

Minutes Villas HOA Board Meeting

December 21, 2023

182 NE, at 6:00 P.M

All SE HOs need to be aware that there will be a Special Assessment to pay for the painting project that will begin at the beginning of 2024. The project will include repairing wood rot, pressure washing, and painting the homes, sheds, fences, and pool structure. The homeowners in the NE will share the cost of painting the pool structure. Please start preparing now to have the necessary funds available. Cathy Shoultz is serving as Chair of the SE Painting Committee.

Board members present: Joan Kanan, Scott Holloway, Mary McCormick, Robert Hawken (telephone).

Residents present: Isabel Rush, 187 NE; Jacob Klinedinst, 180 SE; Heather Vanassche, 180B SE, Cathy Shoultz, 133C SE.

- 1. Call to Order.** The President called the meeting to order at 6:00 p.m.
- 2. Approval of Minutes.** On motion of Mary McCormick, seconded by Scott Holloway, the Board approved the minutes of the November 28, 2023, VHOA Board meeting by a vote of 4-0.
- 3. Finance Report.** No finance report was received.
- 4. Landscape Committee Report.** On motion of Mary McCormick, seconded by Scott Holloway, the report of the Landscape Committee was accepted by a vote of 4-0. The report is attached.
- 5. Manager's Report.** On motion of Scott Holloway, seconded by Mary McCormick, the Manager's report was accepted by a vote of 4-0. The Manager's Report is attached.
- 6. Pool Committee Report.** TrueVolt has completed all contracted work. The meter is now on the City easement at the street side of the pool. On motion of Scott Holloway, seconded by Mary McCormick, the Pool Committee report was accepted by a vote of 4-0.
- 7. SE Painting Committee Update.** There will be a meeting on January 5, 2024, at 6:00 p.m. [subsequently changed to 5:00 p.m.] at St. Stephen's Lutheran Church to discuss the SE Painting Project.

8. Old Business: (Items that are still pending)

- A. **Retaining wall.** On motion by Robert Hawken, seconded by Scott Holloway, the Blackhawk Engineering proposal to divide the retaining wall project behind homes on NE backing up to Pinewood Drive into 3 stages, in order to allow the HOA to secure affordable bids, in the amount of \$850, was approved by a vote of 4-0.
- B. **Pool stairs.** Drawing for the stairs leading up to the pool from the NE that meets all current building code requirements. Drawing will be used to obtain bids to build stairs from qualified contractors. On motion of Robert Hawken, seconded by Mary McCormick, the Board, by a vote of 4-0, approved the drawing by Blackhawk for \$650.
- C. **191 NE.** In a July 2022 report, Omni reported that the erosion was caused by the gutter installed by the HO. HOA policy is that damage caused by gutters installed by a HO are the HO's responsibility. In July 2022, the Board advised the HO that repairs were the HO's responsibility.
On motion of Mary McCormick, seconded by Scott Holloway, the Board, by a vote of 4-0, reiterated to the HO that, based on Omni's report, the July 2022 decision of the Board stands.
On motion of Scott Holloway, seconded by Mary McCormick, the Board, by a vote of 4-0, denied replacement of wood slats in the patio.
On motion of Scott Holloway, seconded by Mary McCormick, the Board, on a vote of 4-0, approved the portion of the bid by Alpha Foundations to place polyphone foundation material under the sidewalk.
- D. **183 and 187 NE.** J & H Masonry LLC quote to remove broken concrete from 183 and 187 NE and install new concrete and replace sidewalk at 191 NE. Remove all debris includes labor and material \$3700. (Polyfoam as an option for 191 NE). Two more bids are pending.

9. New Business:

- A. **Approval of Contract with Management Company.** On motion of Mary McCormick, seconded by Scott Holloway, the Board approved the management contract with Executive Management Services.
- B. **115A.** 115A SE Request to install vinyl replacement windows, all white, no grid. Similar to others approved for SE units. The Architectural Committee recommends approval. The Report of the ACC is attached. On motion of Scott Holloway, seconded by Mary McCormick, the request was approved by a vote of 4-0.

10. Board Members Issues. None.

11. Residents Issues, Comments

A resident reported that the NE leak under the street has not been fixed. The Board agreed that the HOA should discuss with the City having it take over maintenance of the street.

