

**Minutes of the Villas HOA Board of Directors Meeting**  
**June 15, 2023**  
**188 NE Villas Court at 6:30 P.M.**

**Board members present:** Joan Kanan, Scott Holloway, Mary McCormick, Jan Drew, Robert Hawken.

**Homeowners present:** Nancy Titcher, 188NE; Holly Hinson, 184 NE; Ann Atkinson, 180 A SE; Cathy Shultz, 133C SE.

**Manager:** The manager was not present.

Due to inclement weather the Board meeting was moved from the community pool to 188 NE Villas Court.

1. **Call to Order.** The President called the meeting to order at 6:30 p.m.
2. **Approval of Minutes.** On motion of Scott Holloway, seconded by Robert Hawken, the minutes of the May 18, 2023, Villas HOA Board meeting were approved by a vote of 5-0.
3. **Finance Report.** On motion of Jan Drew, seconded by Mary McCormick, the finance report of the May 18, 2023, Villas HOA Board meeting was accepted by a vote of 5-0.
4. **Pool Committee Report.** Mary McCormick reported that we are still awaiting the remainder of the work by Truevolt. The gate issue is discussed below under Old Business.
5. **Landscape Committee Report.** Nancy Titcher and Holly Hinson tagged rogue trees and dead bushes at each NE unit. The report of the Landscape Committee listing the tagged items is attached. The Board authorized the Landscape Committee Chair to discuss removal each week of a few of the tagged rogue trees and dead bushes (one house each week) with Marcus Sadler. Cynthia Paulson will walk the SE and tag rogue trees and dead bushes there.
6. **Architectural Committee Report.** The report of the Architectural Control Committee is attached.
7. **Manager's Report.** The President updated the Board of the status of current repair projects. No Manager's Report was received.
8. **SE Painting Committee Update.** Cathy Shultz reported that the SE painting committee has adopted the same colors that were used by the NE (and were previously approved by the SE Painting Committee). The Painting Committee will notify the President of the time when the painting will commence in sufficient time to arrange for wood rot repair to be done two months before project commencement. The timeline will

be: 1) inspect for wood rot; 2) fix wood rot; 3) inspect completed wood rot repairs; 4) paint; 5) inspect painting upon completion. The Painting Committee report is attached.

The Board agreed that sheds, fences, and the pool structure will be included in the painting contract. The NE and SE will share the cost of the pool structure, which will be painted in one or more of the approved colors.

The Painting Committee will hold two meetings for SE Homeowners to discuss the painting project.

## 9. Old Business:

- A. **Retaining wall.** No new information on the possibility of breaking out sections of retaining wall in NE to repair or reinforce in segments was received.
- B. **Magnolia Report.** Additional bids on segments of implementing Magnolia Report and more complete implementation. The President will direct the Manager to obtain separate bids for the different issues addressed in the report.
- C. **187 NE.** A contractor has been hired to replace the rotten post holding the gate at 187 NE but has not begun work.
- D. **Pool gate.** Ultimate Fencing bid \$95.00 to fix and \$210.00 to replace the gate hinge. On motion of Robert Hawken, seconded by Scott Holloway, the Board on a vote of 5-0 accepted the \$300 bid to install a spring closure on the gate.
- E. **171NE.** On motion Mary McCormick, seconded by Jan Drew, the Board approved by a vote of 5-0 to accept a bid to repair the metal grate that broke off during the winter freeze.
- F. **188 NE:** On motion of Jan Drew, seconded by Mary McCormick, the Board approved by a vote of 5-0 the \$2450 bid by Ryan's Home Solutions to replace the severely decayed support beam holding up the patio cover.

## 10. New Business:

- A. **149A SE:** On motion of Robert Hawken, seconded by Mary McCormick, the Board, on a 5-0 vote, approved the HO's request to install K-style 5" white aluminum gutters with downspout, at HO expense, inside the patio area.
- B. **182 NE:** HO request that due to repeated flooding of garage through water seeping under outside wall, next to her neighbor's patio, that the wall be sealed. A small water leak from the outside (original) faucet in front of home has been repaired. On motion of Robert Hawken, seconded by Mary McCormick, the Board, on a 3-0 vote (Joan Kanan, Scott Holloway recusing themselves) requested the Manager obtain additional information on how to mitigate the water seepage into the 182 NE garage.

