

MINUTES  
VILLAS I AT SNOWDEN OVERLOOK  
BOARD OF DIRECTORS MEETING  
August 06, 2019 – Approved

**Present:** Members L. True, R. Vogel, D. Perin, C. Overly, and WPM Property Manager Patricia Lall.  
**Absent:** J. Pelch

**1. Call to order 7:03 pm**

**2. Meeting Agenda:**

President requested that an item be added under New Business. The Board agreed to add “2020 Budget” to the agenda.

**3. Reading of Minutes from Previous Meeting:**

Motion - made by R. Vogel, seconded by D. Perin and adopted 4-0 to amend the June 04, 2019 approved minutes previously adopted.

Motion - made by D. Perin, seconded by R. Vogel and adopted 4-0 to approve the July 02, 2019 minutes and to dispense with reading them.

**4. Treasurer’s Report:**

As of 6/30/19, total account balance was \$981,698 including \$54,053 in the checking account and \$927,646 in the reserve accounts. YTD Expenditures were budgeted at \$110,114 with actual expenses \$116,171. The difference of -\$6,057 was due to higher than budgeted snow removal and tax expenses.

Treasurer met with WPM Comptroller (Karen Green) on 2018 tax filing. Villa I will owe an estimated \$4,500 in both Federal and State taxes. Motion - made by C. Overly, seconded by D. Perin and adopted 3-0-1 (R. Vogel abstained), to approve the taxes be paid out of the Reserve MM account.

**5. Property Manager’s Report:**

**a. 2020 Budget** – A draft recommended budget was submitted by WPM to the Board for consideration. The budget reflected the funding recommendations from the draft 2019 Reserve Study and will be updated as the Reserve Study is approved.

**b. Landscaping & Snow Removal RFP** – Bids received from Atlantic Maintenance Group, Brightview Landscapes, and the current contractor MainScapes. Responses were reviewed by WPM and a Scope of Services and Pricing Summary was provided for the Board’s consideration.

President asked that WPM investigate whether the snow removal contractors could offer “liquid brine” for snow/ice treatments. The Board will take up the proposals in the August 20<sup>th</sup> Work Session with the goal to select a contractor at the September Board meeting.

**6. Committee Reports:**

**a. Architectural** – Nothing to report.

- b. **Landscape** – Two Cherry trees in the Villa I Square (common element) need to be replaced. Committee recommended Red Bud trees. Motion - made by D. Perin, seconded by R. Vogel and adopted 4-0 to approve up to \$200.00 from the landscaping budget to purchase the trees. Installation will be performed by volunteers.
- c. **Parking and Traffic** – Nothing to report.
- d. **Social** – Nothing to report.
- e. **Maintenance** – Nothing to report.

7. **Old Business:**

a. **Maintenance Inspection** –

- i. **Letters to Homeowners** –Letters were mailed on or about July 12<sup>th</sup>. An updated spreadsheet listing the results of the inspections was provided to the Board including homeowner responses. WPM was requested to provide the Board with electronic copies of the letters mailed to the homeowners.
- ii. **Association Repairs** – WPM will put together a list of the repairs and provide the list to Larry (home improvement contractor) for pricing by the next Board meeting.

b. **Reserve Study Status** - The revised study provides for two funding alternatives to :

- i. 3% increase each year for the next 30 years
- ii. 13% increase every 5 years, starting in 2020

Before voting on the approval of the Reserve Study, the Board is awaiting an additional revision based on a final list of questions from the contractor. WPM is working to provide the data requested.

- c. **Warped Siding** – No updates reported. Action delayed so further investigation could be conducted based on the Reserve Study’s contractor reporting new siding with a higher heat rating was available.
- d. **LED Street Lights** – No updates reported. Action delayed pending the findings from SOCA’s replacement of 10 LED style street lights on Dried Earth Blvd.
- e. **Foundation Crack Repairs** – below is a summary of the crack repairs that have been reported and their status.
  - i. **8741 WWW** – Structa-Bond repaired the foundation wall crack and replaced and painted affected drywall. Carpet was cleaned. Homeowner requested carpet replacement due to discoloration near the water entry point. The Board denied the request and offered a \$1,000 settlement for the homeowner’s inconvenience while the repairs were made.
  - ii. **8846 WGD** –Structa-Bond inspected and repaired wall and installed an 8” plastic panel to divert any water to the drain tile below the slab.
  - iii. **8706 WWW** – Structa-Bond has inspected the unit and the repair of the foundation is underway.

**8. New Business:**

- a. **Master Insurance Policy** – the Travelers renewal proposal was reviewed. The new policy carries a premium increase of nine-percent (9%), from \$24,718 to \$26,946. Motion - made by D. Perin, seconded by R. Vogel and adopted 4-0 to approve the policy renewal.
- b. **Unapproved Front Yard Changes** –  
Motion – made by C. Overly, seconded by R. Vogel and adopted 4-0 to approve the President to send an email to all residents explaining the Architectural Request process and requesting that any homeowner that has already made changes to their front yard or is planning a change to submit their request for approval within the next 30 days. Follow-up action letters will be sent to homeowners as warranted.
- c. **Aeration/Over seeding Proposal** – A separate proposal was submitted by MainScapes to perform aeration of all turf areas and over seeding at a cost of \$3,310. No action taken with proposal to be addressed at the August Work Session.
- d. **2020 Budget** – WPM sent draft budget to Board as reported in Property Manager’s Report.

**9. Open Forum for Unit Owners – Questions and Comments –**

- a. 8741 WWW – New resident, Ms. Alexander, reported that the information in the Welcome Packet she received from the SOCA office in May was not up to date. The WPM manager responded that they are in the process of revising the packet and it will be updated as quickly as possible. In addition, the WPM manager stated that going forward, Welcome Packets will be sent out from the WPM headquarters rather than the local SOCA office. This action will allow the Welcome Packets to be better maintained for accuracy.

**10. Adjournment at 8:50 PM**

Upcoming meetings: Work Session 08/20/2019 & General 09/03/2019

Prepared by Charlie Overly – Board Secretary

Approved: *Charlie Overly*

Signed: 09/03/2019