

Mary Munera

From: Steven Mileski <smileskilss@gmail.com>
Sent: Monday, February 18, 2019 8:25 AM
To: Mary Munera; Eddie Vargas
Cc: Joe Milazzo; John Tramell; Jeffrey Gavrich; Janelle Shay; Mike Walker; Patrick Spikes
Subject: Special Meeting / Friday February 15th, 2019

Mary,

Please find below a description of items that were addressed at the special meeting of the board held on Friday February 15th at 11:30am. The meeting was held at the pool and was attended by the following Board

Members:

Steve Mileski, John Tramell, Patrick Spikes, Janelle Shay, Mike Walker, and Jeff Gavrich

Absent from the meeting was Joe Milazzo who was out of town on business.

Meeting called to order at: 11:40am

Meeting agenda included:

1. 2018 Budget
2. 2018 Projects
3. 2019 Projects

Presented were the following items for discussion and approval:

- Change order for Arroyo based on additional work required at pool location. Moved second palm tree at end of block wall to facilitate the concrete footer required to install new support column for shade structure. Change order will be \$650.00 and shall be invoiced based on a date of invoice reflecting December 31st, 2018. This invoice will be in addition to the invoice already received and processed. This invoice will have the following PO #021519 and should also reflect Line Item #7320. Applied to 2018 Budget. Approved (Steve Mileski / Motion)(John Tramell / 2nd). All in favor: 6 Opposed: 0
- Change order for Rustic Pavers based on additional work required at pool location. Based on final engineering approval drawing additional pavers must be removed at one end of structure layout and the initial area increased in size from 4' 0" square to 5' 0" square. Change order will be \$2400.00 and shall be invoiced based on a date of invoice reflecting December 31st, 2018. This invoice will be in addition to the invoice already received and processed. The invoice will have the following PO #021519 and should also reflect Line Item #7320. Applied to 2018 Budget. Approved (Steve Mileski / Motion)(John Tramell / 2nd). All in favor: 6 Opposed: 0
- Approved Arroyo Estimate #3199 for \$6030.00 to trim 86 oak trees and 4 Sylvester palms (center isle) in the Townhomes. Arroyo invoice will be submitted and dated for December 31st, 2018. The invoice will have the following PO #021519 and should also reflect Line Item #8345. Applied to 2018 Budget. Approved (Jeff Gavrich / Motion)(John Tramell / 2nd). All in favor: 6 Opposed: 0
- Approved purchase of rocks (boulders) based on same size, shape, and weight as currently placed at the Darchance Island to be placed at the end of each of the following alleys in the townhomes bordering Venetta. Total purchase not to exceed \$1300.00 and shall include material, delivery, and placement at designated locations as discussed. John Tramell and Patrick Spikes will contact vendor who supplied material that is currently in place at the Darchance Island. Vendor invoice will be dated for December 31st, 2018 and shall use the following PO #021519 and Line Item #8340. Applied to 2018 Budget. Approved (John Tramell / Motion)(Janelle Shay / 2nd) All in favor: 6 Opposed: 0

- Approved Honel Property Maintenance Estimate #1011 for balance of electrical work required to complete power requirements for Derexa and Lonedale Monuments (decorations and lighting displays, low voltage). Vendor invoice will be dated for December 31st, 2018 and shall use the following PO #021519 and Line Item #7320. Applied to 2018 Budget. Approved (Patrick Spikes / Motion)(John Tramell / 2nd). All in favor: 6 Opposed: 0
- Approved additional lighting for all trees located on the Derexa Street monument island and the Lonedale monument area as discussed not to exceed \$15,000.00 (total for all lights based on two per tree, color shade light option, delivery, installation, and connections in designated areas). Vendor invoice will be dated for December 31st, 2018 and shall use the following PO #021519 and Line Item #7320. Applied to 2018 Budget. Approved (John Tramell / Motion)(Mike Walker / 2nd). All in favor: 6 Opposed: 0
- 2018 Budget will be closed after all vendor invoices referenced above have been received and accounted for on the final revision as provided by Leland Management and based on verbal confirmation between Mary Munera (Leland) and Steve Mileski (Board of Director).
- Arroyo Estimate #3204 and Dated 1/29/2019 has been placed on hold for further discussion at the February meeting. This item should be placed on agenda for further discussion.
- 2019 Power washing of Townhomes as provided by Diane (Honel Maintenance) will remain the same scope of work and will not include any changes. Honel will power wash pavers leading from existing concrete sidewalk up to the existing porch (landing) or equal a straight line equal to existing porch where townhome does not have a porch at the direct end of pavers leading to front door entrance only. Porch areas and/or landings will not be included in the power washing and shall be the homeowners responsibility. No vote was required as scope of work remains the same and discussion was for clarification purposes only.
- Board has requested that the February meeting agenda include "Capital Improvements" as a designated topic for discussion.
- Rustic Pavers will begin removal of materials for designated concrete work for new shade system columns on Thursday February 28th with completion (if needed) on Friday March 1st, 2019. Pool will be closed during that process. Vendor to provide caution tape outlining project area when complete.
- Top Line (Shade Structure) will arrive on Monday March 4th, 2019 to unload all materials and begin the installation of new pool shade structure. Pool will be closed during the concrete and installation process.
- Discussion was started on consideration of replacing existing monument at the Townhome entrance. Board has asked that this topic be placed on the agenda for further discussion at the February meeting.
- Board discussed existing outstanding money due to D&C Parking Lot Maintenance Inc. with the following recommendation: Verbiage "which were not there before, causing ponding water" shall be deleted. Janelle Shay will highlight revision and provide all board members with a copy via email for review. Based on all board members present at the special meeting Janelle has been asked to forward the revision to Mary Munera (Leland) for final copy revision to be sent to the vendor as soon as possible.
- Meeting adjourned at 1:35pm

Steve Mileski
LSS - Board Member