

Minutes: Villas Homeowners Association  
Board of Directors' Monthly Meeting  
164C SE Villas Ct.  
April 20, 2017

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

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

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

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

Treasurer's Report: (attached) Ann presented the Treasurer's Report. Total expenditures are within budget for NE, but overbudget for SE due to several large one-time annual expenses including postage for annual meeting, bank analysis fees, liability insurance and website fees. Motion to approve the Treasurer's Report as presented passed.

Landscape Report: Nancy Titcher presented the Landscape report: Sadler's completed application of weed and feed to all green areas. \*Please water your grass when there has been limited rain.\* 193 NE – Roof has been cleaned off. 116B SE – bush removed. 116C SE - Pampas grass scheduled to be cleaned out. Roof and gutter cleaning were discussed. In the SE, Gutterhawk blew off roofs and thoroughly cleaned gutters and down spouts in January and will be scheduled to do the same in July. Sadler's will blow off roofs and loose gutter debris in May and October. In the NE, Sadler's will blow off roofs and loose gutter debris in May, September and December. NE homeowners needing gutters and downspouts thoroughly cleaned must take on this responsibility themselves, since NE gutters are not original to the homes. 193NE - Lamp globe broken, HO will replace (update: now completed). Special thanks to HO Elaine Connell who scrubbed the sides of the pool and cleaned all the deck furniture. Nancy will continue to be the contact for landscape items in NE, Judy Arnette will be contact for SE, and Suzanne Harrell and Ann Atkinson will continue to call out things they see.

Pool Report: Glen Rushing presented the Pool report: Lattice is going up this afternoon. New gate lock will be installed tomorrow.

#### Old Business

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

1. Item (Feb): Request to allow HOs on 189, 187, 185, 183 NE to move their mailboxes, at their personal expense, to allow for improved parking. Action: Board approved by vote at February Board meeting. Status: Completed.
2. Item (Feb): Request from 133C SE to remove old shrubs from front of home at HOA expense, and replant at homeowner expense. Action: Board approved. Status: Completed.
3. Item (Feb): Request at 180C SE to replace front light with motion sensor light at HO expense. They will do their own work. Action: Board approved. Status: Completed.

4. Item (March): Review of proposal by Gunn's Renovations to repair wood rot, repair steps and replace gate at 194 NE for \$295.00. Action: Board approved to accept proposal as presented. Status: Completed.
5. Item (March): Vandalism on the pool gate requires replacement. Action: Board approved replacement at cost of \$49.99. Status: Completed.
6. Item (March): Grass in all common areas in need of fertilizer. Action: Board approved expenditure of \$260 to Sadler's Lawn Care for weed and feed application. Status: Completed.
7. Item (March): Rotted lattice at pool deck in need of repair. Gate lock not secure from handle backside. Bid reviewed from Renegade Remodeling to repair rotted lattice for \$250 and install a box around the pool gate lock for \$75 Action: Board approved to accept bid. Status: Rotted lattice repair completed. See Item #18 below in reference to pool gate lock.
8. Item (March): Request from 132C SE to remove dead tree and roots that are tripping hazard. Bid reviewed from Terry Tree Service for \$800 to remove tree/roots and grind stump. Action: Board approved to accept bid. Status: Completed.
9. Item (April): Removal of tree and roots at 132C SE creates potential erosion to NE. Action: Board approved spending \$250 to sod area. Bill to be split 60/40 between SE and NE. Status: Completed.
10. Item (April): Request from 184NE to install new garage door at HO expense and leave it white until NE houses get painted. Action: Board approved. Status: Completed.
11. Item (April): Received request for gutter cleaning from 171 NE. Action: Board replied that because gutters are not original in NE, that's an HO expense. Status: HO notified.
12. Item (April): Received request from 100B SE to repair "retaining wall" behind 100 building. Action: Still in inspection and decision process. Status: Refer to Old Business, Item D.
13. Item (April) Received request from 184 NE to write letter to office complex located on Pinewood Drive that they clean out their drainage area, to help relieve flooding on Pinewood and into some NE houses. Action: Board voted for President to make a face-to-face visit. Update: According to City official, the drainage problem is actually coming from a building in the Delta Office Plaza. The matter is currently in the hands of City attorneys and building owner attorneys. Status: Kristina will check back with the city in 30 days.
14. Item (April): Received request from 133C SE to replace wood strips between concrete in sidewalk which is a tripping hazard. Action: HOs have agreed to try small pebbles that we used successfully in NE. Status: In progress.
15. Item (March): Received request from 133C SE to repair foundation or whatever is allowing water to enter their home during heavy rains. Action: Manager contacted Alpha Foundations and Ram Jack. Both companies believe this is not a foundation, but rather a drainage issue. Both have recommended the installation of gutters on that side of the house. Update: Area around foundation will be dug away, gravel installed and sealant applied. Bids will be gotten for gutter installation. Status: In progress.
16. Item (April): Request from 116C SE to have the pampas grass in the front yard cleaned up, removing vines, etc. Action: Landscape Committee has made request to Sadler's to handle it. Status: Sadler's will add to their schedule for next week.
17. Item (April): Request from 133A SE to have a roofer inspect the roof – new water stain. Action: Stubbs Roofing will be called to inspect the roof for leaks. Status: In progress.
18. Item (April): Due to design limitations of pool gate, planned box to secure the gate lock cannot be built. Double-sided keyless lock is suggested as alternate solution. Action:

