

Minutes: Villas Homeowners Association
Board of Directors' Monthly Meeting
September 21, 2017

Meeting called to order and quorum established at 5:32 p.m.

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

Residents present: (NE) Kristina Holmen-Mohr, Nancy Titcher, Carolyn Wilson (SE) Pat Lee, Glen Rushing

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

Treasurer's Report: (attached) Ann presented the Treasurer's Report. Both NE and SE operating budgets are within budget. Motion to approve the Treasurer's Report as presented passed.

Manager's Report: (attached) Cynthia presented the Manager's Report on behalf of Erin Bennitt, EMS.

Landscape Committee Report: (see attached notes) Judy Arnette presented the Landscape Committee report. Palmetto fronds were trimmed at 165A; the tall tree seedlings which were growing entwined with crape myrtle were removed at 149B; the large limbs at 170 and 172 NE were trimmed today.

Pool Committee Report: Glen Rushing presented the Pool Committee report. The window of the women's restroom fell out after the hurricane. (see Old Business A-22). Thank you to Sadler's for putting up plastic over the window until repairs could be made. The long handle skim net needs replacement and a smaller handheld net is also suggested. *Erin will purchase replacement skimmer netting and a handheld net (not to exceed \$50). The new fence panel at the deck has been painted. The underneath lattice needs to be reinstalled (now complete). The wooden north gate is in bad shape and needs replacement. *Erin will contact American Fence Repair and two additional companies for bids to remove/dispose of wooden gate and install new chain link gate. *A double-sided lock (same as one on the south gate) will be purchased and installed on new gate.

Old Business

A. Interim Report:

1. Item: Position of Board President is vacant. Action: Via formal Board vote, Judy Arnette will move from Vice-President and assume duties of Board President. Status: Board will continue to function with remaining four members until the 2018 Annual Meeting in March.
2. Item: Blueprint copies needed for drawing NE/SE cut-off valves (Old Business C1). Action: Request reimbursement for printing cost of \$8.06 (SE). Status: Completed.
3. Item: Annual SE termite inspection scheduled for 8/17/17. Action: *Inspection results be given to each affected HO. (No termite activity. See attached report). Status: Pending.

4. Item: Annual NE Terminix inspection is scheduled for 8/30/17. Action: *Inspection results be given to each affected HO; results to be compared to the NE wood rot repair schedule. (See attached report). Status: Pending.
5. Item: 196B SE reported a possible roof leak, brown stain on living room ceiling. Action: Two roofing companies did inspections. Determined no leak issues. Ceiling stain caused by interior issue. Status: Completed.
6. Item: Algae ring discoloration noted around deep end of the pool. Action: Pool Tech will be notified to treat algae ring. Status: Pending.
7. Item: Deputy Dean Crump – Leon Co Sheriff Office -Community Relations Unit – offers a wide range of topics to speak to our HOA. Action: Board acknowledges offer and agreed to file information for future use. Status: Completed.
8. Item: 173 NE - A downed cable that runs across the yard was reported by Sadler's during weekly lawn maintenance. Action: Erin to notify daughter who acts on behalf of her mother. Status: Completed.
9. Item: 185 NE request to remove and replace dying large bush and the walkway border grass overgrown with St. Augustine grass at HO expense. Action: Board approved request. Status: Completed.
10. *Item: 180B SE reported wood rot on the support column in the NW patio corner. Action: Board approved \$375 for post replacement; work to be done by Rick Calvert. Status: Pending.
11. Item: 149A SE request to install arched garden trellis at walkway entrance to front door and plant with a climbing rose at HO expense. Action: Board approved request (Cynthia Paulson abstained from vote). Status: Completed.
12. Item: Gutter cleaning due on SE. Action: Gutterhawk cleaned SE gutters 8/29/17. Status: Completed.
13. Item: 170/172 NE reported limbs touching roof and fence and requests limb trimming. Action: Board approved \$100 for Sadler's to complete job. Status: Completed. See Landscape Report.
14. Item: 133A SE reported inside plumbing problems. Action: Manager advised HO to contact plumber to correct problem as inside plumbing is HO responsibility. Status: Completed.
15. *Item: 133A SE reported ceiling stain in area different from original roof repair. Status: Tadlock scheduled to do inspection. Status: Pending.
16. *Item: 132A SE reported flooding inside unit after recent rains. Action: Board discussion. See New Business A. Status: Pending.
17. Item: Villas HOA newsletter. Action: First quarterly newsletter emailed to all HOs on 9/6/17. Status: Ongoing.
18. Item: 133A SE reported downed cable line behind unit after Hurricane Irma. Action: Comcast contacted for repairs. Status: Completed.
19. Item: 133A SE reported possible pest infestation of pine tree behind unit. Action: Board discussion. Status: See New Business B.
20. Item: 174 NE - Rick Calvert discovered additional wood rot after beginning work on unit. Action: Board approved \$250 for additional repair. Status: Completed.
21. Item: 179 NE reports a) wood rot on fence and back gate; b) concrete driveway in unsafe condition and disrepair. Action: a) Informed HO wood rot repair for unit is scheduled for 2018 (Rick Calvert states he will repair fence at no charge if the fix is minor – see

Manager's Report); *b) Three bids will be obtained for driveway repair/replacement.
Status: Pending.

