

Minutes of the Villas HOA Board of Directors
May 18, 2023
182 NE at 6:30 P.M. (due to inclement weather)

Board Members Present: Joan Kanan, Scott Holloway, Mary McCormick, Jan Drew, Robert Hawken.

Manager. The manager was present.

Homeowners present: Holly Hinson 184 NE; Glen Rushing 132C SE; Cynthia Paulson 149A SE; Catherine Miller 171 NE.

1. **Call to Order.** The meeting was called to order at 6:30 p.m. by the President.
2. **Approval of Minutes.** On motion of Jan Drew, seconded by Scott Holloway, the minutes of the April 20, 2023, meeting were approved by a vote of 5-0.
3. **Finance Report.** On motion of Mary McCormick, seconded by Robert Hawken, the finance report was accepted on a vote of 5-0.
4. **Pool Committee Report.** The work that TrueVolt needs to complete at the pool is still pending. The Manager will contact TrueVolt to schedule the remaining work (outdoor rusted box and timers).
5. **Landscape Committee Report.** The report of the Landscape Committee is attached. The Landscape Committee will be tagging plants that need to be removed and will give HO's the opportunity to respond if a plant is tagged on their property. There were 3 areas that an HO stated were unsafe in the SE. The President reported that they were checked out and determined not to be a hazard.
6. **Architectural Control Committee Report.** The report of the Architectural Control Committee is attached. The ACC informed the Board that due to amendments to the Bylaws passed in 1993 and 1994 relating to authorizing changes in landscaping and the responsibilities of HO's, the following changes have been made:
 - A. The Landscape Committee will handle all formal HO requests for Landscape changes (Excluding Trees) per existing procedures. Their recommendations will be included in the ACC monthly report. The ACC will handle all HO requests related to trees within and bordering the Villas property.
 - B. Any plant replacement, enhancement or change, which an individual may desire to make in the area in the front entry of a property, shall be the financial responsibility of that homeowner.
7. **Manager's Report.** The Manager's Report is attached. The Manager will set up a system to ensure that HO's are updated on the status of communications with the Manager.

8. **SE Painting Committee Update.** – No Painting Committee report was submitted. The SE Painting Committee Chair indicated at a recent ACC meeting that she was considering having the painting and the necessary preparations pushed off to the next calendar year since the SE had recently paid for new roofs.

9. **Old Business:**

A. **Retaining wall.** Only one bid has been received. The Board was informed that we are unable to get quotes for repair of the retaining wall behind homes on the NE and Pinewood because we are not accepting bids from contractors who would charge the HOA for submitting a bid. After discussion the Board decided that we needed to allow those bids to be accepted as it is imperative that the wall be repaired before any damage to nearby homes occurs.

B. **Magnolia Report.** In relation to the implementation of the Magnolia Report to address drainage issues in the Villas, the Board likewise decided to allow bids from contractors who would charge the HOA for submitting a bid.

C. **179 NE.** The repair and painting has been completed.

D. **187 NE.** A bid from Ryan's Home Solutions for \$350 to replace a rotten post holding the gate at 187 NE was received. On motion of Mary McCormick, seconded by Jan Drew, the Board, on a vote of 5-0, approved accepting the bid.

E. **Pool.** Ultimate Fencing bid \$95.00 to fix gate hinge, \$210.00 to replace the gate hinge. After discussion on the lock and gate situation at the pool (the gate is not able to self-close as required by our insurance company) the Board directed Kayla to go back to Ultimate Fencing to determine what type of lock needs to be installed in order for that to happen as well as any changes to the gate or hinges that would be necessary to accomplish this. The Board requested that this be done as soon as possible.

F. **Handyman.** At the request of the Board, the Manager will ask the handman who repaired the lattice work beneath the pool deck to do other minor repairs for the VHOA.

G. **Website.** Glen Rushing reported on the status of the website. There are still a few issues that need to be resolved in regard to online form.

H. **Lost money claim** (status). The \$23,206.41 has been deposited (60% SE/40 NE%) in each reserve account and is earmarked for special projects that benefit both SE and NE.

