

Minutes of the Villas HOA Board of Directors Meeting
October 20, 2022, 6:30 P.M.
Location: In front of 100 C

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

HOA Members Present: Cynthia Paulson, 149A SE; Cathy Shoultz, 133C; Kristina Holmen-Mohr, 189 NE; Glen Rushing 132C SE; Nancy Titcher, 188 NE, Isabel Rush, 187 NE, Joel Yohalem, 183 NE, Holly Hinson 184 NE.

1. **Call to Order.** The President called the meeting to order at 6:30 p.m.
2. **Approval of Minutes.** Approval of the minutes was moved by Pat Lee, seconded by Jan Drew. The minutes were approved without amendment by a vote of 5-0.
3. **Finance Report – Pat Lee.**
 - a. SE:
 1. Operating acct balance \$9,850
 2. Reserve balance \$26,768
 3. Calvert Construction - new gate at 149C - \$850
 4. Sadlers - removal of dead bush at 165B - \$25
 - b. NE
 1. Operating acct balance \$8,708
 2. Reserve balance \$46,724
 3. Roof reserve \$16,400
 4. Calvert Construction - \$2,120 - wood rot and walkway at 185
 5. Calvert Construction - \$850 - new gate at 193
 6. Calvert Construction - \$3,000 - replace deck at 186
 7. Lance Maxwell - \$110 - water leak repair at 173
 8. Sadler's Lawn Care - \$80 - removal of dead bush (\$25), removal of dead tree at 187 (\$35), cleaning of courtyard at 192 (\$30)

Both budgets are on target for this time of year. All dues arrearages have been paid.

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

4. **Pool Committee Report – Mary McCormick.** Wally (Pool Tech) determined that debris was clogging the water hose, through which water was not running, and cleared it. The Landscape Committee was asked to have the area around the spigot for the pool hose cleared to make access easier. The pool motor was replaced (60% SE/ 40% NE split of cost). Elsasser changed the pool lock code (60% SE/40% NE split of cost). On motion by Pat Lee, seconded by Jan Drew, and approved as submitted by a vote of 5-0, the pool committee report was adopted as submitted.

5. **Landscape Committee Report – Judy Arnette (attached).** On motion by Pat Lee, seconded by Jan Drew, and approved by a vote of 5-0, the landscape committee report was approved as submitted.
6. **Architectural Control Committee Report – Cynthia Paulson (attached).** See discussion below at Para. 8.A & B.
7. **Manager’s Report (attached).**
8. **Old Business**
 - A. Waiting on quotes along with site plan for retaining wall on NE. Continued until next meeting.
 - B. Removal of electrical Post by Pool Stairs lighting options/cost. Estimates should be received soon, according to the Manager. Continued until next meeting.
 - C. NE Drainage issues at 182 NE (Status). The Board rejected a quote in the amount of \$8647 to fix the drainage issues. Stubbs installed a diverter at 184 NE.
 - D. 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). Continued until next meeting.
 - E. Waiting on hurricane tree assessment and cost of removal of dead trees on NE. One quote in the amount of \$4500 has been received. The Manager is awaiting a quote from AAA. Continued until next meeting.
 - F. Reminder to fill out the contact information form. The President reminded residents to fill out the contact information form and return it to the Manager so that the resident directory can be updated.

9. New Business

- A. **Architectural Committee recommendation for new forms** when HOs submit requests to the Board for changes or repairs to their property.

The Board referred several questions to the committee related to solar panels, the legal language used in the forms, and interpretation of § 4 of the Owner’s Acknowledgment. The manager will refer the questions to the Board’s attorney. The committee will relay the attorney’s opinion and bring back the amended forms and additional information for Board review and approval.

On motion by Stephanie Morse, seconded by Jan Drew, approved by a vote of 5-0, the Board directed the Manager to send the new forms to legal counsel to review and to give an opinion and comments on the wording.

B. Architectural Committee Recommendation on request by HO of 133 B SE to replace windows at HO expenses. On motion by Pat Lee, seconded by Jan Drew, the request was approved by a vote of 5-0.

