

**THE VILLAGES OF VALENCIA
HOMEOWNERS ASSOCIATION, INC.**

**Minutes of Board of Directors
February 21, 2023
Board Meeting**

Minutes of the Board of Directors **Board Meeting** of the Villages of Valencia, held at the St. Johns County Library, SE Branch, St. Augustine, FL, at 6:30 pm, February 21, 2023.

1. Call to Order

Victor Depallo called the meeting to order at 6:30 pm

2. Proof of Notice

Proof of notice was posted

3. Roll Call

Board members present:

Victor DePallo – President
John Hart – Vice President
Kim Shailer – Treasurer
Sophie Hanson – Secretary

Leland Management present:

Jim Roche, CAM

4. Quorum Established

A quorum of the Board was present

5. Approval of Minutes – January 31, 2023 Special Board Meeting

Kim Shailer made a MOTION to approve the Minutes as submitted. John Hart SECONDED. MOTION PASSED BY UNANIMOUS VOTE.

6. Marketable Record Title Act Chapter 712

Jim Roche explained the Act, and the Board held discussion on the topic.

7. Presentation – Thompson Baker Agency (General Liability Insurance)

The representative was unable to attend. Item postponed to the March meeting.

8. Presentation – Augustine Fire Alarm (Pool Security Cameras)

Tyler Halbrooks, President, took questions from the Board and was asked to submit an additional proposal for a laser security system.

9. Committee/ARB Reports

There were no reports.

10. Old Business:

A. Security Camera Proposals (3)

The Board reviewed the comparison sheet of the three proposals presented by Sophie Hanson. **Kim Shailer made a MOTION to approve Augustine Alarm, Fire & Sound contract as presented (\$2,662.50 total cost). Sophie Hanson SECONDED. MOTION PASSED BY UNANIMOUS VOTE.**

B. Pool Cleaning Contract Proposals (3)

The Board reviewed the comparison sheet of the three proposals presented by Sophie Hanson, and discussed termination of the current pool cleaning contract. Sophie Hanson and Kim Shailer reported that they had met with Rick Arsenault at the pool prior to the meeting, who has 45 years experience as a pool Contractor, and obtained a second opinion as to the reported leaky filter valves. His opinion is that the one valve should be rebuilt at a cost of approximately \$200 and that replacing the three valves at a cost quote of \$1,925 was unnecessary at this time. Rick Arsenault also pointed out neglect of pool equipment as well as chemical exposure. **Kim Shailer made a MOTION to approve Rick Arsenault Pool contract as presented (\$675 a month plus billable chemicals) effective March 1, 2023 and to give notice to terminate the current pool contract at the end of February, 2023 due to health and safety hazards. John Hart SECONDED. MOTION PASSED BY UNANIMOUS VOTE.**

C. Pool Janitorial Proposals (6)

The Board reviewed the comparison sheet of the six proposals presented by Sophie Hanson. The cleaning duties and amount of yearly services was discussed. **Kim Shailer made a MOTION to approve DustBusters contract as presented (\$600/month 3x per week March-October; \$400/month 2 x per week November-February). John Hart SECONDED. MOTION PASSED BY UNANIMOUS VOTE.**

D. Fire Extinguishers at Pool / Handicap Chair Repair

Jim Roche is to check with the Fire Marshal to see if a second fire extinguisher is required and if the one installed in the storage room needs to be relocated outside. Jim Roche reported that the handicap chair is to be repaired February 22, 2023. No action needed.

E. Management Contract Update

Item postponed to the March meeting.

F. Initiating Reserve Transfer Case

Sophie Hanson reported that new legal counsel estimated 3-5 hours of billable time at a cost of no more than \$1,600 to research and compose a demand letter to the Developer for the \$43,825 reserve funds transferred to operating in 2019.

Sophie Hanson made a MOTION to approve 3-5 hours of legal counsel time to initiate reserve transfer case with the fee to come from budget line item 6040. John Hart SECONDED. MOTION PASSED BY UNANIMOUS VOTE.

