

Village Square Homeowners Association

PO BOX 13089 Tallahassee FL 32317
850.878.3134 * ems@ems-fl.biz * 850.656-0510

Minutes-Unofficial Meeting; no quorum present

Board of Directors Meeting

August 20, 2013

5:30 PM

644 Capital Circle NE, Tallahassee, FL 32301

The meeting was called to order at 5:32 PM by Marshall Cassedy.

Those in attendance were Marshall Cassedy, Bob Wool, and Cassandra Coleman. From Management Renea Fountain and Kayla McKee.

Proof of notice was shown.

With only two board members present an official quorum was not maintained. Management explained to the members present that no official business could be conducted without a quorum of the Board.

Following is a list of items that were discussed:

1. Would like to have a new landscape company or revisit current vendors contract
2. Place recycling bins at property and send notice to residents
3. Have individual trash containers placed on first street to help with trash
4. Look at having pool deck pressure washed
5. Possibly place a sign at pool area addressing glass, dogs, diving, no lifeguard, no running, swim at own risks, etc.
6. Look into paving tennis court possibly
7. Possibility of repaving driveways; one bid at \$31,00
8. Have pool tech move forward on repairing pool ladder
9. Move forward with repairs to the pool house per insurance reports
10. Look into replacing closing mechanism on pool gate
11. Address railroad ties
12. Look into having all perimeter fences repaired/replaced like the entry way fence

Meeting closed at 6:43 PM.

Village Square Homeowners Association

PO BOX 13089 Tallahassee FL 32317

850.878.3134 * ems@ems-fl.biz * 850.656-0510

Emergency Called Meeting

May 20, 2013

6:00 PM

The meeting was called to order at 6:05 PM by President Marshall Cassedy. Proof of Notice was shown.

Those in attendance were Tony Rutkowski, Marshall Cassedy, Bob Wool, Joel Meyer, and Rod Love (by phone). Homeowner Ronda Smith. From Management Renea Fountain, Sharla Harvey, and Kayla McKee.

Management explained that the meeting was notice as an Emergency meeting for the recall of a director. Joel Meyer explained that he had contacted Bob Wool and Rod Love in regards to the fence that installed along St. Augustine Road. Joel had no knowledge of this fence and wasn't sure if the other Board members did. After speaking to both Bob and Rod he discovered that they had no idea that the fence was installed either. He believes that no one Board member should be authorizes work to be done without the other Board members seeing the bids and approving of the work.

Bob Wool explained that at the last meeting the Board discussed gathering bids for the fence. Bob Wool explained that the only bids he saw came from Management for a green chain link fence. Bob explained that he never saw the bids for the wooden privacy fence that was installed. He said that at the last meeting it was never approved to do the job and that every Board member needs to see the bids that come in on a job. The company doing the work also needs to provide proof of the proper insurance.

Marshall Cassedy apologized to the other Board members for the misunderstanding and that he did not mean to overstep any boundaries. He was under the impression that at the last meeting the Board agreed to move forward with installing the fence. From now on all bids for projects will be reviewed by all board members and voted on.

Marshall Cassedy asked the other Board members about approving the fence. Tony stated that he had not yet seen the new fence. Bob stated that the fence looked good. Joel asked about the verification of insurance. Marshall Cassedy stated that the company has all the proper insurance and that he will ask them to provide it to the Management Firm. Management informed the Board that their intention is not to not pay the vendor for their services but the information they require from each vendor is for the protection of the Association.

Marshall Cassedy explained to the Board that he would like to address the rest of the fencing around the perimeter of the Association. Joel Meyer explained that at this time he against using more funds on fences since this project was not built into the budget. Marshall Cassedy stated that the fences around the dumpsters need to be repaired and that a fence along Paul Russell should be looked into.

Village Square Homeowners Association

PO BOX 13089 Tallahassee FL 32317

850.878.3134 * ems@ems-fl.biz * 850.656-0510

Management reminded the Board members that the meeting was an emergency called meeting and only the issue for which the meeting was notice for could have action taken on it. Joel Meyer stated that he believed the actions of Marshall Cassedy were recallable actions and that if Marshall were to stay President then he (Joel Meyer) could and would no longer serve on the board. Joel Meyer resigned from the Board of Directors and left the meeting.

The Board members discussed the trash situation. Marshall Cassedy stated that one of the dumpsters was relocated to the first street. Management suggested sending out a letter to the residents to inform them of the new dumpster placement due to the overflow of the overflow of the container located at the fourth street. Marshall Cassedy stated that he talked to Marpan and that the Association could have another container placed on the property for \$37 a month. Management explained that this was only the cost to rent the container it did not include the dumping cost which is billed to the Association by the City of Tallahassee. Management made the recommendation that the Association increase their dumpster puling to two times a week to see if that will help alleviate some of the overflowing trash issues. Rod Love asked questions relative to the company that provides trash pickup for the Association. Management explained the Nulevel provides additional trash pickup services to the Association. This includes bulk items that residents leave behind, trash that is placed on the grounds or around the trash containers (the City will not pick up trash around the containers they empty). After general discussion a motion was made by Marshall Cassedy to have Marpan place an additional container on site for a 90 day period. The motion was seconded by Rod Love and passed.

Tony Rutkowski asked questions relative to the pool. Management explained that the current pool vendor (Pool Tech) services the pool at least 2 times a week. Tony explained that he had been informed that the pool was dirty. Management will contact Wally (Pool Tech owner) to look into this situation.

