes: No Secretary's report as this is the first meeting held since March 2020 at St. Stephen Church.
3. Financials: The Treasurer presented October 2020 financials for NE and SE, which were approved and accepted. Financials are available on the website.
 - a. SE - Massey has been paid in full for Termite retreatment. Wood rot continues to be an expense. Three units in arrears for homeowner's due.
 - b. NE - \$4,000 from operating was transferred to reserve, per Board vote.
4. Manager's Report:

March:

1. Contacted Lance Maxwell relative to pool leak & notice owners about water shutoff
2. Notice all residents relative to pool closure due to COVID 19 and posted signs on pool area

April:

1. Notice all residents about community library
2. Drafted Newsletter for community
3. Contacted Terminix about live activity at NE Unit

May:

1. Informed Calvert Construction that live termites from NE unit were gone and it was ready for repairs
2. Contacted Pool Tech about vent fan at pool for repair
3. Contacted B&T to replace gate at pool per insurance requirement
4. Sent residents pool update
5. Called City about tree at back side of 197A (not on their property) on private property
6. Contacted private owner of tree to have tree company inspect for safety

June

1. Contacted roofing company relative to leak at 189 NE
2. Sent residents pool update
3. Complied waiver forms and COVID rules for pool usage

4. Contacted pressure washing company relative to pool deck and pool furniture

July

1. Notice SE residents relative to Massey being onsite for termite inspection
2. Notice residents about waivers needing to be received relative to pool usage
3. Contacted City relative to magnolia tree at 148 SE area
4. Posted signs at pool relative to restrooms being closed for use and safety relative to COVID 19 at pool area.

August

1. Talked to potential buyer of 170 NE relative to questions
2. Talked to potential buyer of 173 NE relative to questions

September

1. Contacted roofer relative to 195 NE roof leak
2. Notice residents relative to pool closure due to high chlorine level
3. Notice residents relative to tree work in NE
4. Contacted roofer relative to 180C SE roof leak
5. Drafted newsletter for community
6. Contacted roofer relative to 182 NE roof leak

October

1. Spoke to realtor relative to 170 NE
2. Reached out to other companies relative to gutter cleaning for SE
3. Reached out to owners about arrears accounts
4. Notified residents of political signs at properties needing to be removed

5. Committee Reports:

- a. Landscaping: Saddler's are mowing every other week.
- b. Pool: No Report
- c. Social/Welcome:
 - i. New owner on NE - Susan Powers 173
 - ii. New owner on SE – Abby Kinch 164A
- d. SE Paint Committee: Two meeting where held to discuss process and cost. SE Painting could begin at the end of 2021 or beginning of 2022.
- e. Phone List: In progress

6. Interim Report:

- a). Fall Newsletter sent out at the beginning of October. COMPLETED

b). 172 NE Requested permission to replace her exterior garage door and to paint it the same trim color as old door, all at her expense. Board voted to approve her request. COMPLETED

c). 180c SE reported a roof leak over a bathroom area. Arnold's Roofing found leak which was extensive and repaired it. COMPLETED

d). 133c SE reported leaky roof over storage shed. Calvert Construction handled all repairs. COMPLETED

e). 133b SE reported wooden spacers in walkway rotted. Calvert Construction checked problem and placed on list of jobs to do. ONGOING

f). ArborPro tree service removed limbs hanging over units and loose limbs deemed a danger on the NE. COMPLETED

g). Board voted to change SE roof-blowing company from Gutterhawk, after they did the wrong area and when they came back to get the right street done they failed to clean some of the down spouts. A1A will do the roof blowing, gutter and downspout cleaning for the SE twice a year. Sadler's will continue to blow off roofs on the NE 3 times a year, and SE twice a year. COMPLETED

h). Manager sent letters to owners with political signs in yards to remove them in accordance with our Rules and Regulations. Owners complied. COMPLETED

I). 148b SE requested tree limb trimming behind a and b units. 133a asked that tree by security light be trimmed back. Both requests have been placed on a list for future trimming, as budget permits. ONGOING

j). 182 NE reported a leak in her roof over a bathroom area. Arnold's Roofing was called but due to backlog of jobs, owner requested permission to call another roofer and board consented. Another roofer was contacted and submitted an estimate. COMPLETED

k). 165c SE requested to replace gutters and windows, and to add a handrail at the front entrance to assist them on entering or leaving through the front door. All work is at owner's expense. Board approved all of the requests. COMPLETED

l). 164c SE requested permission to remove boxwoods across the front of unit and to replace them with Camellias and Azaleas. All work to be done by Sadler's and all work and plants are at homeowner expense. Board approved. Work may not start until after cold weather. COMPLETED

m). 173 NE anew owner requested back gate be repaired. Board approved Calvert Construction to repair it. COMPLETED

n). 177 NE requested gate to be repaired. Repair on hold until Board can request changing the gate to open either at the south side of fence or the west side, in order to alleviate problem of gate opening out onto another's property. ONGOING

o). Management and Board sent letter regarding parking issues to 149a SE as area in front of the brick wall is not a designated parking space. ONGOING

p). Board President consulted with Mr. Julius Halas, State Fire Marshall, who lives

in the Villas, regarding the open burning occurring on the NE. He said it was indeed against the law to burn within our community and within the City Limits. No one can burn without a certified number issued by the Forestry Department and they would never issue one for our community. It is a danger to all of us. If you observe any burning, please contact a board member immediately!

q). We now welcome new homeowners, Susan Powers (NE) and Abby Kinch (SE) to our lovely community. Please join us in welcoming both to our association.

7. Old Business: No old business to report.

8. New Business:

a. Voted and approved - NE Budget 2021 with no increase in monthly dues (\$225 per month) or change in yearly reserve (\$13,932).

i. Major Changes:

1. Increased Wood Rot Repair to include an annual wood rot inspection by Rick Calvert, cost of \$2,500. Total of \$7,500 for NE wood rot repairs. (\$5,000 from operating and \$2,500 from reserve for wood rot repairs)
2. Budget \$3,500 for NE Storm Water Expense –\$1,000 for 170 NE retaining wall.
3. Reduced Water Utilities to \$15,800 annually. January 2020 expense was \$4,800, which was \$3,300 more than normal.
4. Increased NE Roof Repair to \$1,500. Due 20-year-old roofs.
5. Budget \$2,000 from NE Reserve account #65015 for plumbing

b. Voted and approved - SE Budget with no increase in monthly dues.

i. No increase in dues. SE budget is bare bones to pay for the final completion of wood rot, including use of reserve funds.

c. Voted and approved to petition the SE Homeowners for a one-time \$300 special assessment to complete the wood rot.

d. Voted and approved to change the date of the 2021 Annual Meeting to March 13, 2021. St. Stephens Church is not available on March 20, 2021. Board has reserved March 13, 2021 at St. Stephens.

e. Voted and Approved to form a NE Roof Committee in 2021. The NE will need three to four homeowners to volunteer. Holly Hinson will chair the committee.

9. Comments/Questions From Homeowners:

- a. SE painting. When wood rot is found while painting, how will it be handled?
Repaired at that time by Rick Calvert
- b. Several trees in the NE have small limbs that need to be trimmed. Saddlers should be able to handle this.
- c. Magnolia Tree on SE. City is not responsible for trimming the tree.
- d. SE tree limbs are hanging near mail boxes and need to be trimmed. Saddlers should be able to handle this.

10. Next Meeting: December 17, 2020 Zoom Meeting.

11. Meeting Adjourned at 6:25 pm.