Board approved purchase of new lock at expenditure of \$115.42. Status: New lock to be installed tomorrow. Lock combination will remain the same.

- B. The 2 redbud trees recently planted by Villas HOA continue to do well. When the trees were purchased, local sources had available their largest specimens with 1½” trunk diameter, not the 2” diameter required to meet City tree permit criteria. Tallahassee Growth Management Department, however, has agreed re-inspect the 2 redbud trees in another 6 months, and if they are growing well, will close out the existing permit. If not, the HOA will be required to plant additional trees.
- C. Gunn’s Renovations withdrew proposal for SE wood rot repairs which were approved last fall. New proposal from Renegade Remodeling is reviewed. Motion to accept the bid amount of \$3,900 to be paid from the SE Reserves passed by vote without objection (vote recusal by President Holmen-Mohr).
- D. The “retaining wall” planter behind unit 100 SE has collapsed and requires repair or replacement. There are also several holes in the chain link fence behind in need of repair. Bid proposals are reviewed from Brad Layne (\$5000-5800 to replace planter wall), Florida Fence & Screen (\$1626 to replace wall/ \$250 to repair chain link fence) and Renegade Remodeling. Renegade proposes removal of the damaged wall, but replacement with large rock instead. (\$1,000 retainer wall, \$250 fence repair). Motion to accept the proposal from Renegade passed by vote without objection (vote recusal by President Holmen-Mohr). Payment will be made from Reserves = \$1,000 charge to be split 60/40 between SE and NE (storm water drainage) and \$250 fence repair, SE.

Managers’ Report – (via letter attached). [New contract stipulates Manager, Erin Bennett, Executive Management Services, will attend 4 Board meetings in person per year.]

A. Over these past few weeks, EMS has been getting to know the Villas HOA, and how they operate. With the help of the Rushings and the Board, this transitory period has been relatively smooth. We have met with Ann Douglas to update the bank information and signature cards, and to go over the financial process. As the Villas is a little different, we will continue to work with Ann until we are all satisfied with the process. Last week, I met with Kristina Holmen-Mohr to go over some active and potential issues in the Villas, and to begin prioritizing. Earlier this month, we were informed of water intrusion at a specific unit in the SE. We had two foundation specialists go out to that unit and both vendors confirmed this was not a foundation issue but instead suggested water diversion tactics. We are currently reviewing water diversion options for this unit. We also received word of a retaining wall that was failing, and sent out Florida Fence and Deck to take a look and give recommendations as to repairing or replacing. We appreciate your patience as we continue to learn the ins and outs of the Villas HOA. We look forward to meeting with the Board and strategizing the best ways to make Villas HOA the best and most beautiful it can be.

