

Minutes: Villas Homeowners Association
Board of Directors' Monthly Meeting
July 20, 2017
188 NE Villas Court

Meeting called to order and quorum established 5:31 p.m.

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

Manager Present: Erin Bennett, Executive Management Services

Residents present: (NE) Nancy Titcher, Isabel Rush, Carolyn Wilson, Holly Hinson (SE) Susanne Harrell, Ann Atkinson, Richard & Betty Sue Kurth, Ronnie Brewer

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

Treasurer's Report: (Attachment A) Ann presented the Treasurer's Report. At the midyear point, SE is at 53% of budget for operating expenses; NE is under budget. Motion to approve the Treasurer's Report as presented passed.

Managers' Report: (Attachment B) Erin presented a summary of the Manager's Report. The recent rains have increased roof leak problems. It has been a busy month collecting various bids for ongoing repairs and new projects. Homeowners continue to send in their HO insurance and emergency contact info. *A spreadsheet report tally will be given to the Board. Erin again thanks the Board and the homeowners for their attentiveness and willingness to help keep the Villas beautiful.

Landscape Report: (Attachment C) Judy presented the Landscape Committee Report which included a comprehensive list of tree limbs throughout NE and SE in need of trimming. Motion to approve Sadlers bid of \$100 for all trimming passed without objection. The south area between SE buildings 149 and 133 is overgrown with jasmine. *Sadlers will be asked to spray this area for control. There is an extremely large dying oak tree along Dellwood with a large limb overhanging the building 197SE. City will cut limbs growing through power lines, but HOA is responsible for removal of the tree itself. *City will be contacted. Bids for tree removal will be obtained. There is concern for an ailing redbud planted at 193NE required by the City for tree replacement. One-year guarantee from Purple Martin Nursery is still in effect. *Nursery will be contacted for recommendations.

Pool Report: Kristina presented on behalf of Glen Rushing. It has been reported that people are not securing the lock when entering/exiting the pool gate. Also noted are occasional non-residents using the pool. It was suggested that if you see someone you don't recognize from the Villas, please ask them who they are and where they live. Pool guests (nonresidents) are required to be accompanied by the Villas homeowner/tenant. Please turn the deadbolt lock when entering and exiting the pool gate. Rains have continued to delay the deck rebuilding project, but work is expected to possibly begin on Monday. The men's room commode has been repaired.

Social Committee Report: Nancy Titcher presented the Social Committee Report with an update that the open house pool social continues to be postponed until the installation of new pool deck has been completed.

Old Business

A. Business Discussed/Approved Via Email:

1. Item: Request from 191NE to replace screws in side garage door which are too short and keep falling out. Action: Board approved repair not to exceed \$100. Status: Completed.
2. Item: 191 NE requested removal of 3 large pine trees from her backyard. Action: Request declined because the trees are healthy and removal could create additional issues with soil stability and erosion. Status: HO notified. Closed.
3. *Item: 148A metal roofing over patio has come loose creating a possible hazard during storms. Action: Manager will send a letter to the HO to correct. Status: Pending.
4. Item: 181A SE alerted the Board that his truck had been broken into overnight; a gun and laptop were stolen. Action: President requested additional details for follow up. HO did not respond. Status: Closed.
5. Item: Tenant of 164B SE reported that leaking roof is causing interior ceiling to disintegrate. Action: Tadlock Roofing inspected and reported no current leak, but did see evidence of a prior leak. Stubbs Roofing was asked to inspect because they had repaired the prior leak in March 2016. Tenant told Stubbs not to come, that there was no leak. President wrote to HO advising them that interior repairs are HO responsibility. Status: Closed.
6. Item: Neighbor reported that 165C SE appears to be recently vacated with various debris left around exterior of unit. Action: Erin has written a letter to the owner requesting debris be picked up. Status: Completed.
7. Item: Neighbor reported that the mailboxes for 148 SE had been damaged. Action: Board voted for a temporary fix not to exceed \$25, since future options are being discussed for all SE mailboxes. Status: Completed.
8. *Item: Tenant at 116A SE questioned whether sod would be put in front of their unit. While the HOA does not routinely sod, this may be addressed in solution to area behind building 100. Action: Owner was apprised of situation and answers. Status: Pending.
9. Item: 133A SE repeated request for roof repair as recent rains are causing additional interior damage. Action: Bid from Tadlock Roofing was approved at \$1,467.50. Repair scheduled for Friday, July 28. Status: Completed August 1.
10. Item: 172 NE requested roof repair due to interior damage. Action: Bid from Tadlock Roofing was approved at \$1,562.00. Note: Ann Douglas abstained from this vote. Repair scheduled for Friday, July 28. Status: Completed August 1.
11. Item: 184 NE requested approval to remove shrub from front yard and replace it at her expense. Action: Board approved. Status: Completed
12. Item: 196C SE reports yard debris left by trash cans has not been picked up. Action: Judy will ask Sadler's to remove it. Status: Completed.
13. Item: 184 NE reported that the City finally got permission from the landowner on the north side of Pinewood to proceed with project to relieve severe drainage issues on Pinewood. Action: City work crews on site last month. Status: Project completed.
14. Item: Pool permit expired on 6/30/17. Dept. of Health stated the permit had been renewed, but certificate was not received to post before expiration. Action: New permit received and posted. Status: Completed.