22. Item: Broken window at pool restroom. Action: Board approved \$156.50 for window glass replacement, repair to be performed by Lee & Cates. Status: Completed.
23. Item: 178 NE - Rick Calvert discovered extensive additional wood rot after beginning work on unit. Action: Board approved \$550 for additional repair. Status: Completed. See Old Business D.

B. Follow up items from August Meeting:

1. Item: Bids for tree and large limb removal: 1) removal large dead oak on Dellwood, 2) removal large dead pine limb overhanging roof of 165A, 3) large oak limb(s) from next door property overhanging 116A; 4) removal of small tree at end of SE Villas Court. Action: A total of 3 bids were evaluated; Board approved bid for Terry's Tree Service to perform 1), and 2), total expense \$1,300. Status: 1) Completed; 2) Pending.
2. Item: Question whether boards used for the pool deck do not require initial sealing/staining. Action: Erin spoke directly with JH Dowling (Daniel) who stated the material used has a two-step treatment. The first step is a pressure treatment to keep the wood from rotting, and the second step is a wax coating/waterproofing agent that soaks into the wood. It acts like Rain-X for the wood, and the water beads off rather than soaks in. Erin will maintain a copy of Yellawood Master Deck manufacturer information in the Villas file. Status: Completed.
3. Item: Owner of 164B SE has requested the HOA pay for repair of the interior ceiling. Action: Manager has sent letter to HO via certified and regular mail explaining denial. Status: Completed.

C. Status of Board's Priorities:

1. Get a list of all the drains and cutoff valves (Judy Arnette) – Temporarily on hold
2. Attack NE wood rot: prioritize work to be done (Ann Douglas) – In progress
3. Examine all contracts and possibly re-bid (Erin Bennett) – In progress
4. Plan NE painting – On hold until wood rot repair completed
Mailboxes for SE – (Erin) – In progress
5. Create a Social/Welcome Committee (Nancy Titcher, Chair) - Complete
6. In accordance with Restrictive Covenants, each HO will provide copy of their HO insurance, and emergency contact info. (Erin) – Ongoing

D. NE Wood rot repairs:

Calvert Construction has begun repair of NE wood rot and has already twice uncovered additional rot once work was started. Rick Calvert is currently working at 178NE and as he began to pull up trim from the bottom of the wall, he saw that pretty much the entire side was rotting from the inside. Removal of trim from around the main rafter beam also revealed additional rot. He estimates an additional cost of \$1,500-\$2,500 for repairs. Board approved additional cost. *It is requested the Mr. Calvert reach out to Management prior to working on each unit, after doing a thorough inspection for any extra wood rot.

E. Status of removal/replacement of SE mailboxes:

One complete set and 3 partial bids (Omni Service Group, Calvert Construction, Brad Layne, Coppedge Home Improvements) came in just prior to the board meeting, so this issue was

tabled. Board will study and compare each complete written bid before a final decision can be made. *Erin will follow up with Calvert Construction, Brad Layne, and Coppedge for additional bid clarification.

F. Status of project behind building 100/116A:

Site plans and bids from Esposito's and Heinz Nursery are discussed. Motion approved to cut back large overhanging water oak limbs and remove the elm at the end of the cul-de-sac to allow adequate sunlight for grass to grow. (Terry's Tree Service - \$300). Sadler's will then seed the entire area behind building 100 and over to 116A with rye grass once the weather cools. SE expense only. *Board will re-address this project again in the spring. Refer to Landscape Committee Notes

G. 2018 Budget and Nominating Committees Update:

Due to Hurricane Irma, this item was tabled until October meeting.