- C. **116 C SE:** HO requests that Whites plumbing be hired to determine where all turnoff valves in front of each unit's front window are located and marked so residents will know where they are as well as locating all turn off valves in front of drives way of each section. The Board determined that the issue of locating shut off valves in the SE had previously been discussed (see minutes of Aug. 22, 2023) and that adequate information on the location of shut off valves in the SE was available. Therefore, Whites Plumbing did not need to be hired to locate them.
- D. **116C SE:** HO requests that all residents are reminded that they are not to put yard trash or household trash out on the designated locations until Wednesday evening prior to the Thursday when the trash is picked up by the city. The Board will make sure that residents are reminded of this again.
- E. **116B SE:** The Board approved the HO's request that the oak tree behind her home be evaluated as to its health. The tree is dropping small branches and leaves on her deck and roof and is pushing up against her deck. The Board also approved, on a vote of 5-0, a \$150 bid from AAA Tree Service to remove a branch overhanging the deck.

On motion of Robert Hawken, seconded by Scott Holloway, the Board approved, by a vote of 5-0, that the manager will obtain an arborist's inspection of the HOA at the earliest possible time and in future years, in April, prior to the hurricane season,

- F. On motion of Mary McCormick, seconded by Robert Hawken, the Board approved, on a 5-0 vote, that Sadler's be asked to remove/kill plants by all NE fences and that they do not blow leaves against the houses or fences.

On motion of Robert Hawken, seconded by Scott Holloway, the Board approved, on a 5-0 vote, to have the manager hire someone to evaluate the NE fences for wood rot.

11. **Board Members Issues, Comments.** On motion of Robert Hawken, seconded by Jan Drew, the Board, on a 5-0 vote, approved development of a plan to replace the pool stairs to Code compliance.
12. **Residents Issues, Comments.** Holly Hinson noted that the NE needs to have wood rot inspection implemented as the last wood rot inspection was in 2019 prior to repainting).
13. The meeting was adjourned at 7:31.

**Time and Date of Meetings:** Regular Interim Meeting (if necessary) on July 7, 2023, at the Community Pool at 6:30 p.m., Regular Monthly Meeting on July 20, 2023, at the Community Pool at 6:30 p.m.

## The Villas Architectural Control Committee Report – June 2023

ACC Members: SE - Cynthia Paulson, Chair, Cathy Shoultz, Toni Riordan;  
NE – Isabel Rush, Margie McAdoo; *Dorothy Webb, Historian Consultant*  
Landscape Committee Members: NE - Holly Hinson, Chair, Nancy Titcher;  
SE – Gail Brown, Cynthia Paulson

- The Architectural Control Committee met to examine and discuss the proposed architectural change request from a SE homeowner to install decorative shutters on exterior windows. The committee reviewed and discussed information collected in the research of shutter materials, design, and installation (Attachment A) in accordance with the Villas Original Covenants 3Aug79.

**Result: The ACC will conduct a survey with proposed guidelines to assess the opinion of all Villas homeowners regarding the potential architectural change/addition of window shutters in the Villas. Since the date to return the survey falls after the regularly scheduled June board meeting, this item will be postponed until the July board meeting.**

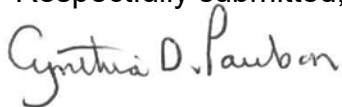
- 149A SE has requested to install gutter the 10' length of roofline inside patio with a downspout to be installed along exterior southeast corner of the patio brick wall using standard 5" white aluminum K-style gutter with downspout and splash pan, directed away from structure. Installation and maintenance performed by HO at owner expense (See photo Attachment B).

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

- 116B SE has a huge oak tree located directly behind the unit against the patio deck with large limbs overhanging the roof and some almost touching the roof. Additionally, there is HO concern about the overall health of the tree. Branches with leaves and smaller limbs often drop onto and accumulate on the deck. (See photos Attachment C).

