

**Minutes: VILLAS HOA BOARD MEETING
JUNE 21, 2018
164C SE VILLAS COURT**

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

Board members present: (NE) Ann Douglas (SE) Judy Arnette, Suzanne Harrell

Residents present: (NE) Nancy Titcher, Kristina Holmen-Mohr, Isabel Rush

Approval of May minutes: Ann Douglas motioned to approve the May minutes. Judy Arnette seconded. Minutes approved as submitted.

Approval of May Financials: Ann Douglas presented the Financial Report for the May expenses. Of special concern are the expenses related to woodrot repair in the NE. The only shared expense between SE and NE was renewal of the post office box. Motion to approve the Treasurer's financial report, as amended, passed.

Manager's Report (6-20-18): See attached report

Committee Reports

Landscape Report: Suzanne Harrell gave the landscape report (amended report attached). Judy Arnette said she had spoken the Marcus Sadler about trimming back shrubs, bushes, etc., where they may be touching the homes.

Pool Report: Elaine was not able to attend the meeting.

Social Committee: Nancy Titcher reported on the Villas' June 5th pool party. We had a very good turnout from both NE and SE residents. Everyone who came seemed to have a good time.

Interim Report:

- a). Wood rot at Pool. **COMPLETED**
- b). Board accepted bid from Stubbs roofing for a new roof at pool house. The work to begin end of third week in June, weather permitting. We will notify residents. **COMPLETED**
- c). President sent another email to owner of 132A SE regarding signing of letter of responsibility and about payment of their portion of gutter repairs. Mr. Tyre responded, but said he was out of town, but will be in touch after June 26. **ONGOING**
- d). After sending another email to the owners of 115C SE, the owner began the work of removing the corrugated roof (completion target – June 20, 2018--weather permitting). However, during the work, the owner pulled a muscle; postponing the work until he's

well. Once the work **is** done, the Board will have a professional look at the work and let us know if it sufficient. Once all bids are in from contractors the Board will make a decision and work will commence on the wood rot. **ONGOING**

e). The Board hired Pellegrino Enterprises to trim large trees throughout the Villas in the hope of preventing damage during severe weather. **COMPLETED**

f). Sadler's dug out the trench behind building 181 SE which is part of the runoff system of storm water. **COMPLETED**

g). Requests came in regarding branches overhanging at the parking area of building 133 SE and the Magnolia on the street side of building 148SE. Sadler's will be asked to handle these issues. **ONGOING**

h). Pat hand-delivered a letter from the Board to all homeowner and tenants regarding garbage, dog wastes, and trash pickup times **COMPLETED**

i) Sadler's seeded with millet behind building 100SE and with Bahia behind 196C SE on Thursday, June 21. **COMPLETED**

j). Arnolds Roofing fixed the boots (roof leak) at NE 194, He also repaired the boots at NE 192. **COMPLETED**

k). Ann Douglas motioned to have Arnolds inspect all the roof boots on the NE homes first; and then the SE homes. Suzanne seconded. Motion passed. Kayla said she would check to see if Arnolds charges to do the inspections. **(ONGOING)**

Old Business:

a) **Amendment to Covenants:** The Board and residents in attendance discussed changes that need to be made to update the Covenants. The first proposed change is to reduce the percentage of homeowners who must agree to an amendment change from 80% to 75%. Another option is a majority of homeowners plus one. The Board and Kayla will continue to research this with the attorney.

b) **NE Paint Committee** There is no current paint committee, but Holly agreed to serve on the committee, **but not** as the chairperson. Cynthia Paulson's daughter-in-law could be hired to help with the decision on painting colors. All homeowners must agree to accept the committee's recommendations. Everyone under the same roof must agree. Committee members will include Holly, Isabel, Kristina; working with the consultant. With the help of the consultant, make decisions and inform the Board. The Board will meet with the committee and NE homeowners to explain the painting choices, and how the process will work.

c) **Remaining Woodrot in NE** We have five homes to work on. See attached report.

New Business:

1. Judy said we need to update our neighborhood directory. We need not only the owner's information, but also the tenant's information. Pat Lee offered to work on this project.

2. We need to fix the concrete at the entrance to the driveway to building SE 133. The area is uneven and one of the residents tripped, fell and was injured. Judy asked Rick to give us bids for repair of the area.

3. We will explore options for a ramp in the pool area to provide access to the covered patio area for anyone who might need mobility assistance.