New Business

- A. Flooding issues 132A SE -Serious ponding of storm water above the foundation during recent excessive rains resulted in interior damage. Emergency correction by HO family was done by digging trenches to move water away from building. Via visual inspection, it appears the newly cleared gutters from the adjoining B unit allows profuse discharge from the downspout which empties directly behind A unit during torrential rains. An upward slope in the terrain prevents natural drainage to the street and pooling results. A downspout converter is considered as well as sealing of the foundation to prevent further flooding problems. *Judy will ask Sadler's to price/attach a corrugated downspout converter. *Erin will contact Scenic Landscaping (Bob Davis, 528-3858) to obtain bid to seal the foundation and two alternate companies for additional bids. *Judy will update HO with correction plans.
- B. Pine tree 133A SE - A concerned neighbor reported potential insect activity (pine beetles) in the pine tree. An informal inspection by Massey recommends treatment or removal of the tree. *Erin will contact the Leon County Extension Office to request inspection and recommendations by an extension agent.
- C. Setting deadlines, handling emergencies, expediting work - Judy asks that all Board members to please respond via email within 24 hours to all requests which require a Board vote.
- D. Special thanks to Ann Atkinson - The Board and residents of the Villas wishes to publicly thank Ann for her dogged determination in hunting down City utility supervisors to restore power to both our streets after Hurricane Irma. Thank you, Ann!!
- E. Condolences are extended to the Kurth family in the recent passing of longtime Villas resident, Richard Kurth.

Meeting adjourned at 7:09 p.m.

Respectfully submitted,
Cynthia D. Paulson, Secretary

Attachments:

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

Landscape Report (Attachment C)
SE Massey Inspection Report (Attachment D)
NE Terminex Inspection Report (Attachment E)

**** OCTOBER MEETING****
October 19, 2017 – 5:30 p.m.
164C SE Villas Court

Attachment A

Treasurer's Report
September 2017

Services paid in August strictly for the SE were \$75 to Sadler's Lawn Care to cut down a tree at 164-A; \$1,467.50 to Tadlock Roofing for roof repair at 133-A; \$2,000 to Brad Layne for pressure washing five buildings in the SE; and \$24.34 to North Florida Specialists for repair of 148-A's mailbox. Again this month, the city charged the SE only \$719.54 for water/sewage services, about 1/2 the usual cost -- a big help to our budget!

In the NE, specific expenditures included \$1,562 to Tadlock Roofing for roof repair at 172, and \$1,075 to Terminix for the annual bond and inspection of all NE homes.

The usual expenses (i.e., lawn care, management fee, pool expenses, etc.) that are always shared by the SE and NE were expended in August. No other shared services were incurred during the month.

Please note on the SE Financial Report, 3 checks were written to David Hutcheson for \$145 each. These were reimbursements to Mr. Hutcheson for monthly dues after he sold his home at 116-B SE in May. The issue was brought to the Manager's attention when the new owner called to confirm the amount of the dues. The Manager sent Mr. Hutcheson an email instructing him to contact his bank to end his automatic payments but received no response. To avoid future occurrences, Cadence Bank will deny acceptance of payments from Mr. Hutcheson.

All homeowner dues are up to date.

At this point in the year, both the NE and SE operating expenditures are well within their budgets. Services paid from the SE Reserve have gone well over what was budgeted for the year; however, this account maintains a healthy figure.

Ann Douglas
Treasurer

Attachment B

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

September 21, 2017

Dear Members of the Board and Villas homeowners,

We are finally getting to the end of Summer! This last month has been a busy one, with Hurricane Irma pushing her way through to Florida, but Thank God that no major damage was done.

We have had multiple issues arise over the last months, some that still need resolution.

I have presented the Board with 3 bids for mailbox installation, depending on which route is chosen. Brad Layne, Rick Calvert, and Omni Service Group (a handy man company) have all submitted a bid for your review.

We have received a couple of leak investigation requests from the SE side. 133A reported a possible leak in the kitchen area, having spotted water drying on the ceiling. Tadlock Roofing will be going out this week to investigate and see if a repair needs to be made, and if that repair would be under warranty for the work that was recently completed.

196B reported a possible leak, and we had 2 roof companies inspect. Tadlock Roofing found the roof to need replacement, but Arnold's Roofing found there was NO leak issue, and the homeowner was in agreement. The area in question was damaged by incense burning marking the ceiling and a collection of leaves on the roof rather than mold and moisture like originally thought.

Rick Calvert has begun his wood rot repair on the NE, but he has found a few obstacles along the way. 178 NE has proven to have more extensive wood rot, and there is a chance that new issues will be found as Mr. Calvert gets to each home. It has been requested that he reach out to Management prior to working on each unit, after doing a thorough inspection for any extra wood rot.

Esposito's has presented the Board with an illustration of what they propose to resolve the draining issues by 100SE and 116SE. At this time, we have reached out to both Heinz and Tallahassee Lawn & Landscape and have heard no response.

Rick Calvert has provided an estimate to repair the wood rot at Carl McCoys (180B SE). He has also gone to look at Gayle Cox's back gate and will repair at no charge if the fix is simple. He took a look at the gate at 197B and said that due to all the tree trimming that took place at that area, it caused one of the slats to be dislodged. He can't fix the gate until the tree debris is removed, he said it is dangerous to tread in the area. The question at this time, is this a homeowner issue or the Association?

