

# The Links at Haile Plantation Condominium Association, Inc.

Board of Directors Meeting

April 25, 2016

Approved

Links Clubhouse

## Call to order/Roll Call/Determination of Quorum

Diane called the meeting to order at 6:00 pm and a quorum was established with Diane McAlhany, Tom Hamilton, John Crowley, Ron Bunker and Ellen Snyder attending. Also present were owners Steve Ferguson, Elaine Heinrich, Brad & Kathy Bailey, Vicki Cotto and Jeanne Wilbar. Also present was Kathy Houchins CAM Mgr and Stan Carrier, Maintenance.

## Proof of Notice

Notice was evidenced by posting on bulletin board and by signage posted on Friday, April 22, 2016.

## Reading of Minutes

***Motion was made by John with a 2<sup>nd</sup> by Ellen to approve the March 28, 2016 Minutes as presented. Motion passed unanimously.***

## Reports of Officers

Presidents Report – Diane reported that she didn't have anything new to report but wanted to thank Kathy Houchins for her efforts on behalf of the owners and their issues with COX Cable and Internet services.

Treasurer's Report – Ron reviewed the financials and commented that Kathy and her team were getting the financials in a format that they are much happier with as it reports the reserves separately from the operating with their own balance sheet and statement of accounts. There will be some fine tuning left to do but we are getting much closer.

## Committee Reports

Landscape Committee – Vicki reported that the recently completed new landscaping is doing well and that the committee has received many favorable remarks from other owners. They are working on a plan for some spring plantings and will get the information to Kathy to report to the Board.

Compliance Committee – Elaine provided her report and that many owners have been getting their violations corrected. She will review some blinds issues that have been brought to her attention and let Kathy know about adding them to the report.

## Manager and Maintenance Reports

Manager Report (Attached to these minutes) – Items requiring attention or direction from the Board are:

Issue regarding 137 Association property damage. Atty Butts is sending a letter to the Owner of Unit 137 advising him that the subfloor has been damaged which is Association property. Atty Butts had hoped to speak with the owner prior to the letter but the owner prefers email correspondence. So, we will wait to hear from Atty Butts how the owner will handle his responsibility to this issue. The subfloor is located above any interior pipes of drain lines and therefore the damage was caused by water overflowing the tub and sitting on the tile floor and dripping down to the subfloor.

Atlas Roofing has sent their check for \$29,854 to cover the expense of having Perry Roofing clean the algae off the shingles on the roofs of several buildings. Perry Roofing has begun with the garages and will do the buildings starting next week.

Power Washing of the Buildings

***Motion as made by Ron and a 2<sup>nd</sup> by Tom to approve Rob Robinson for the pressure washing of the buildings. Rob has done this work for the past couple of years. Motion passed unanimously.***

Signs Around the Property

Pictures of various signs that have Woodpecker holes were taken and measurements provided to obtain a quote to replace them. The price was \$3,771.90 from Signarama to replace with the exact shape and material. Diane would like to get some other pricing on using a different material that may deter the Woodpeckers. Additionally Kathy will get some information from HPW as to what is required to change the sign design and material. This will be reviewed at the May meeting.

Beam Replacement Review.

The final inspection of the beams throughout the property was completed and it was determined that there are 17 beams in critical condition that need replacing asap. Arana Bros Construction submitted a proposal to do the work. Other engineers and architects have been called to come out to review the report to make sure everything is correct but to date none are available to come out any time soon. Meanwhile the condition is deteriorating on some of the beams and Kathy has a serious concern about what could happen.

***Motion was made by Tom with a 2<sup>nd</sup> by Ron to approve the Arana Bros proposal to replace the beams as submitted on their proposal and scope of work. Kathy is to negotiate with them as to the funding of the project and adjust the percentages for payment. Motion passed unanimously.***

New Pool Pump

The proposal from Ken's Pool Service to replace the existing pump with a new variable speed energy efficient pump was reviewed. ***Motion was made by Tom with a 2<sup>nd</sup> by John to approve the new variable speed pump as presented on proposal from Ken's Pool Service at a cost of \$1,812.80. Motion passed unanimously.***

Landscape Vendor Proposals

Kathy provided a spreadsheet along with the proposals from 4 different companies seeking the control to maintain the landscaping at the Links. They were asked to submit a proposal based on the full scope of doing everything and to submit a separate proposal doing just the lawns and separate out doing only the shrub trimming work. It was Kathy's recommendation that Dan's Lawn Service be given the shrub trimming work only at a cost of \$25,200 and E W Reshard be given the grass and lawn maintenance work only at a cost of \$42,000. Both of these vendors have proven how good they are from past experience with them in their respective areas. ***Motion was made by Tom with a 2<sup>nd</sup> by Ellen to approve the recommendation to have Dan's Lawn Service do the shrub trimming work and E W Reshard to do the lawn maintenance work. Motion passed unanimously.*** Kathy will get the contracts prepared and send to Diane for execution.

