

Meeting of the Board of Directors  
Villas de Golf Association, Inc Held in the Clubhouse  
November 13, 2017

**Regular Membership Meeting Minutes**  
*Unapproved*

**Call to Order and Roll Call**

President K. Ward called the meeting to order at 3:03 p.m. 18 Owners in attendance. The following Directors were present: Kent Ward, President; Barb Mannette, Vice President; Bonnie Boak, Treasurer;, Bernadette Moriarty, Secretary;, Tom King,- 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 April 17, 2017 were presented. Ms. Boak made 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 9/30/2017. Ms. Boak reviewed Budgeted vs. Actual for Income and Expenses, along with Reserves, for the month and year to date. Ms. Boak reminded the Members that financial reports are posted on the [www.villasdegolf.net](http://www.villasdegolf.net) website  
Mr. Shafer made a motion to accept the Financial Report as written. Mr. King seconded the motion.  
The motion passed unanimously.

**Committee Reports:**

**Volunteer Committee:** Mr. Swerienga identified activities of the committee underway for the season; which included but not limited to replacing lights at the entry islands, replacing lights at the stairwell, fence repair, and replacement of globe light at bldg. 1. As the 'To Do'list grows volunteer days will be posted

**Social Committee:** No formal report. Mr. Ward reported that the Social Committee met on November 13<sup>th</sup> for planning the 2017-18 social season. Tentative calendar for the year was posted. Nov./Dec. Clubhouse Schedule is posted on the clubhouse bulletin board and VdeG website..

At this time, Chair of the meeting transitioned to Ms. Randolph.

**Old Business:**

No old business.

**New Business:**

**Review of the Proposed 2018 Budget**

The proposed 2018 Budget was presented by Ms. Randolph, who reviewed each section of the budget. Based on the budget as presented, Ms. Randolph reported that there will be a 4.98% increase in maintenance fees if the partially funded reserves are approved. Copies of the report were available at the meeting.

Once reviewed the floor was open to Owner queries. Discussion regarding the increase in maintenance fees was raised. It was pointed out the following amounts were taken out of the reserves \$60,000 sewer, \$30,000 elevator, \$23,000+\$10,000 roof. These were all unplanned expenses. Considering whether to have a special assessment or increase the monthly fees, it was decided that the increase of 4.98% would be slightly over a standard increase and would replenish the reserves over a 3 year period.

All questions were recognized and answered. Ms. Randolph indicated that the mailing of the Budget, for the Owners vote, will be mailed within two weeks. Owner's Special Meeting for approval of the 2017-18 budget is scheduled for Dec, 12<sup>th</sup> at 7:00 pm. Owners who are unable to attend the meeting are requested to send in or drop off their proxy in advance of the meeting. To increase the efficiency of the meeting, Owners attending the meeting may drop off their proxy in advance of the meeting. Mr. Shafer made a motion to accept the budget as described for mailing to the membership, along with standard questions. Ms. Boak seconded the motion. Motion passed unanimously.

**Carport Replacement Project**

Mr. Shafer reviewed the Aluminum Craftsmen contract for replacement of the carport at Building 3 that was destroyed as a result of Hurricane Irma. The project is estimated at \$31,766 with a deposit of \$6,766. The cost of the project is being submitted for insurance reimbursement. Following discussion, Mr. King made a motion to accept the contract from Aluminum Craftsmen in the amount of \$31,755. Motion seconded by Ms. Mannette. Motion passed unanimously.

### **Building 4 Roof Repair**

Mr. Shafer reviewed the proposal from Trinicon for repair of the roof that was damaged as a result of Hurricane Irma. Insurance adjuster will be inspecting and providing an estimate for the repair. Damage is not anticipated to be covered by insurance as coverage is limited to 3% of the value of the building, which is \$66,000 (3X the estimate from Trinicon). Following discussion, Mr. Ward made a motion to approve the Trinicon estimate for \$23,868.87. Motion seconded by Mr. Shafer. Motion passed unanimously.

### **Hurricane Irma cleanup**

Trinicon provided emergency clean-up following Hurricane Irma which included, but not limited to disassembling the carport, oak tree removal, weathering covering for Bldg. 4. Following discussion Mr. Shafer made a motion to approve the invoice in the amount of \$10,469.70 for payment. The motion was seconded by Ms. Boak. The motion passed unanimously.

### **Rebuild of the North Fence line**

Mr. Shafer reviewed the proposal from Superior Fence for repair and replacement of the fence that was damaged during Hurricane Irma. Following discussion, Ms. Boak made a motion to accept the proposal in the amount of \$2,693. The motion was seconded by Mr. King. The motion passed unanimously.

### **Stump Removal**

Mr. Ward reviewed that the fallen oak stump was removed at a cost of \$500. Mr. Ward made a motion to provide payment of \$500 to Norm's Stump Removal. Ms. Boak seconded the motion. Motion passed unanimously.

### **Unit Owners**

Questions raised regarding how to plan for potential repair/replacement of the roofs and elevators. The Board is considering a Reserve Fund Study which will provide feedback on the life of the roof and elevators and what can be anticipated for repairs and the costs that could be incurred.

Other issues raised were the state of plumbing in older buildings. Several years ago, outside water valves and main valves were replaced. Electrical panels will need to be replaced in buildings 6, 7, 8, 9. No action

State of FL has mandated fire alarms in condominium units; with the exception of condo communities that are 3 stories or less, and have outside walkways. VdeG is therefore, exempt

Wind mitigation of roofs ...roofs are not attached very securely; expense may increase in the future. Roof maintenance is done yearly to prolong the life of the roofs. Roofs were replaced in 2,000, with an anticipated life span of 30 years. No action.

Question arose regarding pipes in the wall and who is responsible for repairs. Based on condominium by-laws, repairs of pipes in concrete are the responsibility of the Association; while owners are responsible for inside repairs, which may be covered under their homeowners' insurance policy. It was noted that 86 first floor units need to have A/C drains repaired

A recommendation was made to install a small patio at the north end of Bldg 7; along with keeping the grill at the north end of building 3. No motion

### **Adjournment**

There being no further business, a motion was made by Mr. King to adjourn. Motion was seconded by Ms. Boak. Motion passed unanimously. The meeting was adjourned at 4:14 pm

Respectfully submitted,  
Bernadette Moriarty, Secretary