Lee & Cates will have the window fixed in a week. I apologize for the time-frame, as I realize the hope was to have this done immediately. Lee & Cates is a reputable company that we have always used, and they usually do have to order the window first. Our experience has been the same with other glass companies so this was not out of the ordinary. However, I was referred to Whiddon Glass, whom we have not used before, so from here on we will contact them first. I would like to request that if there are specific vendors the Board prefers to use, a list of those would be very helpful 😊

The City of Tallahassee has removed the tree limbs entangled in the power lines on Dellwood, and Terry Spack has been called to remove the remainder of the tree once he has the equipment. When I last spoke with Terry on Tuesday, he was hoping to have it done this week.

Thank you, and I will see you lovely ladies at the next meeting!

Sincerely,

Erin Bennitt

Executive Management Services

Landscape Committee Notes
September 2017

Sadler Landscape Items (consultation with Marcus Sadler):

1. Check roofs but recommends waiting for two months until the pine needles and leave fall.
2. 178 NE – Trimming will be done by fence; HO will be consulted prior to work.
3. 170 & 172 NE – Cut back limbs within next 2 weeks.
4. List of trees in need of trimming has been compiled.
5. SE south perimeter – fence line has been sprayed
6. Area between 149C and 133C continues to be treated to rid overgrown jasmine; some jasmine will be left to help prevent flooding onto the patio areas of both B units.
7. 116A SE and 100 building – recommends removal of elm located at the block wall, removal of large overhanging limbs, then seed with rye grass when the weather cools, followed by millet seed in the spring.
8. 116A SE – Ongoing removal of dirt accumulation at the end of the cul-de-sac.
9. 132A SE – recommends tying gutters with corrugated piping to move excess rain water toward the street and into the storm water drain.

Judy Arnette,
Landscape Committee Chair

Attachment D

WDO Inspection
Inspector's Work Sheet

Date of Inspection: 8-17-17 No. of Structures Inspected: _____
 Inspected by (Print Full Name): Mike Starnes
 Address of Property Inspected: Villas Ct. S.E.

Inspector's Field Notes:

Building 116 Unit B - Couple pieces of Decking - Near Deck
Building 120 Unit C - Siding - PATIO Area
 Utility Room Door - Closed
 Unit B - Gate Locked
 Unit A - Siding by A/C unit
Building 115 Unit C - Siding by A/C unit - Gate Locked
 Unit B - Gate Unit OPEN
Building 133
Building 174 Unit B - Gate Locked
Building 169
Building 181 Unit C - Siding by Stair Deck - Note unit
Building 197 Unit C - Siding above Utility Room Door
 Unit B - Gate Locked
Building 191a Unit B - Filled in on porch by Brian Wall

Inspector's Signature

Date 8-17-17

4 of 4 Pages



WDO Inspection
Inspector's Work Sheet

Date of inspection: 8-17-17 No. of Street Inspected: _____

Inspector by (Print Full Name): Mike Gantner

Address of Property Inspected:
Villas Ct St.

Inspector's Field Notes:
180 Unit B Gate Locked

Billy
164 Unit B
Unit C - Faint, heavy front porch
Unit A Gate Locked

Billy 142 Unit B Subs, in front balcony

Billy 132

Inspector's Signature: Mike Gantner

Date: 8-17-17 Page: _____

Attachment E

TERMINAL

FORM NO. 100 (REV. 10-1-77)

TERMINAL

Your Inspection Results
Here is your record of what you found when we checked your home today. If you found any questionable conditions, please call us at 1-800-TERMINAL.

UNIT NO.

THE VINCAS HOA
183 N.W. Vincas Ct.
TALLAHASSEE, FL 32303

Special Service Instructions:

1 Ed. GARDNER. Airt. (See/Visit Home)

TERMINAL INSPECTION SERVICE, INC. IS A SERVICE OF THE TERMINAL INSPECTION SERVICE, INC. SYSTEM. THIS FORM IS THE PROPERTY OF TERMINAL INSPECTION SERVICE, INC. AND IS LOANED TO YOU FOR YOUR USE ONLY. IT IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM. IF YOU HAVE ANY QUESTIONS, PLEASE CALL 1-800-TERMINAL.

Time In 8:53

Time Out 9:47

Where is the area of your home that we inspected?

Front Exterior Back Exterior Driveway Basement Garage Detached Structure Other

What did we look for - and what do we want?

Substance Termite?

Drywood Termites?

We saw no signs in the area we inspected.

We saw no signs in the area we inspected.

We found signs of activity.

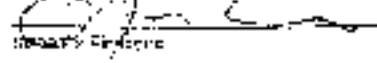
We found signs of activity.

Location: _____

Location: _____

Any Recommendations:

No further action Work needed today Please let Terminals know when back next


Inspector's Signature

5/20/2017
Date

Inspector's Title