Rod Love discussed the minutes. He explained to the Board that he would like for Management to take the minutes and send them out in draft form. They will be reviewed and corrections will be made and the final version will be signed by him. Marshall Cassedy stated that at the next meeting the railroad tie removal will need to be discussed. The Board will also be provided with an account of the sewer project. The next meeting will be the week of August 20th on a Thursday at 5:30 PM.

Management explained that the Board will need to appoint two more board members as their docs state they should have a Board of 6 members.

Ronda Smith informed Management that the light across from the mailboxes by the swimming pool is out. This will be reported to the City.

With no further business to discuss the meeting was adjourned at 6:57 PM.

Village Square Homeowners Association

PO BOX 13089 Tallahassee FL 32317

850.878.3134 * ems@ems-fl.biz * 850.656-0510

Annual Meeting

March 20, 2013

6:00 PM

The meeting was called to order at 6:00 pm. A quorum was not present. The meeting was adjourned at 6:05 pm. The second attempt at the meeting was called to order at 6:19 pm.

With those in attendance and those by proxy a quorum was established.

Those in attendance by proxy, by phone, or in person were Bob Wool, Tony Rutkowski, Rod Love, Marshall Cassidy, Dana Skinner, Ronica Mathis, Alejandra Carballo, Nora Jones, Rod Harvey, and Shirley Brown.

Those from management in attendance were Robert Rhinehart, CAM and Kayla McKee.

Robert Rhinehart showed proof of notice for the meeting.

Election of Directors: Bob Wool sent in his intent to run form. Robert Rhinehart stated that Joel Meyer had expressed continuing to serve on the board. Tony Rutkowski and Rod Love also expressed wanting to continue to serve on the board. Marshall Cassidy expressed that he would like to serve on the board of directors for the upcoming year. A motion was made by Marshall Cassidy to elect the following individuals to serve on the Board of Directors: Bob Wool, Joel Meyer, Tony Rutkowski, Rod Love, and Marshall Cassidy. The motion was seconded by Rod Love and passed unanimously.

The meeting was then opened to the general membership for comments. Dana Skinner informed the membership that there were pieces of rebar sticking out of the ground were old railroad ties had previously been. Mr. Rhinehart expressed that he would like to see all of the railroad ties in the association removed as they are a liability (tripping hazard) for the association. Mrs. Skinner also discussed the large trash container on the second street and that more trash is thrown on the outside of the container rather than inside the container and thus it has become ineffective. Mr. Rhinehart explained that he would like the association to get rid of the large container on the second street and take one of the containers on the third street and place it on the first street for the residents in that part of the association.

The water project was then discussed by the general membership. After considerable discussion it was decided that management would provide the board with a final account on the water project. Management's records would be compared to the records that Tony Rutkowski compiled on the project. Mr. Rhinehart explained that the Association was to get money back from the City for the project, however the City said without 100% of the homeowner's signed releases that would not happen. Mr. Rhinehart explained that Management was able to collect all of the releases but two (one owner had died and their beneficiary was unable to be found and the other owner lives

Village Square Homeowners Association

PO BOX 13089 Tallahassee FL 32317

850.878.3134 * ems@ems-fl.biz * 850.656-0510

in Alaska and continue to disregard correspondences from the Association). Marshall Cassidy asked Management to send him the information on the two releases that were not received so he could look into the situation.

With no further business to be discussed the Annual meeting was adjourned at 6:55 pm

Village Square Homeowners Association

PO BOX 13089 Tallahassee FL 32317
850.878.3134 * ems@ems-fl.biz * 850.656-0510

Board of Directors Meeting Immediately following Annual Meeting

The meeting was called to order at 6:57 PM by Robert Rhinehart.

Election of Officers: After general discussion a motion was made by Bob Wool to elect the following Officers:

Marshall Cassidy – President

Joel Meyer – Vice President

Tony Rutkowski – Treasurer

Rod Love – Secretary

Bob Wool – Director

The motion was seconded by Marshall Cassidy and passed.

The 2012 financials and the proposed 2013 budget were reviewed and discussed by the Board. Questions were asked about pressure washing and why it was not included in 2013's budget. Mr. Rhinehart explained that pressure washing took place in 2012 and should not be needed again until 2014. Tony Rutkowski stated that he did not believe the association should be paying for pressure washing as it is an HOA. Questions were asked about the Marpan Container Rental. Kayla McKee of Management explained this cost was for the rental of the dumpsters and did not include the fee that the City charges to pull and empty those containers. Questions were asked about the pool and the cost associated with operating it. Management explained that while \$15,000 was spent on the pool this past year, a good portion of that cost was due to having to place a new roof on the pool house and having to completely replace the filter system in the pool. Mr. Rhinehart explained that the pool area is in better condition now than it has been in years.

The Board discussed the landscaping along St. Augustine Road. Marshall Cassidy stated that he would like to see some new landscaping in that area along with a new fence. He will get an estimate from the landscaping company he uses and management will get estimates from fence companies for a 4 foot green chain link fence. Management will also look into getting the large trash container removed from the second street and placing a small container on the first street.

The Board would like a quarterly update to go out to the membership to keep them informed on what the Board and Management are working on currently and what projects are in the future works. Marshall Cassidy asked for management to send out a mailing asking homeowners to send in their contact information.

The priority list is as follows:

1. Landscaping on St. Augustine and Fence
2. General landscaping of grounds (railroad ties)
3. Dumpster containers

Village Square Homeowners Association

PO BOX 13089 Tallahassee FL 32317

850.878.3134 * ems@ems-fl.biz * 850.656-0510

4. Covenants
5. Water project/ collection

With no further business needing to be discussed the meeting was adjourned at 8:11 pm.