C. 2023 Budget Recommendation for SE

On motion by Pat Lee, seconded by Stephanie Morse, approved by a vote of 5-0, the Board deferred the SE 2023 Budget Recommendation in order for the SE Homeowners to vote on the proposed budget increase offered by the SE Budget Committee. The committee recommended an increase of about 13% that would raise the SE monthly dues to \$230.00 per month. The committee determined that the increase is needed in order to keep up with the increased cost of living and to avoid future large special assessments. The votes will be counted at the Interim Board meeting on November 3, 2022, 6:00 p.m. at the Community Pool

D. 2023 Budget Recommendation for NE

On motion by Pat Lee, seconded by Stephanie Morse, and approved by a vote of 5-0, the budget recommended by the NE Budget Committee to raise the 2023 monthly dues for NE Homeowners by 5% was adopted.

E. Yard Signs

The By-laws of the Villas forbid all yard signs except for sale and for rent. Two Homeowners put up political signs this campaign season. One immediately took theirs down when informed it was against the rules. The other HO refused to comply and erroneously claimed the sign was on city property when it is in fact on HO property as recently determined by the city. Kayla was instructed to inform them again of the violation before any further action is taken by the Board.

10. Board Member Issues, Comments

Moved by Mary McCormick, seconded by Stephanie Morse, approved by a vote of 5-0, that the Board allow the President to find a location to hold Board meetings during the winter months at a cost of no more than \$50 per month.

11. Residents Comments, Questions

Time and Date of Next Meetings: The next Interim Board meeting will be held on November 3rd at 6:00 p.m at the Community Pool. The next regularly scheduled Board meeting will be on November 17, at 6:00. The location will be announced.

Landscaping Report

This month begins the time when we cut back on the mowing except where needed. This enables us to catch up on our list of projects as requested by the HOA Board.

Since our last report, the Sadler's have sprayed for the chinch bug issue at 191 and 193. If necessary, Marcus will spray again this week. Due to the dryness of the ground, we will not be putting out the rye seed behind building 100 until it either rains some or we figure out a way to get that area wet enough to seed it. This is something we have done yearly for a number of years to help keep grass in that area to slow down storm water drainage.

During this past month, Marcus looked at the area next to 181C and quoted a price of \$150 to remove all the rotted logs and the carrier that holds them and the cost to dispose of it at the dump. We are still waiting to hear what the Board has decided concerning this area. Last week, they addressed the area along the east side of the pool that needed the foliage thinned out, due to the recent water problem. Please keep in mind that the ferns were originally planted there as a buffer for water drainage and therefore, removing them would cause other problems. If they need more thinning out then all you have to do is let me know and Marcus will work with the crew to get done again. We have the area at the entrance to the NE on our schedule to be trimmed back to give a more manicured effect, trimming along the north side of the NE and the South side of the SE. Please keep in mind, we will be trimming areas that are overgrown; trimming back Pampas grass and Crepe Myrtles in January and February. We will also be trimming dead fronds off the Palm trees where possible.

We have a wonderful crew that works diligently to keep our community looking well-groomed.

Added: In addition to the prior report, the fence at the corner of the SE fence area (at the back corner where we had a problem with trespassers) has been completed by Garrett Moran. We thank Garrett for help with this project.

Respectfully submitted,
Judy Arnette, chairperson

The Villas Architectural Control Committee Report – October 2022

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

- The Architectural Control Committee (“ACC”) submitted for Board review, an Architectural Review Application form and recommends this form once approved, be posted on our website for use by HOs to submit all architectural requests. (Attachment A)

- The ACC also submitted an Architectural Agreement form to be signed by both the HO and a HOA representative upon formal Board approval of any architectural request. The ACC further recommends that the wording of the agreement be reviewed to ensure use as a legal document. (Attachment B)

- 133B 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. (Attachment C)

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

Respectfully submitted,
Cynthia D. Paulson, Chair
Architectural Control Committee
10/19/2022

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The Villas Homeowners Association Architectural Review Application

To expedite applications, please submit at least 10 days prior to any scheduled monthly Board meeting. The Architectural Control Committee (ACC) will review all applications for completeness and ensure the request meets HOA approved Design Standards and Policies, as well as any Covenants or use restrictions in the recorded Declaration. The ACC will then make their recommendation to the Board. The property owner will be notified when request is placed on the Board meeting Agenda and is encouraged to attend the relevant meeting.