15. Item: 184 NE requested permission for Esposito's to correct a drainage issue of water pooling at her driveway and front entry at her expense. Action: Board approved. Status: Completed.
16. *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: Pending.

B. Follow up from June Meeting

1. Item: Commode in pool men's room was repaired. See Pool Committee Report
2. Item: Several SE homes have serious mildew and need to be pressure washed. Action: Board approved pressure washing of one additional building for a total of five: 132, 148, 164, 165, 181. (Brad Layne, \$400 per building includes walkways, patios and brick walls). Status: Completed.
3. Item: 180B and 180C SE have tree limbs above roof line which need to be trimmed. Action: Sadlers will complete during weekly visit. Status: Completed. See Landscape Committee Report
4. Item: 164A SE has dead dogwood tree. There are additional limbs that need trimming on both SE and NE. Action: Dogwood tree scheduled to be removed next week (Sadlers \$75) Comprehensive list of limbs for trimming will be completed (Sadlers \$100). Status: Dogwood completed. Limb removal in progress. See Landscape Committee Report
5. *Item: Replacement of decked area at pool. Status: In progress. See Pool Committee Report

C. Status of Board's Priorities

- 1) Get a list of all the drains and cutoff valves (Judi Arnette):
Added to original list of drains: 196A – drain to South of front of unit and down the side to street. *Judy has a survey map of SE and will draw in all SE drains. (A map of NE might be in the storage room.)
- 2) Attack NE wood rot: list of all houses with rot & get 3 bids (Kristina and Erin):
See Old Business 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):
See Old Business G.
- 6) Create a Social/Welcome Committee (Kristina): See Social Committee Report
- 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. Discussion of bids for rock removal and rebuilding of retaining wall behind building 100 SE: Four bids (ranging from \$1,200 to \$2,460) were obtained for removal of concrete riprap rock from behind SE building 100. **Action:** Board accepted bid from Terry Spack (\$1,200) to remove the riprap as soon as possible. **Status:** Completed. In addition, Terry leveled uneven areas and replaced original stepping stones behind 100B.

- E. *Discussion of rebuilding retaining wall behind building 100 SE:

There has been much discussion since the June meeting centered around rebuilding the retaining wall and general erosion/drainage issues on the eastern edge of SE property encompassing the area between buildings 115, 100, and 116. Erin has provided all current Board members with a

complete copy of the 2015 Drainage Investigation Report for Villas Court NE and SE, prepared by Magnolia Engineering. It was suggested that this report be used as a reference to determine future drainage/erosion projects. **Action:** Board agreed to obtain project proposals from at least three landscape companies who have successfully completed similar projects in the past, including Esposito's with approval to pay their consultation fee of \$85. **Status:** In progress

F. *Discussion of bids for wood rot repairs in NE

Three sets of bid proposals were reviewed (Rick Calvert, Parker Bros Roofing & Construction, Coppedge Home Improvements). Discussion highlighted the need for the main beam to be of aluminum construction. **Erin will follow up with Coppedge to get adjusted price for aluminum beams. She will also check the company history and references.* **Status:** In progress.

G. *Discussion of plans for removal/replacement of mailboxes in SE:

Board continues to consider options for new SE mailboxes. Consensus seems to favor elimination of metal cluster boxes as an option. **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.

New Business

- A. Pest control schedules – *Erin will confirm schedule dates with Massey who is contracted to spray monthly for roaches, spiders, etc. on building exteriors. Termite inspection is due on SE. *Inspection will be scheduled and HOs/tenants notified. (Update: SE termite inspections scheduled for Thursday, Aug 17)
- B. Storage room key – *Erin will make a duplicate key to have available on property. Holly Hinson has a copy which she will give to Kristina.
- C. 193NE garbage/recycling bins are on SE property. *Erin will notify owner and ask him to relocate the bins to his property.
- D. Kristina requests reimbursement, submits receipt for purchase of ink and toner for official HOA business. Board approves reimbursement to Kristina. *Erin will issue reimbursement check.
- E. Marie wanted all to know about CAPTION CALL, a grant to obtain a very good telephone for the hearing impaired that helps to hear better and provides text to read the spoken word. Uses a wired or wireless Internet connection for location flexibility. Visit the web site at www.captioncall.com. Ms. Webb of 133A also has details.

