

Meeting of the Board of Directors  
Villas de Golf Association, Inc Held in the Clubhouse  
**February 27, 2017**

**Regular Membership Meeting Minutes**  
*Unapproved*

**Call to Order and Roll Call**

President K. Ward called the meeting to order at 9:01 p.m. 43 Owners in attendance. The following Directors were present:

Kent Ward-President, Barb Mannette-Vice President, Bonnie Boak-Treasurer, Bernadette Moriarty- Secretary  
Ronie Evans-Director, Bob Shafer-Director  
RPM property manager Leslie Randolph was present.

**Proof of Notice:** Meeting notice had been posted in accordance within Association By-Laws

**Approval of Minutes of Prior Minutes:**

The Board meeting minutes of January 16, 2017 were presented.

Mr. Evans made a motion to accept the minutes as presented. Ms. Boak seconded the motion. The motion passed unanimously.

The Emergency Board meeting minutes of February 17, 2017 were presented.

Ms. Boak a motion to accept the minutes as presented. Mr. Shafer seconded the motion. The motion passed unanimously.

**Officers Reports:**

**Treasurer:** Ms. Boak distributed copies of the Financial Report for the month ending 01.31.17. Ms. Boak reviewed Budgeted vs. Actual totals for Income and Expenses, along with Reserves, for the month and year to date. Mr. Shafer made a motion to accept the Financial Report as written. Ms. Mannette seconded the motion. The motion passed unanimously.

**Committee Reports:** None

**Officer's Reports:** None

Chair of the meeting transitioned to Ms. Randolph.

**Old Business:**

Ms. Randolph requested that Mr. Shafer bring the Membership up-to-date regarding the Sewer Repair Project. The following update was provided: The project has been ongoing for the past 3 weeks. Initial dig identified that the man hole had sunk 4-6 inches resulting in feeder pipes and joints breaking or becoming loose. The bottom of the manhole is not solid and resulted in sand accumulating. In the process of excavation, 4 irrigation lines were broken which have since been repaired with a temporary fix and 2 cable lines that Spectrum repaired at a cost to Villas de Golf.

The Scope of Work, developed by CES Engineering for replacement of the man hole and 10 ft. of feeder pipes, has been sent out for bids by CES, Resource Property Management and Mr. Shafer. The project will be in a holding pattern for several weeks, awaiting the bid proposals. For safety reasons, the excavated hole has been filled in while awaiting the bids.

The floor was opened for questions:

*Will there be only one road open during the entire repair?* Yes, as it's deemed unsafe to have autos riding on the compromised roadway.

Submitted by: Bernadette Moriarty  
February 28, 2017

*What are the costs incurred so far?* CES has submitted an invoice for \$11,962.50 which includes engineering services and site work by CES and FCS Inc.

*When the contractor is selected, how will the job be paid?* Currently there is \$3,000 in the sewer reserve fund and \$60,000 in the Deferred Maintenance fund. If the total expense is under \$30,000, project would be paid out of the reserves. If the cost is over \$30,000, an assessment would need to be considered so as to not leave the Deferred Maintenance fund totally depleted.

*Will the bids be sealed?* No, but the bidders are instructed to deliver the bids directly to Resource Property Management or to the Villas de Golf Board of Directors.

*How are bid requests being delivered?* The bid requests, based on the Scope of Work prepared by CES, are being hand delivered or mailed directly to the contractor.

*Is there a time limit on the project?* The Board is not looking to rush the bidding process. Contractors will need to be vetted. Due diligence will be important, but timely in order to avoid permitting. Once bids are received, the Board will confer with CES engineering for selection of a contractor.

At this time, Mr. Shafer made a motion to approve the invoice from CES for \$11,962.50 for services to date. Ms. Boak seconded the motion. The motion was approved unanimously.

### **Adjournment**

There being no further business, a motion was made by Ms. Boak to adjourn. Motion was seconded by Mr. Evans Motion passed unanimously. The meeting was adjourned at 9:45 am