10. **New Business:**

A. **171NE:** The Board requested that Kayla get a bid to repair the metal gate at 171 NE that was damaged in the winter freeze. The gate needs a portion of the gate that fell off welded back on.

- B. **188 NE:** The Board requested additional bids to replace the support beam holding up the patio cover at 188 NE.
 - C. **181A SE.** After listing the home for sale, the HO had the home inspected and is requesting that the wood rot they found be replaced. The Manager has received one bid of \$1,500 and will find out from the HO whether the work must be completed for the sale to go through.
 - D. **132A SE.** The broken outside faucet at 132 A SE has been replaced. On the recommendation of the ACC, the Board approved the HO request that she be allowed to paint the frame of her windows the approved black in order to improve their appearance.
11. **Board Members Issues, Comments.** The ACC Chair responded to a question regarding test shutters, saying that the question is under review by the ACC.
12. **Residents Issues, Comments.** No comments were received.
13. The meeting was adjourned at 7:19 p.m.

Time and Date of Meetings: Regular Interim Meeting (if necessary) on June 5, 2023, at Community Pool at 6:30 p.m., Regular Monthly Meeting on June 15, 2023, at Community Pool at 6:30 p.m.

The Villas Architectural Control Committee Report – May 2023

ACC Members: SE - Cynthia Paulson, Chair, Cathy Shoultz, Toni Riordan; NE – Isabel Rush, Dean Falk; *Dorothy Webb, Historian Consultant*

Landscape Committee Members: NE - Holly Hinson, Chair, Nancy Titcher; SE – Gail Brown, Cynthia Paulson

- The Architectural Control Committee met to define committee responsibilities as they relate to landscaping and plantings. The **7May93 Amendments to Rules and Regulations** state, “No exterior plants, shrubs, and or trees shall be permitted except inside each fenced-in patio, **without the approval of the Architectural Control Committee of the Homeowners Association.**” (Refer to Attachment A).

Outcome: The Landscape Committee will handle all formal HO requests for landscape changes (excluding trees) per existing procedure, and submit their recommendation(s) on the ACC monthly report. The ACC will handle all HO requests and issues related to trees within and bordering (City right-of-way) the Villas property.

- 149C SE reported a dead crape myrtle located on the property of 149B SE with request for HOA tree removal. According to **7May94 Amendments to Rules and Regulations**, “*The area to the front entry property of any homeowner, shall henceforth require that **any plant replacement, enhancement or changes which an individual may desire to make in the area shall be the financial responsibility of that homeowner....**”.*

Recommendation: The ACC recommends that Kayla notify the off-site HO of the dead tree with the quote of \$75-\$100 from the Sadlers to remove the tree at HO discretion.

- 132A SE has requested approval to paint the worn, original metal frames of all exterior windows using black, rust-preventive metal paint. Work to be done by the HO at her expense. (Attachment B)

Recommendation: The ACC recommends approval of HO request as stated above.

Respectfully submitted,



Cynthia D. Paulson, Chair Architectural Control Committee 5/17/2023

ATTACHMENT A

UNOFFICIAL
OR 1644 PG 1125
Leon County

1209899

RECORDED IN THE PUBLIC
CLERK'S OFFICE

JUN 5 1 06 PM '93

J. J. LANG
CLERK, LEON COUNTY
LEON COUNTY, FLORIDA

**AMENDMENTS TO THE RULES AND REGULATIONS
OF THE VILLAS HOMEOWNERS' ASSOCIATION, INC.
A CORPORATION NOT FOR PROFIT**

VILLAS HOMEOWNERS' ASSOCIATION, INC., A Florida corporation (hereafter referred to as "Association") and pursuant to Section 10 of the BY-LAWS OF VILLAS HOMEOWNERS' ASSOCIATION, INC. (hereafter referred to as "By-laws") recorded in O.R. book 935, Page 1803, and VILLAS HOMEOWNERS' ASSOCIATION INC. recorded in O.R. book 935, Page 1828 (hereafter referred to as "Rules and Regulations") as amended from time to time, of the Public Records of Leon County, Florida, hereby amends the Villas Homeowners' Association Inc. Rules and Regulations and any amendment, declaration, additions or instruments affecting the Rules and Regulations as follows:

