

Minutes of the Villas HOA Board of Directors Meeting
November 17, 2022, 6:00 P.M.
Location: Faith Presbyterian Church, 2200 N. Meridian Road

Board members present: Joan Kanan, Stephanie Morse, Patricia Lee, Mary McCormick, Jan Drew

HOA members present: Robin Ballard, 116A SE; Cynthia Paulson, 149A SE; Ann Atkinson, 180A SE; Nancy Titcher, 188 NE; Holly Hinson, 184 NE; Kent and Bridget Wammack, 181 SE.

Manager: The manager, Kayla McKee, was not present.

1. **Call to Order.** The President called the meeting to order at 6:00 p.m.
2. **Approval of Minutes – Mary McCormick.** On motion of Pat Lee, seconded by Jan Drew, the minutes were approved by a vote of 5-0.
3. **Finance Report – Pat Lee.** Besides the normal expenses, the following were incurred.

NE

1. September water bill - \$1,829.73
2. 183 possible leak - Jim Bennett - \$175
3. 186 possible leak - Jim Bennett - \$150
4. NE portion of acid wash filter - \$99

SE

1. September water bill - \$1,493.89

2. Shared expenses

a. Drain jetting - \$300 180 A/B SE and \$200 181/179 NE

b. Repair broken pipe and O-ring at pool - \$161.20 SE and \$241.80 NE

As of Oct 31, SE operating account balance was \$15,188.74; NE operating account balance was \$22,580.42. SE reserve balance was \$244,801.09 including \$191,900 in the roofing special assessment; NE reserve balance was \$30,523.53. SE has one HO in arrears of their dues; NE has no arrearages. There were several SE and NE pending payments. SE has \$833.57 pending; NE has \$254.16. For some unknown reason Wally delays depositing the SE pool service check.

Both streets are under budget for this time of year.

On motion of Mary McCormick, seconded by Jan Drew, the finance report was approved by a vote of 5-0.

4. Pool Committee Report – Mary McCormick. No pool committee report was received.

5. Architectural Control Committee – Cynthia Paulson. The ACC Committee report is attached.

6. Landscape Committee Report – Judy Arnette. The landscape report is attached. On motion by Pat Lee, seconded by Jan Drew, the landscape report was accepted on a vote of 5-0.

The Board agreed that the manager should send 174NE notice that the rules require a Homeowner, prior to making major landscaping changes, to submit a request to the Architectural Control Committee.

The landscape committee was given permission to have the lawn at 183 NE repaired after it was torn up by a plumber repairing a leak.

7. Manager's Report. The Manager's report is attached. Board members had questions for the Manager, who was not present, and expressed concern regarding the status of approved work. The President will ask the Manager to create a spreadsheet of all previously approved resident requests, including columns showing (a) date Board approval was given; (b) date vendor who received the approval was notified; (c) date vendor projected the work would be done; (d) date project completed; (e) date project inspected; and (f) date vendor paid.

8. Old Business:

- A. **Waiting on quotes along with site plan for retaining wall on NE.** Still waiting.
- B. **Waiting on requests for: information on costs associated with implementation of the Magnolia Report** in its entirety, and in segments; information on cost of installing a French drain at the lowest point behind the homes on the south side of the NE; cost of purchasing and installing earth bags behind home on NE. (Status). Still waiting.
- C. **Waiting on hurricane tree assessment and cost.** The Board received two quotes for removal of trees due to hurricane risk. On motion of Jan Drew, seconded by Mary McCormick, the Board approved the quote from AAA in the amount of \$2,175.00 on a vote of 5-0.

- D. **Waiting on information from HOA's Attorney** on Architectural Committee recommendation for new forms for Residents' Request for changes to Property. Based on the legal opinion received from the HOA's Attorney, on motion by Pat Lee, seconded by Mary McCormick, the Board approved the new forms on a vote of 5-0. Cynthia Paulson will provide Glen Rushing with the new forms for uploading to the Villas HOA website.
- D. **Budget Recommendation for 2023** for SE Proposed 10% monthly dues increase to \$223.70. On motion of Pat Lee, seconded by Mary McCormick, the Board approved, on a vote of 5-0, a 10% increase in the SE dues to the amount of \$223.85 monthly, 7.5% going to fund certain line items and the balance going into reserves.