G. Pooled Funds vs. Line Item Component Accounting

Kim Shailer explained the different methods and how he favored pooled funds. The Board discussed the pros and cons to converting over the accounting at the present time. Victor DePallo and Sophie Hanson voiced that they would like more time to research pooled funds as well as determine the proper time to convert over. **Kim Shailer made a Motion to approve moving forward to convert accounting over to pooled funds. John Hart SECONDED. Kim Shailer voted yes. John Hart voted yes, Victor DePallo voted no. Sophie Hanson voted no. MOTION FAILED BY TIED VOTE 2/2.**

H. Initiating Reserve Study

The Board reviewed the proposal obtained by Kim Shailer from Reserve Advisors to update the 2017 Reserves Study and discussed the cost. **John Hart made a MOTION to postpone the item to the March meeting in order to have Jim Roche obtain two additional proposals and to possibly negotiate a better price with Reserve Advisors. Sophie Hanson SECONDED. John Hart voted yes. Sophie Hanson voted yes. Victor DePallo voted yes. Kim Shailer voted no. MOTION PASSED 3/1.**

I. Audit and Tax Engagement Proposals (4)

The Board reviewed and discussed the proposals presented by Kim Shailer. **Kim Shailer made a MOTION to approve retaining LBW CPAs & Associates for fiscal year 2023 at a cost no greater than \$6,000. Sophie Hanson SECONDED. MOTION PASSED BY UNANIMOUS VOTE.**

J. FPL Right of Way Update

Sophie Hanson reported that the FPL right of way owned by VOV had been cleared. No action needed.

K. T Mobile Cell Tower Agreement

Victor DePallo and Kim Shailer will meet with T Mobile as to the location of cell tower and report back to the Board. No action needed.

11. New Business:

A. Repair / Replace Pool Filter Valves

Rick Arsenault, certified pool contractor, is to rebuild the one leaky valve for under \$300 (See 10.B). Jim Roche is to set up the repair. No action needed.

B. Roof Repairs – Townhomes (3 Woodside Buildings)

The Board discussed the Fidus roof inspection, the 2-3 year life expectancy as well as repair vs. replace. No proposals were submitted by Fidus Roofing. Jim Roche is to obtain three roof proposals for roof repair/replacement on the three townhome buildings, with one proposal from S&S Roofing as suggested.

C. Work Orders/Maintenance Committee/Worker’s Comp

Victor DePallo is to get a quote for worker’s comp insurance from current carrier. Sophie Hanson is to get Thompson Baker Agency give an additional quote.

D. Board Vacancy / Appointment Process

Victor DePallo announced that Christine Gehring officially resigned from the Board as Member. Notice has been posted for the vacancy and those interested should send a short resume/bio to Jim Roche no later than March 6, 2023.

E. New ARB Candidate Form / Submitted ARB Application

Kim Shailer made a MOTION to adopt the new ARB Candidate Form as presented. Victor DePallo SECONDED. MOTION PASSED BY UNANIMOUS VOTE. Jim Roche is to post the new form on the VOV website. Victor DePallo reported that VOV already has three active ARB members and that the application should be held for future consideration if a vacancy occurs.

F. Volunteer Meet & Greet

The Board agreed to hold the volunteer event Tuesday, March 14, 2023 from 6:00-7:30 pm at the pool. Jim Roche is to post on VOV website and email.

12. Member Comments/Questions (3 minute limit)

Questions were asked pertaining to Amistad Drive irrigation and Reserve Funds.

13. Next Meeting Date

The Board will meet Thursday, March 16, 2023 at 2:00 pm at the St. Augustine Shores Riverview Club, small room.

14. Adjournment

Victor DePallo made a MOTION to adjourn. Sophie Hanson SECONDED. MOTION PASSED BY UNANIMOUS VOTE.

The meeting was adjourned at 8:05 pm.

Prepared by:

Sophie Hanson, VOV Board Secretary