

Meeting of the Board of Directors
Villas de Golf Association, Inc Held in the Clubhouse
February 17, 2017

Emergency Membership Meeting Minutes
Unapproved

Call to Order and Roll Call

President K. Ward called the meeting to order at 8:47 am. 21 Owners in attendance. The following Directors were present:

Kent Ward-President, Bonnie Boak-Treasurer, Bernadette Moriarty- Secretary, Tom King-Director, Bob Shafer-Director, RPM property manager Leslie Randolph was present.

Proof of Notice: Emergency Meeting notice had been posted via email addresses.

Emergency Business. Mr. Ward introduced Mr. Michael Cammisa, Principal Engineer with CES Engineering, who was invited to layout the condition of the sewer leakage and manhole condition and make recommendations for resolving the problem.

Mr. Cammisa, explained the man hole was installed in 1972. When there was a depression in the soil surrounding the man hole. Trinicon was called and identified that the soil depression was beyond the scope of their expertise in repairing the problem. CES engineering was then called in to research the problem and make recommendations for resolving the problem.

CES identified a pipe break, caused by the manhole sinking some 6 inches and tilting at about 15 degrees, which resulted in the excavation and assessment of the 4 pipes from the overall complex which feed into the manhole. All pipes are ceramic, which are no longer available. One pipe was immediately evident. Further inspection identified that 3 of the 4 joints were broken. Main hole was vacuumed which identified that it was compromised and the bottom was deteriorated beyond repair.

Mr. Cammisa explained that the work to correct this situation were extensive; prior to the meeting he had requested and received a proposal from a reputable contractor to complete the correction, which involved replacing the sewer hole and of the inflow pipes up to 15 feet., along with all road repairs, and restoring the property to an acceptable condition.

Mr. Cammisa shared the initial estimate for complete repair at \$81,000. This was not a proposal, but an estimate for discussion and further evaluation.

Discussion from the community was encouraged and received. Owners raised issues primarily of how to finance the project. The reserve line item does not have sufficient funds to cover this expense. Mr. Shafer informed the meeting that \$57,000 in Deferred Maintenance could potentially be used, but depending on the final cost either an assessment or an increase in monthly Association fees may be needed.

Mr. Cammisa agreed to develop a Scope of Work spec. document for the Association to use in requesting bid proposals from local contractors. Spec document will be finalized and anticipated for submitting to contractor by Monday, Feb. 20th. Once SOW is sent for proposals, Board expects to meet in 1-2 weeks for evaluation and a vote on proceeding.

Ms. Boak made a motion to have Mr. Cammisa, from CES oversee the early phase of the project, develop a Scope of Work and provide to the Villas de Golf Board with the purpose of obtaining three bids for the project. Motion was seconded by Mr. King. Motion passed unanimously.

The meeting adjourned at 9:51 am

Submitted by: Bernadette Moriarty
February 17, 2017