The President will ask the Manager to prepare and have Glen Rushing post copies of the 2023 budgets.

- E. **Waiting on estimate to seal deck at 116 B SE.** Still waiting.
- F. **Waiting on estimate to repair Deck Fence at 172 NE.** Still waiting.
- G. **Revisit \$918.00 bid for LED Dusk to Dawn light for stairs by pool and removal of existing light and pole.** Deferred for more information. The Board requested that Truevolt provide pictures of the proposed light fixture and that we work with them to determine where the new light fixture will be installed to ensure that the light will not impact nearby residents at night. The Board also requested that Truevolt break out the cost of the light from the removal of the existing pole.

9. New Business

- A. **Information Sheet for Residents.** The President will ask the Manager to print the information sheet so that it can be hand delivered to all residents and e-mailed to owners, if different.

10. Board Members Issues, Comments

None

11. Residents Issues, Comments

The President will ask the Manager to have the HOA's lawyer advise the Board regarding ways to prevent Airbnb and other short-term rentals in the Villas.

12. **Adjournment.** The meeting was adjourned at 6:54 p.m.

Time and Date of Meetings: Regular Interim Meeting, Location to be announced, Time: 6:00 P.M. Regular Monthly Board Meeting, December 15, 2022, at Faith Presbyterian

Church upstairs in rear of Building the houses the Sanctuary. Enter rear driveway, enter door back of church on the right. Stairs to the left, classroom on left. If taking elevator go to the end of the long hall, turn left, elevator on the left. When exiting the elevator turn right and right again. Go down long hall, turn right to classroom.

Landscape Committee Report.

We are now in the time period where less mowing occurs and more shrubbery and other projects are on the agenda to be done.

The rye seed behind building 100 SE has been put out and seems to be taking hold. Marcus will monitor this each week. We are working on the area at the entrance to the NE and clearing of bushes, etc. along the fence lines of both the NE and the SE. Marcus is on tap to remove rotten logs, etc. at 181C SE on December 1st unless the owner has cleared it out before then.

Let me know if we need to schedule anything else at this time.

Respectfully submitted,
Judy Arnette, Chairperson

It was also noted at the meeting that the work done at 183 NE left "a mess: in the front yard that need to be redone.

The Villas Architectural Control Committee Report – November 2022

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

- Architectural Control Committee ("ACC") submitted an Architectural Review Application form and an Architectural Agreement form for Board review; discussed at October board meeting.

Status: *Awaiting Board feedback pending HOA attorney review. Edits/reviews to be made by the ACC and forms re-submitted for final Board approval.*

- 133C SE Architectural Request – to replace windows with 6 series 4000 double hung windows, all white with no grids, and a 6-foot sliding glass door, all white with no grids. Energy star rated. The ACC recommends approval.

Outcome: *The Board approved architectural change request at interim meeting on 11/3/22.*

Respectfully submitted,
Cynthia D. Paulson, Chair
Architectural Control Committee
11/16/2022

Manager's Report
November 17, 2022

1. Noticed all SE owners of vote to increase budget by more than 10%
2. Noticed all SE owners relative to parking during the roofing project
3. Notified 133B SE that ACC request was approved
4. Emailed owners board actions from October meeting
5. Contacted Attorney to review ACC items
6. Provided roofer with SE owners contact to have wind mitigations completed
7. Contacted companies relative to estimate for fence at 172 NE
8. Contacted companies relative to estimate for sealing of deck at 116B SE
9. Contacted Lance Maxwell about leak on NE street
10. Emailed NE owners about water shut off to fix plumbing leak on NE
11. Contacted leak detection for leak on NE street
12. Contacted Lance Maxwell about shut off valve issue at 115C SE
13. Emailed SE owners of water shut off for valve replacement on SE