1. Any and all additions to paragraph 4 of the Rules and Regulations as follows:
 4. Alterations
To protect the value and the architectural beauty of the total project, no alterations to the exterior of the units, or the Common Area, or the cross-easement areas, may be made without written approval of the Architectural Control Committee. This shall preclude any enlargement of the fenced in area of the individual patios; all other fencing is specifically prohibited. Paint colors (exterior) are not to be changed, nor surface treatments or textures applied, without such written approval. All alterations and additions as of April 3, 1993 shall be grandfathered.
2. Any and all additions to paragraph 9 of the Rules and Regulations as follows:
 9. Emergency Entry
Each co-owner shall allow the Management Agent to enter his unit in case of emergency, whether the owner is present or not. Accordingly, the Manager must be provided with a key to each unit or with the name address and telephone numbers of person(s) who have a key. This is deemed necessary as to safeguard the affected home and adjoining homes.

3. Any and all additions to paragraph 10 of the Rules and Regulations as follows:

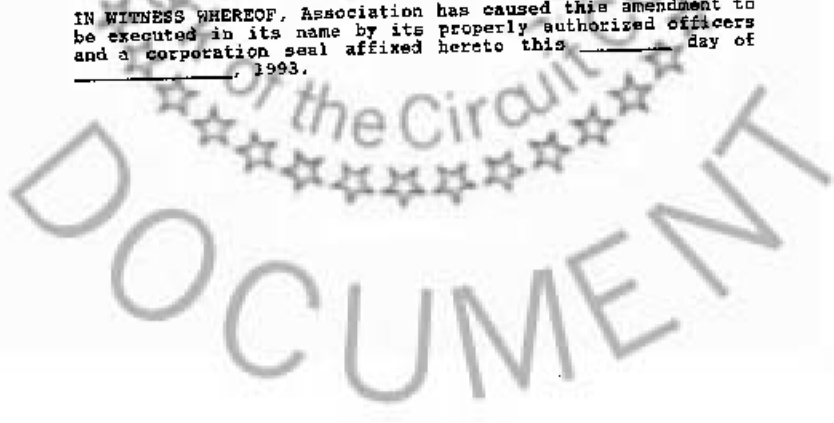
10. Landscaping and Plantings

No exterior plants, shrubs and /or trees shall be permitted except inside each fenced-in patio, without the approval of the Architectural Control Committee of the Homeowners Association. The area to the front entry property of any homeowner, shall henceforth require that any plant replacement, enhancement or change which an individual homeowner may desire to make in the area shall be the financial responsibility of that homeowner. This responsibility is not to include:

1. Plantings on the North or South side of Villas Court Southeast abutting the street, nor
2. The south boundary of the Villas property, nor
3. The area between the units in the Villas Court Southeast and Villas Court Northeast, nor
4. The rear of the units in the Villas Court Northeast backing up to Pinewood or the northern most boundary of the Villas property nor the East boundary Villas Court Southeast and Villas Court Northeast.

4. This Amendment shall be effective upon recording in the Public Records of Leon County, Florida.
5. Except as amended by this Amendment, the By-laws and all amendments, declarations, additions or other instruments shall remain unchanged and unimpaired.

IN WITNESS WHEREOF, Association has caused this amendment to be executed in its name by its properly authorized officers and a corporation seal affixed hereto this _____ day of _____, 1993.



ATTACHMENT B

132A SE



Manager's Report

May 18, 2023

1. Contacted Ultimate Fencing relative to pool gate fence
2. Messaged all homeowner message from Sadlers
3. Emailed all owners board actions from April meetings
4. Emailed owners relative to gutter cleaning
5. Contacted Ryan's Home Solutions relative to 188 NE support beam
6. Contacted Ryan's Home Solutions relative to 181A SE inspection items
7. Contacted Plumber about leak at 190 NE
8. Contacted Plumber about leak at 170 NE
9. Contacted Plumber about leak at 132C SE
10. Contacted Plumber about shut off value issue at 165C x2
11. Contacted Plumber about leak at 174 NE