*Refer to Master Paint Colors, Tree Policy, Covenants - Available on the Villas HOA website: <http://www.villashoa.net/>

Owner Name(s): _____

Property Address: _____

Off-Site Mailing Address (if different): _____

E-Mail (please print): _____ Phone Number: _____

Modification Request: Permanent Temporary

Architectural:

- Fence Awning Light Fixtures Skylights Gutters
- Patio Gazebo Porch Sun Tube Painting
- Deck Pergola Doors and/or Windows Other

Landscape/Hardscape:

- Drains Berms Sprinkler System Fences/Walls
- Landscape changes/additions Landscape Plans - New Installation Other

Equipment:

- A/C Unit Relocations Solar Panels Antenna/Satellite Dish Other

Proposed Project Description Details (include all dimensions):

Material Details:

Color:

Application must include the following:

- ◆ Color photos showing proposed project location
- ◆ Material sample (if available), product brochure, or color photo
- ◆ Drawing of proposed project
- ◆ Any relevant relationship to existing structures

Proposed Start Date: _____ Proposed Completion Date: _____

Work to be done by: Self Contractor



DATE RECEIVED:

Draft Copy

The Villas Homeowners Association Architectural Review Application, cont'd.

Owner's Acknowledgements

I understand and agree to the following (please initial all):

1. _____ that approval by the Villas HOA Board shall in no way be construed as to pass judgement on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities or other qualities of the proposed project.
2. _____ that it is my responsibility and obligation to obtain all required building permits and to construct the improvements in conformance with all applicable building and zoning codes.
3. _____ that it is my responsibility and obligation to ensure that modifications are only made within the confines of my property and may not conflict with any recorded easements, including sight distance easements and I am solely responsible to ascertain the location of such property lines and easements.
4. _____ that I will sign and date an additional agreement document once my application is formally approved by the Villas Board of Directors.

INCOMPLETE APPLICATIONS WILL BE RETURNED

Architectural Control Committee Recommendation: Approve Disapprove

Basis for Decision: _____

Signed _____ Date _____

Villas Homeowners Association Board of Directors Hereby Approve this Request

Signed _____ Date _____



Drainage Pipes and Inlets

All drainage pipe should be PVC or a double-wall, smooth interior HDPE pipe such as ADS "N-12" pipe – in other words, a stiff pipe material that can withstand the weight of the soil above it. Corrugated black drainage pipe is not recommended. This pipe tends to sag and become blocked easily.

The most critical drainage pipe line will be that associated with the new retaining wall behind Unit 185. As noted above, there may be a perforated drainage pipe behind the wall, at its base, to keep hydrostatic pressure from building up behind the wall. A pipe with inlets will be needed on top of the wall to catch the roof drainage from Buildings 148 and 164, and the parking area between them, to prevent erosion and damage to the new retaining wall. A curb should be installed around the parking area to help direct flow to the inlet in the parking area. The area around walls RRTW-1 and RRTW-2 should be surveyed prior to construction of any improvements, to ensure that the pipes are installed at proper grade and slope.

Another pipe can be installed at the bottom of the wall, to provide drainage to the back yards of homes on the south side of Villas Court NE. Inlets should be provided such that each unit has access to at least one inlet, as shown in Figure C-2A and C-2B. As an alternative to save money, the HOA can provide the pipe with stub-outs between each of the buildings, providing at least one place where each homeowner can tie into the system. The individual homeowner can then assume the cost of providing yard inlets or another suitable drainage system for their yard. The main pipeline and the stub-outs need to be set low enough so that all homeowner yards can gravity-flow to the system. In some areas, the yards are lower than the area at the base of the existing retaining wall.