A resident objected to the color scheme for the SE. On motion of Robert Hawken, seconded by Scott Holloway, the Board agreed, by a vote of 4-0, to hold a separate vote on the color scheme if the SE owners approve the painting project.

12. Adjournment. On motion of Mary McCormick, seconded by Scott Holloway, the meet was adjourned at 6:50 p.m.

13. Time and Date of Meetings: *Regular Interim Meeting (if necessary) on January 2, 2024. Regular Board Meeting on January 18, 2024, at 6:00 p.m. at 188NE.*

The Villas Architectural Control Committee Report – December 2023

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

115A SE Architectural Request –Request to install vinyl replacement windows, all white with no grids at owner expense. Proposed project would be similar to recent replacement windows of other SE units (133B, 133C, 148C, 149A). Installation to be done by Window World.

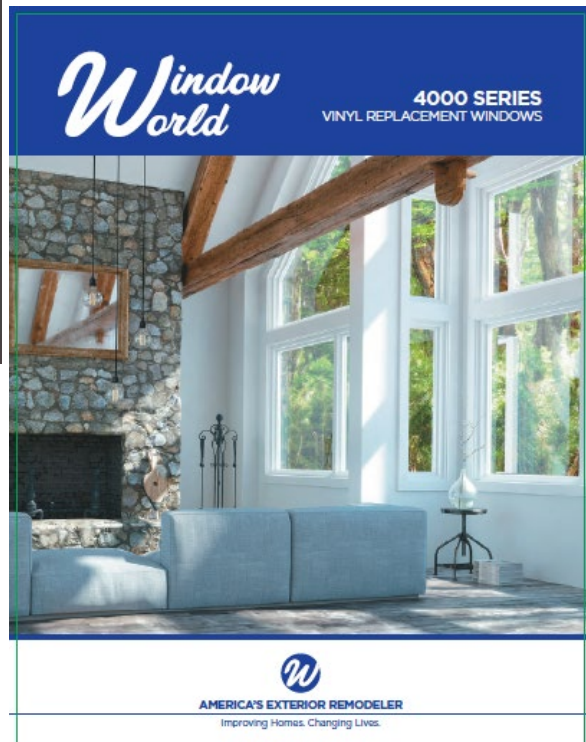
Recommendation: The ACC recommends approval for the architectural change request as stated above and shown in Attachment A.

Respectfully submitted,



Cynthia D. Paulson, Chair Architectural Control Committee 12/17/2023

ATTACHMENT A



**HOA Landscape Report
Board Meeting December 21, 2023**

Since the last VHOA Board meeting the Landscape Committee several requests from the NE.

191NE - Request no edging of the sidewalks and driveway, as the HO thinks this is contributing to the water runoff problem at the home. I spoke to Marcus and they will no longer edge the sidewalk or drive way.

185 NE - Submitted several requests. Blowing of leaves into the SE drain behind the HO unit; and concerns about the sod being laid in December and guidance on watering. The Sadlers will no longer blow leaves toward the drain. It was suggested the HO water the sod every day for the first two weeks, and then as needed.

183 NE - Sent a request to the Sadlers about extending the trench along the side of the unit. Need to find out how far this needs to be extended.

Pool Area and electrical pole - Requested the Sadlers trim/remove about a three foot around the pampas grass ASAP.

Note - I do not have Gail's email address.

Holly Hinson

Manager's Report

1. City is scheduled for Thursday this week to take care of electric items at pool. This will hopefully complete this job.
2. Manager and President met with Blackhawk to rediscuss retaining wall issue and discuss pool step issue. Pending report from Blackhawk (I sent them a follow up note).
3. Driveway/sidewalk repair. One quote from J & H Masonry. American Curb Appeal quote pending onsite inspection, followed up with them twice now. Spoke with Alpha Foundation when they called to talk about 191 NE and they said they are able to do minor driveway/sidewalk repairs (sent them scope we are looking for). Reached out to additional companies (Tallahassee Concrete Work, Tallahassee Concrete Pro).
4. Expand trench on the side of 183 Villas NE (checking with Sadler's to see if they can do this).
5. 185 NE doing additional drainage work (ask the vendor for a sketch of work being done).