#### New Business

- A. The Board will hold a 2 hour Strategic Planning Meeting on an upcoming Sunday afternoon. Manager will be consulted on a mutually agreeable date for attendance.
- B. Door-to-door solicitors – We have recently had several instances of solicitors in our neighborhood. Request will be made to the Manager to include on the announcement for the May Board meeting a reminder to all residents to please inform solicitors that solicitation is not permitted in Villas.
- C. Reminder for new homeowners that maintenance of original plants is HOA responsibility, but those added by previous or current homeowners are not.

D. The last rain flooded the area on Pinewood and brought lots of unknowing traffic to our dead-end streets. Kristina will contact the City to request Dead-end signs be placed at both NE and SE.

Meeting adjourned at 7:15 p.m. Next meeting will be Thursday, May 18, 5:30 p.m. at 172 NE.

Respectfully Submitted,  
Cynthia D. Paulson Secretary

Attachments:  
Treasurer's Report (Attachment A)  
Manager's Report (Attachment B)

\*\*\*\*MAY MEETING\*\*\*\*  
May 18, 2017 – 5:30 PM.  
172 NE Villas Court

Attachment A

### Treasurer's Report April 2017

This report covers February and March expenses.

In the SE, the usual services for lawn care, pool upkeep, etc., were purchased. Sadler's Lawn Care was paid an additional \$150 to trim trees and bushes at 132-A and 148-A, \$100 to remove hedges at 133-C, and \$102.50 for the cost of Weed and Feed (labor is included in the contract.) Gunn's Renovations was paid \$95 to replace a rotted fence post that prevented the gate from being used at 197-C, White's Plumbing was paid \$258.20 for a leak at 197-A and \$510.80 to replace the main shut off valve to building 197. Terry's Tree Service was paid \$800 to remove a diseased tree and grind the stump at 132-C.

In the NE, besides the usual expenses for lawn care, pool upkeep, etc., Sadler's Lawn Care was paid an additional \$100 to plant the 4 new trees required by the City. Gunn's Renovations was also paid \$295 to replace the back steps, repair the gate and other areas of wood rot at 194. Sadler's was paid \$157 for Weed and Feed.

Services or items that were split 60% SE and 40% NE included the annual fee of \$140 to maintain the Association's website, \$100 to the CPA to prepare and file tax documents, and the purchase of paper and envelopes (\$103.88) and postage (\$95.55) for the Annual Meeting in March.

The annual fee of \$2,400.37 for the Association's liability insurance was paid to Rockhill Insurance Company and was split 51% SE and 49% NE.

All homeowners are up to date with dues.

At this point in the year, the NE is significantly over budget in the trimming trees and shrubs line item; however, the total expenditure is well within the NE budget. The SE is significantly over budget in plumbing, trimming trees and shrubs, and paving. The total expenditure currently exceeds the SE budget by 6%.

Although it appears that both budgets are over spent in the postage and office supplies line items, the Annual Meeting always requires a large expense early in the year. The remainder of the year should see only minor expenditures in these line items.

Ann Douglas

Attachment B

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

April 18, 2017

Dear Members of the Board and Villas homeowners,

Over these past few weeks, EMS has been getting to know the Villas HOA, and how they operate. With the help of the Rushings and the Board, this transitory period has been relatively smooth.

We have met with Ann Douglas to update the bank information and signature cards, and to go over the financial process. As the Villas is a little different, we will continue to work with Ann until we are all satisfied with the process. Last week, I met with Kristina Holmen-Mohr to go over some active and potential issues in the Villas, and to begin prioritizing.

Earlier this month, we were informed of water intrusion at a specific unit in the SE. We had two foundation specialists go out to that unit and both vendors confirmed this

was not a foundation issue but instead suggested water diversion tactics. We are currently reviewing water diversion options for this unit.

We also received word of a retaining wall that was failing, and sent out Florida Fence and Deck to take a look and give recommendations as to repairing or replacing.

We appreciate your patience as we continue to learn the ins and outs of the Villas HOA. We look forward to meeting with the Board and strategizing the best ways to make Villas HOA the best and most beautiful it can be.

Sincerely,

Erin Bennitt

Executive Management Services