Continuing to walk west, significant runoff from the driveway between 162 and 148 flows to end of parking lot and then drains storm water to the houses below, as shown in Photo 6. In the area behind these buildings, there are two wo retaining walls made out of railroad ties which are in need of maintenance. Refer to the retaining wall report in Attachment A. *one way completed*

The westernmost parking lot north of Villas Court SE has an existing inlet and pipe which appear to be functioning adequately. It should be noted that if the water level in the City ditch on Dellwood Drive



Draft Copy

The Villas Homeowners Association Architectural Agreement

Pursuant to the Villas Board of Directors approval of the attached Architectural Review Application, I/we understand and agree to the following (please initial all):

Owners' Acknowledgments:

1. _____ that there are architectural requirements and standards addressed in the Declaration/Covenants and a review process established by the Villas Board of Directors and I agree to follow them.
2. _____ that approval by the Villas Board of Directors shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
3. _____ that approval by the Villas Board of Directors shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the county in which the property is located.
4. _____ that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Villas Board of Directors to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
5. _____ that no work on the proposed change shall begin until written approval of the Villas Board of Directors has been received by me; that, if work is begun prior to approval, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.
6. _____ that there shall be no deviations from the plans, specifications, and location approved by the Villas Board of Directors without prior written consent of the Architectural Control Committee and Villas Board of Directors; any variation from the original application must be resubmitted for approval.
7. _____ that I authorize members of the Villas Board of Directors or managing agent to enter upon my Property to make routine inspection(s).
8. _____ that construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the date listed on the approval letter and be completed within 12 months of the that date, otherwise the approval by the Villas Board of Directors shall be deemed conclusively to have lapsed and to have been withdrawn.
9. _____ that it is my responsibility and obligation to obtain all required building permits, to contact *City of Tallahassee*, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes. The approval of the Villas Board of Directors satisfies only the requirements of the Villas Homeowners Association.
10. _____ that I am responsible for any damage and all cost to repair green space or community property that result from the proposed modification.
11. _____ that it is my responsibility and obligation to ensure that modifications are only made within the confines of my property and may not conflict with any recorded easements, including sight distance easements, and I am solely responsible for ascertaining the location of such property lines and easements. The Villas Homeowners Association, its Board of Directors, Architectural Control Committee, employees or agents accept no responsibility for violations of recorded easements and clearance requirements. Additionally, modifications may not adversely affect the drainage in the area so as to impact neighboring lots.
12. _____ that by proceeding with the work upon receiving the Villas Board of Directors approval of this Application, I/we covenant and agree for ourselves and our heirs, successors, and assigns that I/we shall indemnify and hold harmless the Villas Homeowners Association, its Board of Directors, Architectural Control Committee members, Association members, employees and management personnel from any and all claims, demands, actions, causes of action, suits, liens, debts, obligations, damages, liabilities, and judgments of any kind, nature, or amount, whether in tort, contract, or otherwise, whether in law or equity, whether known or unknown, anticipated or unanticipated, liquidated or unliquidated, including any and all claimed or unclaimed compensatory damages, consequential damages, incidental damages, punitive and exemplary damages, interest costs, expenses and fees (including reasonable attorney's fees), and also including damage to third persons or their property or damage to the Association's common area or to other lots in the Villas Unit 2 subdivision, all or any of which may arise out of, relate to, result from, or are in any way connected with the project that is the subject of this Application.

Owner/Applicant Signature: _____ Date _____

Co-Owner/Applicant Signature: _____ Date _____

Villas HOA Board Signature: _____ Date _____

Villas HOA Board Signature: _____ Date _____

Attachment: Villas HOA Architectural Review Application



On Mon, Sep 26, 2022 at 1:15 PM, WordPress

<hoamanager@villashoa.net> wrote:

From: Haley Davis haleydavis861@gmail.com

What Kind Of Request Is This?	Architectural Change Request
Homeowner's Name	Haley Davis
Address	133 SE Villas court, unit B
City, State, Zip Code	Tallahassee, FL, 32303
Best Day Time Phone Number	8505091760
Email Address	haleydavis861@gmail.com
Describe The Work Or Project	Hi, I am hoping to have my window's replaced at some point in the next 6 months through Window World at my expense. I am working on the contract with them now. The contract covers: 6 series 4000 double hung windows, all white with no grids along with a 6-foot sliding glass door, all white with no grids. All of the glass involved is energy star rated. I am waiting to hear back from Window World regarding scheduling. Please let me know if additional information is needed. Thanks.
Email	haleydavis861@gmail.com
IP Address	65.140.159.138
User-Agent (Browser/OS)	Apple Safari 604.1 / OS X
Referrer	http://www.villashoa.net/resources/acc-request/