Meeting adjourned at 7:15 p.m.

Respectfully submitted,
Cynthia D. Paulson, Secretary

Attachments:
Treasurer's Report
Manager's Report
Landscape Report

**** AUGUST MEETING****
August 17, 2017 – 5:30 p.m.

164C SE Villas Court

Attachment A

Treasurer's Report

July 2017

Services paid for in the SE in June included \$1,650 to Massey Services for the annual termite bond, and \$300 to Sadler's Lawn Care for roof blowing all the SE buildings. The SE Reserve account was used to pay \$1,000 for roof repair at 180A to Stubbs Roofing.

In the NE, White's Plumbing was paid \$108.60 for a leak near 194, and \$250 to Sadler's Lawn Care for roof blowing all the NE buildings. NE homes with steep roofs are not blown.

Shared expenses (60%SE - 40%NE) included the annual pool permit to the Department of Health for \$250, and the annual pest control contract to Massey Services for \$684. Massey treats the entire neighborhood for pest and rodent control on a monthly basis. Reserve funds from both the SE and NE were used to pay Renegade Remodeling \$1,000 to remove the rotted retaining wall and install rocks behind building 100SE. This area is considered a storm water drainage issue and is therefore shared by both the NE and SE.

All homeowner dues are up to date.

We are now half way through the year. The SE remains slightly above its Operating budget due primarily to the cost of tree work, plumbing and asphalt repair completed earlier in the year. However, the SE has spent over twice the amount budgeted from its Reserve account for roof repair, storm water prevention projects and wood rot repair. The NE is well within its overall budget in both its Operating and Reserve accounts.

Ann Douglas
Treasurer

Attachment B

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

July 20, 2017

Dear Members of the Board and Villas homeowners,

It has been a very active first month of Summer.

Stubbs Roofing has had to put the repair of 116B on the back burner due to all the rain, but they currently have it scheduled for next week, barring any other complications. They send their apologies, but since this repair involves 2 roofs and a larger open space, the rain could be disastrous.

The Board approved the bid from Tadlock Roofing to repair both 133A SE and 172NE. Both jobs are scheduled for Friday, July 28th. The time is currently unknown, but it is believed that this will be an all day job for Tadlock between both roofs.

We have received 2 bids for mailbox installation/construction from Brad Layne and Coppedge Home Improvements. We reached out to Mr. Mailbox and First Impressions Home Improvements, but have heard no responses even after following up with both companies.

We have received 3 bids to repair the wood rot in NE: Parker Brother's Construction, Calvert Construction, and Coppedge Home Improvements. Both Calvert and Coppedge provided bids that included painting, but Parker Brother's stated we would need a separate company to bid on the painting.

As Coppedge Home Improvements is a company that we have not used before, we asked them for references, but heard no response. At this time, they offer no references.

We have received multiple bids to remove the rocks behind building 100: Brad Layne, North Florida Maintenance, Chris Register (Crowder's), and C&A Landscaping. Brad Layne intends to use the rocks for his proposed wall structure.

It was requested that management get proposals to rebuild the wall structure behind building 100. I contacted Florida Fence and Deck, Brad Layne, and Parker Brothers' Construction. Parker Brothers was unresponsive, but we received bids from FFD and Brad Layne. By request of the Board, I also contacted Esposito's to give a recommendation for that area. Esposito's will gladly go out to the property to give a recommendation, but they have a consultation fee of \$85. This fee will be subtracted from the total if the Board decides to do the work that is recommended.

As requested, I went out and walked the property for pressure washing needs. The following buildings were found to need washing: 132SE, 148SE, 164SE, 165SE, and 181SE. Upon walking the property, I noticed the brick structures around each tri-plex, and wanted to be sure of the scope of work. Does the pressure washing only include the actual building, or are the brick structures, walkways, etc. included?

We have heard back from many owners giving their contact information and insurance, we are steadily receiving policies in the mail.

As always, I thank the Board and the homeowners for your attentiveness and willingness to help keep the Villas beautiful.

Sincerely,

Erin Bennitt
Executive Management Services

Attachment C

Landscape Committee Report

July 2017

Marcus (Sadlers) will remove list of limbs for a total expenditure of \$100:

SE

- 164A – street side, limb at edge of roof
- 149B – limb over roof in front
- 148A – limb over roof at the corner
- 132A – bush half dead, limbs over roof at end of unit
- 100C – limbs over roof in front of unit

NE

- 184 – side of unit, limbs over roof
- 186 – pine limbs over back corner
- 179 – limbs over back corner

164A dogwood tree removal scheduled for Thursday, July 27.

116A SE – Marcus requested to shovel dirt back from driveway

Judy Arnette

Landscape Committee Chair