• **Recommendation: *The ACC recommends inspection and recommendation by a certified arborist.***

Respectfully submitted,



Cynthia D. Paulson, Chair  
Architectural Control Committee  
6/14/2023

## **ATTACHMENT A**

### **Villas ACC Research - Exterior Window Shutters**

*“No homeowner shall erect or maintain any building, fence, wall, or other structure, nor shall any homeowner commence or make any exterior addition to or change or alteration in the shape, color, or appearance of the exterior of existing improvements or make any material alteration, addition, or deletion to the landscaping of any lot until and unless the plans and specifications showing the nature, kind, shape, height, materials, color, location, and all other details of the same shall have been submitted to and approved in writing by the Architectural Control Committee as to the quality of materials, **harmony and external design and color**, and the location in relation to surrounding structures and topography.”*

### **Shutter Materials**

Shutters are made using a variety of materials, but the most common ones for residential properties are made from wood, composite, PVC, and vinyl.

### **Wooden Shutters**

Wooden shutters can be customized to your preferred aesthetic by using paint or stain. They are typically very durable and can work with a variety of exteriors from aluminum to vinyl to brick to stucco. A variety of wood types can be used, though cedar is a popular choice for avoiding decay and repelling insects.

The professionals recommend a gap of at least 1/4" behind wood shutters. Without this gap, moisture may be trapped behind the exterior shutters which will lead to premature rotting.

### **Composite Shutters**

Composite shutters can be painted, but they cannot be stained like wood. Composite does not absorb moisture, which means mold and rot are kept at bay. Termites don't have a chance against composite shutters, either. Composite shutters are only slightly less expensive than wood, but you will not need to maintain your composite shutters as much as those made from the real thing. Another plus for composite shutters is that they can last nearly twice as long as wooden shutters.

### **Vinyl Shutters**

Like siding, shutters also come in vinyl. Vinyl shutters are lighter than wood, and they're also lighter on your budget. However, they can be hard to maintain, so you'll be paying to replace your vinyl shutters sooner than you would their wooden or composite counterparts.

### **PVC Shutters**

Have the Best Lifespan - PVC is paintable and stainable, designed to last for decades. It's a stronger material that won't need replacing that often. It doesn't break as easily as vinyl.

The right type of exterior shutters for your house will depend on whether you want your shutters to protect your home or merely decorate it. If you live in an area that has harsh

weather, it would make sense to choose functional shutters that you can close over your windows to protect them. However, when you choose the right material and style for your house, even functional shutters that offer security can increase curb appeal, too.

## Shutter Design Types

### Raised Panel Shutters



### Louvered Shutters



### Board &



## Shutter Installation Methods

### Direct Mount with Screws

Most common installation for use with all shutter types (excluding wood). For stationary fixed position mounted directly to siding or window casing.



Installed onto siding



Installed onto window casing

### Direct Mount with Spacers (recommended for wood shutters)

Implant a 1/4 inch spacer between the shutter and casing. Outdoor panels installed permanently against the building may trap water, which can be damaging to the house and the window shutters. A narrow gap is sufficient to allow air to pass between the two

surfaces, allowing moisture to escape and evaporate. Rubber washers or another non-corrosive spacer can be used to ensure adequate ventilation.

### **Hinge Mount**

Installed with hinges for operable shutters which can be closed in the event of storms.

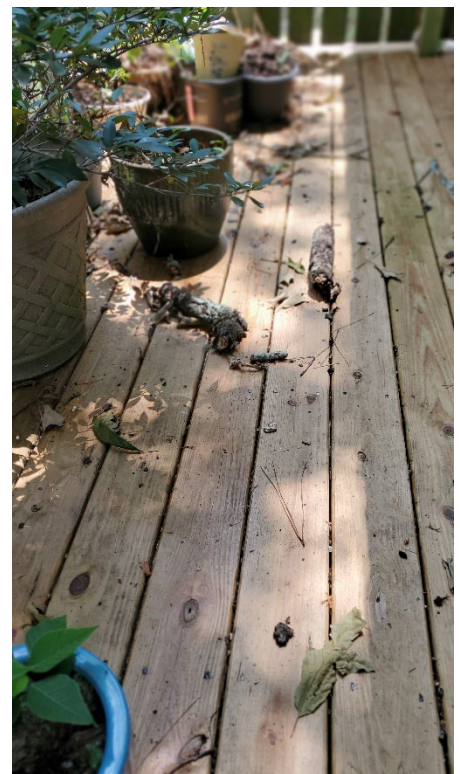


### **Shutter Colors**

Manufactured shutters come in a variety of colors and many types are also paintable/stainable to match approved HOA color palette.

