

# The Villages at Chapel Hill Property Owners Association

Board of Directors Meeting Minutes  
September 13, 2016 at 3:00 P.M.

1. Call to order by President, Paula Montgomery at 3:08 P.M.
2. Roll Call:
  - Officer's & Board Members present:
    - Paula Montgomery, President – via conference call
    - Mike Barton, Vice President – via conference call
    - Larry Andros, Secretary/Treasurer – via conference call
  
  - Property Managers:
    - Gayle Stack
    - Debbie Cooper
  
  - Owners present:
    - Mark Guilbeau
    - Jodii Guilbeau
3. Review of June 14, 2016 Annual Meeting Minutes:
  - Paula made a motion to approve the June 14, 2016 minutes as written. The motion was seconded by Mike Barton. Motion passed.
4. Additions or Changes to the Agenda
  1. New Business: Add to the agenda an Owner request.
5. General Report:
  - a. Property Management – Gayle Stack/Debbie Cooper, EverStar Realty
    - i. Management and Financial Report
      - Management Report: June, July, August
  
      - Balance Sheet Review
      - 1. Operating cash balance \$ 4,910.77
      - 2. Reserve account \$ 52,939.27
      - 3. Net Operating Income \$ 3,782.79
      - 4. Delinquencies: The dues for the vacant lots.
  
    - Budget Variance
  
    1. Total Income: Income is ahead due to collection of a debt from a previous owner from 2010. Also, a new owner paid HOA dues for all of 2016.

2. Administrative: Funds budgeted for the Reserve Study have not been used yet this year. Money for Board travel expenses was not used and a local Board Member will do the annual walk through of the property.
3. Maintenance: Maintenance did well keeping expenses down on maintenance supplies and pool supplies. The Landscaper continues to be behind in sending invoices.
4. Utilities: Still negative \$2000.00 a month due to the increase by City of Pasco.
5. Landscaper continues to be behind in billing. Maintenance did well keeping expenses down on supplies and pool supplies.

## General Management

### Clubhouse:

Chairs and tables are breaking apart. We may need to consider replacement in next year's budget.

Small flood lights around clubhouse and pool are burning out fast. Maintenance will look in to using different bulbs.

### Pool

The heater for the hot tub continues to be inoperative. The electrical has been checked and is fine. The igniter was replaced. Frog Pool and Spa checked it and thinks the control panel and transformer need to be replaced. They have given a bid for repairs at \$815.00 or replacement of the heater for \$4000.00. On line heaters run between \$3000.00 and \$4000.00. We will get an additional bid for repair and replacement. A few lounge chairs will need to be replaced as well.

### Patio / Balcony Inspections

There were 10 violations in August. All were in compliance within a week.

### Neighborhood Watch

We are now getting quarterly reports. There is little criminal activity.

## b. Committee Reports

### i. Finance – Larry Andros

- 1) Dues and Cash Flow- No Report at this time. We will need to consider the Reserve Study.
- 2) Reserve Study- We have received 2 Proposals. The Board will review both proposals and come to a decision within a week.

### ii. Architectural - Mike Barton

No report

## 6. Old Business:

### a. Board Meeting Time Change

The Board will have the December meeting at 3:00 P.M. on a trial basis.

b. Liens Filed

Liens have been filed on the 4 vacant lots per the Board's recommendation. The owners have made no HOA payments since they purchased the lots. The Attorney will write a letter to the owners telling them we will proceed with foreclosure.

c. Riser Rooms

Larry Andros reported on the meeting held with Attorney Don Powell to discuss allowing owners to have access to keys for the riser rooms. The attorney recommended that the HOA maintain control due to the liability. The attorney will be sending a letter with a recommendation re: access to the fire riser rooms.

7. New Business:

a. Owner of 6405 N. requested that the Board consider reducing his old late fees and interest and he would pay off a large balance that he owes. After discussion, Paula made a motion that the Board reduce \$2497.37 of late fees and interest if the owner paid the balance off. Mike Barton seconded the motion and the motion carried. Paula Montgomery will write a letter to the owner.

8. The next quarterly Board Meeting

Location: EverStar Realty and Via Conference Call

Date: December 13, 2016 Time: 3:00 PM

9. Good of the order: The meeting was opened for discussion. Mark Guilbeau expressed concern about a dues increase and how that affects the owners. Paula noted that the Board will do their best to keep an increase minimal, but this would be the only increase since the first year of operation. Gayle noted that the future maintenance and replacements needed will be determined by the Reserve Study and that will impact the need for a dues increase. Jodii Guilbeau expressed disagreement with the recommendation that only the HOA would have access to the riser rooms. Gayle noted that we will have a procedure put in place after we receive the written opinion from the Attorney and communicate with the Owners through the Newsletter.

10. The meeting was adjourned at 3:57 P.M.

Respectfully Submitted by:

Larry Andros, Secretary / Treasurer