Bldg Z water issue

Water is staying close to Bldg Z and causing damage to the structure. A plan has been devised to move the water away from the building and drain to a pipe out to the parking lot area. New plants to be put in place reducing the height of the dirt by the building. Proposals were received from Allan Spears to redo the sidewalk area (\$798) and from Dan's Lawn Service to redo the plant materials and do the trench work (\$1,070). Total cost for both is \$1,868. ***Motion was made by John with a 2<sup>nd</sup> by Ron to approve this work. Motion passed unanimously.***

Soffit Work

Received a quote from Rob Robinson to clean the soffits to see if he can get the squirrel urine out at a cost of \$6,000. Board decided to ask Rob to do a test area first to see if the cleaning will work. The garage in front of Bldg Z and in front of Elaine Heinrich's unit will be used to test the cleaning. Kathy will report to the Board if the cleaning works.

A proposal or cost breakdown was reviewed from Halter Metals. We now know the cost per lineal foot and square foot to replace the soffit if we need to.

Tree Removal Request to HPW

Carl Carlisle provided approval today to have two (2) trees that are clearly dead removed. He sent over the written approval today.

Kathy provided evidence to the Board of the transfer of the \$1,337 remaining balance from the budgeted \$25,000 Landscape Improvement budget and moved the \$1,337 to the BBVA Compass Bank account earmarked for landscaping.

Maintenance report – (Copy attached to these minutes) – Stan reported on items as recapped below:

- Irrigation – sprinkler heads replaced due to squirrel damage
- Roof Cleaning – Perry Roofing on property and will start on buildings next week
- Water fall – waiting on new capacitor to get here to fix pump issue
- Garages – had a photo cell replaced to control the night lights and garage doors that were black are almost done being painted white.
- Concrete Sidewalks and curbs – JFJ Pressure Washing completed the sidewalks and curbs. Looks good
- RV Boat Parking fence – Outside of the fence has been painted and Stan is nearing completion on the inside of the fence.
- Soffit Areas – all have been checked for squirrel issues.
- Painting of Round-About – JFJ was great in removing the old black paint at the round about. Stan will paint that area a red color (similar to the color of the stones in front of the clubhouse). He will do the curb trim in yellow and then everyone will review to see if they prefer to change the yellow to black or a different color.

Old Business

No old business to review at this time.

### New Business

No new business that hasn't been reviewed already.

### Owner Comments

Question was asked about when the pavers will be completed around the pool. This project is expected to be completed within the next couple of weeks (hopefully by mid-May)

Tom Hamilton advised everyone that he was having his kitchen and bathroom cabinet doors and drawer fronts removed, sanded and refinished. He hopes to have a price to have this work done in the next couple of weeks and he will get the information out to everyone once he gets them back and reviews the cost.

Next Meeting – Regular Board meeting to be held May 23, 2016 at 6:00 pm

### ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 7:10 pm

Respectfully submitted by  
Kathy Houchins, CAM

MINUTES APPROVED- 5-23-16

4-25-16 – LINKS BOARD MEETING

### TASK LIST

- 1) KH. Contact HPW about request on sign (Sent to Tom Rohs)- and sign info re woodpecker signs
- 2) KH. Prepare new landscaping contracts (Dan and EW Reshard)
- 3) KH. Begin re-print master for Rules & Regulations Handbook (review May Meeting)
- 4) KH. Contact Alachua Co. Sheriff's ofc about sending a Deputy to talk about safety issues. (winter)
- 5) KH. Provide written notice to Skyfrog not renewing contract
- 6) KH. Contact Arana Bros to discuss contract and percentages
- 7) KH. Contact Rob Robinson about pressure washing buildings and doing soffit test areas
- 8) Stan – Contact Ken's Pool Svc regarding new pump to be installed (after pavers installed)
- 9) Stan – Contact Spears and Dan regarding Bldg Z work
- 10) Stan – Work with Rob Robinson on test cleaning of soffit areas
- 11) Stan – Do painting of round about

LINKS AT HAILE PLANTATION