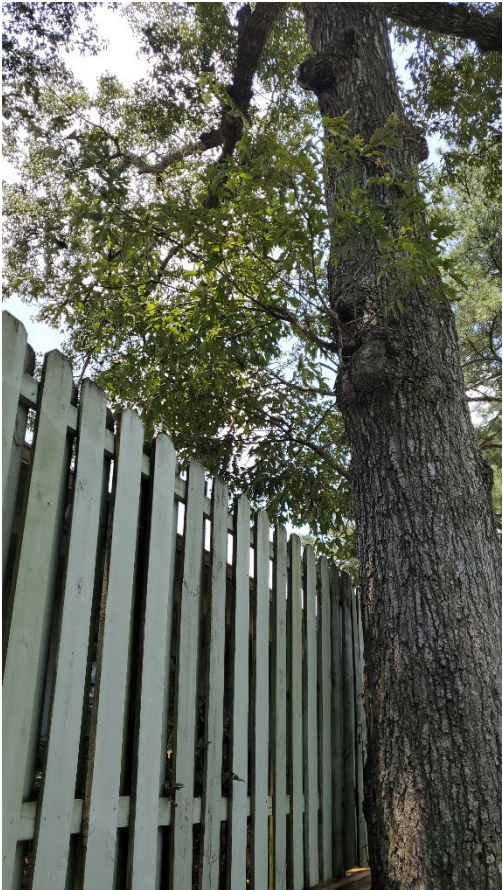
### **ATTACHMENT B**

149A SE – Area for placement of downspout



**ATTACHMENT C**

116B SE





## Villas NE Landscape Review

170 (MM) n/a

171 (CM) n/a

172 (AD) n/a

173 (SP) Bush on Right side of house

174 (DR W) Trim tree in back of house next to fence

175 (Stephanie) Trim dead parts in bushes behind mail boxes

176 (ML) Remove rogue tree and trim dead branches in front.  
Remove 2 bushes in back.

177(Elaine) Remove rogue drake elm tree stump. Remove 1 tree behind pool

178 (DF) Bushes on left side of the house. Trim bushes back of house

179 (GC) Trim or remove bushes on left side of the house. Remove bush next to garbage can. Trim bush and crepe myrtle lower branches. Remove rogue tree back by the fence.

180 (MW) Remove tagged bush in back of house, between 178 and 180. Trim lower branch and dead wood from front crepe myrtle.

181 (G) Remove rogue tree in front. Trim bushes on the right side of house.  
Remove all rogue trees in back next to fence

182 (JK) n/a

183 (JY) Remove dead sections in front bushes.

184 (HH) n/a

185 (JN) n/a

186 (KM) n/a

187 (R) n/a

188 (NT) n/a

189 (RH) trim dead branch on Holly bush

190 (RH and S) Remove rogue tree right side of house. Trim tree in back of house.

191 (CW) Trim lower branches of crept myrtle

192 (SY) Remove rogue tree on right side of driveway. Remove or trim trees and Bushes in front on left side.

193 (BG) remove dead bush in front. Trim rogue trees and bushes in front

Cut lower branches on crepe myrtle

194 (JN) Remove cedar tree in front. Remove rogue trees on left side of house

195 (VK) n/a

## **SE Painting Committee Report, June 2023**

The Painting Committee met and determined the following:

We will continue with the color palette presented to the SE homeowners prior to the delay due to roofing. HO's can continue with their prior selections or take another look at the choices. Each building needs to coordinate their choices.

We will set up two opportunities to review the colors at the pool. One will be at 6:00 pm on a weekday and 10:00 am on a Saturday.

HO's may request a different door color so long as she/he provides documentation that it is consistent with the selected Sherman Williams color palette.