The next meeting will be on July 19, 2018 at 172 NE

Ann moved that the meeting be adjourned. Suzanne seconded. The meeting was adjourned at 6:50 pm

Attachments

Treasurer's Report; Manager's Report; Landscape Report;

Treasurer's Report June 2018

In addition to the usual monthly expenses, the following services were purchased in May, except where noted:

SE

Sadler's was paid \$140.59 for Weed & Feed treatment on SE lawns in March*

Sadler's was also paid \$375 to blow off pine needles, leaves and other debris on all SE roofs in March*

Calvert Construction was paid \$1,325 for wood rot repair on the beam and soffit that support the roof at 148-B. The sagging roof brought this to our attention.

NE

Sadler's was paid \$109.14 for Weed & Feed treatment on NE lawns in March*

Sadler's was also paid \$150 to blow off pine needles, leaves and other debris on specific NE roofs in March*

Calvert Construction was paid \$1,400 for additional wood rot repair at 186

Calvert Construction was also paid \$975 for wood rot repair at 188

SHARED EXPENSES

Post office box renewal for the year was split 60% (\$57.60) by the SE and 40% (\$38.40) by the NE

As of May 31, the same SE homeowner remained in arrears of his monthly dues totaling \$699.55; however, the homeowner did pay the full amount in early June. Satisfaction of this debt will be reflected in the July report.

A homeowner in the NE is in arrears by \$220 for May. This homeowner is out of town much of the year and usually pays ahead. He will be contacted per the Dues Payment Policy.

No invoice was received from Pool Tech for pool service in May. Both the May and June invoices will likely arrive in June.

The SE expenses are well within its Operating and Reserve budgets at this point in the year. The NE expenses are also within its Operating budget; however, the NE is over-extended in its Reserve budget due to the cost of wood rot repair.

Ann Douglas, Treasurer

Manager Report
June 20, 2018

HOA Items:

1. Received payment from 181-A SE relative to delinquent account.
2. Emailed all owners relative to tree trimming taking place in neighborhood.
3. Contacted additional roofing companies (Rowe Roofing and Arnold's Roofing Enterprises) relative to pool house roof.
4. Attempted to reach out to owners of 132-A SE again relative to exterior change letter and payment for vendor. No response.
5. Emailed owners of 189 NE and 149-A SE relative to exterior change letters. 189 NE sent signed letter back. Removed item from 149-A SE letter and emailed back over to owner.
6. Emailed contact list for NE & SE over to board members for updated contact sheets.
7. Contacted roofer relative to 194NE relative to roof issue. Roofer found plumbing boots were missing cover around pipe. Noted 192 and 190 had the same issue. Management reported to board. Instructed to have roofer repair the boots on all three units. Put on schedule to have roofer assess the boots on the rest of the roofs.
8. Contacted Massey relative to an increase by \$160 increase in the SE termite invoice. This is the first time since 2011 that there's been an increase and is not an annual increase.

Landscape Report
July, 2018 ???

Sadler's continues routine lawn and landscape work. Lots of mowing due to our rains.

Bahia grass is starting to show through the hay in the area behind the SE 196-C unit. The grass planted behind SE 100 units and in and near SE 133 units is doing well.

We had a request from SE 133-A to have some branches trimmed, so that the street light on the south side of the fence won't be blocked. Judy spoke with Marcus Sadler about the situation. They may be able to do the work at their next visit. Estimated cost - \$150.

I will wait until the new owner of SE 197-A moves in to address the hanging cable lines behind the unit. The City said the lines were cable and not the responsibility of the City. Once the new owner contacts Comcast about service, she can also request that the lines be fixed.

Sadlers has been trimming the sago palms in SE and NE as requested.

I asked Marcus Sadler to take a look at a tree that has grown very tall between SE 164-C and SE 180-C (on the north facing side). Marcus will let me know what it might cost to take it down – or if we might need a tree service.

Judy spoke with Marcus about several overgrown bushes in front of SE 164-B. They need to be cut back so they're not touching the walls or eaves.

Sadlers dug a shallow trench from SE 181-B to the street. During a rain, water had collected in the unit's courtyard and couldn't drain to the street. There may be some blockage within the courtyard that the owners can clear.

The drain behind SE 180-A backed up at our last hard rain. Water was nearly to the foundation of the home. Ann Atkinson shoveled dirt and mud away from the drain and water began to move through it. She asked that we have some way for Sadlers to check these drains routinely. Or ask IF Sadlers should be responsible for this, or if there's some other way to deal with our drainage problems. We tend to not think about drains until they aren't working.

** Not technically landscape, but during one of our thunderstorms, I noticed that part of the gutter at SE 164-C had pulled away from the roof and water was pouring down the wall. I reported the problem to EMS and they had Gutterhawk out to fix it by the next day.

Sadler's to continue routine yard work: Please let me know if you see areas that need attention. Please send me an email (spharr59@gmail.com) or give me a written note (SE 148-B). I don't always remember verbal messages people give me.