

# SAVANNAH LANDINGS

HOMEOWNERS ASSOCIATION, INC.

## Budget & Board of Directors Meeting September 10, 2018 Meeting Minutes

### 1. Call to Order

The meeting was called to order by President, Donald H. Jones at 7:00 p.m. It was confirmed that the meeting notice was posted at least 48 hours in advance. Board members Diana Portillo, Carol Galloway, Faye Peavyhouse and Susan Martin were also present. It was determined that a quorum was established. Jeana Wynja represented McNeil Management. 26 residents were present for a total of 31 present.

### Approval of Minutes:

The Board reviewed prior meeting minutes dated August 13, 2018 and August 20, 2018 as prepared by the Manager.

**On Motion:** Duly made by Carol, second by Diana and carried unanimously.

**Resolve:** To waive reading of the prior meeting minutes and approve them as presented.

### 2. Management Reports

Manager presented financial reports and management reports. Manager indicated that an owner from another association inadvertently placed a bill pay number for Savannah Landings Unit ID 5121. The bank informed Savannah Landings of the bank error and \$1,420 was subtracted from Assessment Income. Board inquired about CD and when it expires. Manager informed that the CD expires in February 2020.

### 3. Committee Reports

**Pool/Clubhouse/Social:** The Board of Directors is still looking for an owner to volunteer as the Social/Clubhouse Committee Chairperson. In the interim, Board Vice-President Diana Portillo will volunteer to fulfill the duties of chairperson. Manager presented quote to pressure wash pool deck, hand wash pool furniture, and clean the doors to the clubhouse. Owner commented that fence around pool area needs to be pressure washed as well.

**On Motion:** Duly made by Susan, second by Diana and carried unanimously.

**Resolve:** Approve the proposal from TEK Enterprises to pressure wash pool deck, hand wash pool furniture, and clean the doors to the clubhouse. Board approved a judgment call by the vendor to assess the condition of the fence around the pool and pressure wash if needed.

**ACC:** Manager presented the ACC Committee report on behalf of Helena Kocovar. The following applications were approved: 1 gutter application and 1 application for the removal of screens on a lanai with installation of doors and windows in the same lanai. One application for trenching was denied. Manager presented the proposed language for the Satellite Dish/Solar Attic Fans to be added to the Architectural Standards. Board proposed adjustments and will revisit at the next Board meeting. The proposed language regarding the Security Shades was not discussed and will be presented at the next Board meeting.

**Gate:** No report provided.

**Neighborhood Watch:** No report provided.

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**Landscaping:** Don presented that a Landscaping Committee has been formed and that Fran Durrance will act as the Chairperson. The Committee will be tasked with controlling landscaping costs. Fran presented a list of landscaping projects. Fran suggested installing ground cover instead of mulch; Board members and owners supported the proposed enhancement. Don indicated that the Landscaping Enhancements Budget has \$8,956.10 left to spend for 2018 and that the Landscaping Committee should use the funds available as they see fit.

**On Motion:** Duly made by Susan, second by Carol and carried unanimously.

**Resolve:** To approve the formation of a Landscaping Committee that will work within a set budget and utilize the funds to enhance the appearance of the community.

## 4. Business Items

**Board Accomplishments:** A new website has been created [www.savannahlandings.com](http://www.savannahlandings.com). Two roofs have been tarped due to leaks. Scope of Work has been created for roofs. Faye met with Landmark Engineering regarding the drainage issue.

**Managers Comments – Funding Reserves:** Manager presented pages 3.3 and 3.4 of the 2014 Reserve Study, as well as an information comparison of anticipated reserve funding by the end of 2018 vs. the proposed actual to identify underfunding of reserves by \$107,553.

**Budget:** The Board reviewed three increase options: \$5, \$25 or \$40 per month. The Board discussed anomaly regarding the street lights (estimated to spend \$24,955 more in 2018 than budgeted). Manager explained that TECO has issued a lump sum credit which will be reflected over a period of time in the operating account. Board also discussed engaging other vendors for rust control, however leaving the 2019 proposed budgeted amount for rust control as-is. Board would like to see a Proposed 2019 Budget with an increase of \$10 per month, which will be presented to the Board for their approval at the 2<sup>nd</sup> Budget Meeting to be held on October 8, 2018.

**Reserve Study:** The Board discussed the need for an updated reserve study in 2019.

**On Motion:** Duly made by Don, second by Susan and carried unanimously.

**Resolve:** To obtain an updated reserve study from Reserve Advisors in January 2019.

**Community Drainage:** Faye Peavyhouse presented a progress report to the Board and owners. Faye met with Everett Morrow from Landmark Engineering, who created the original site plan for Savannah Landings. Over the course of 17 years, owners have made landscaping changes which have changed the flow of water. In addition, St. Augustine grass creates water flow issues. Mr. Morrow's opinion is that 80% of the community's drainage issues can be resolved by installing 7" gutters on the backs of homes and installing 4" x 5" downspouts so to redirect the water flow from roofs to swales or hard surfaces. Faye presented that owners in buildings would need to communicate together to create a plan for install and payment on their own. An owner commented that the swale on the side of his home is nearly non-existent. Mr. Morrow had indicated that a topographical survey would be needed in order to mitigate any swale issues. Overall, Mr. Everett recommended that the Association present the gutter/downspout resolve to the owners, keep a watchful eye on drainage thereafter, and then re-assess if the Association has a need to engage Landmark to create a topographical survey at that time.

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**Roofs:** The Board reviewed two Request for Proposals (RFP) and Scope of Work (SOW) for GAF and Owens Corning shingles. The Board discussed that GAF and Owens Corning warranties are vastly different. Currently the preferred Savannah Landings roofing contractors are not certified to install a GAF roof (in order to ensure proper manufacturer warranty) and only one of the three preferred vendors has Platinum certification to install an Owens Corning roof. Susan will reach out to Suncoast Roofer Supply with further questions regarding cost per square foot, inspections during installation process and warranty comparisons. After the questions have been answered, the Board will notice a special meeting to approve the RFP's/SOW and sending to certificated roofing contractors.

## 5. Adjournment

**On Motion:** Duly made by Susan, second by Diana and carried unanimously.

**Resolve:** To adjourn the meeting at 8:59 p.m.



Prepared by Manager on behalf of Secretary