

VILLA NOVA CONDOMINIUM ASSOCIATION, INC.
SPECIAL BOARD OF DIRECTORS MEETING

JUNE 10, 2020
Wednesday – 4:30 PM
VIA: ZOOM MEETING

1. The Meeting was **called to order** at **4:34 pm** by the President, John Rude.
2. **Proof of Notice** properly posted according to the Florida State Statutes on **6.8.2020 at 4:00 pm**.

3. **Roll Call and Quorum** was established as follows: (5)

President	_____	John Rude.....	present
Vice President	_____	Robert Vodnoy.....	present
Treasurer	_____	Everett Green.....	present
Secretary	_____	Anita Shepherd.....	present
Director	_____	Peter Vlasis	present
Assistant Recording Secretary	_____	Denise Majka (Mgmt. Rep).....	present

Members in Attendance: (6): **See attachment A.**

4. **Approval of Previous Minutes:** A **motion** was made by J. Rude and **motion seconded** by A. Shepherd that the Board waives the reading of the **May 13, 2020** minutes and accepts them as presented. Discussion noted that corrections were made to the draft. The **motion** was put to a vote:

Yea (5): J. Rude, R. Vodnoy, E. Green, P. Vlasis and A. Shepherd

Nay (0):

Motion Carried

Approval of Previous Minutes: A **motion** was made by J. Rude and **motion seconded** by A. Shepherd that the Board waives the reading of the **May 23, 2020** minutes and accepts them as presented. Discussion noted that corrections were made to the draft. The **motion** was put to a vote:

Yea (5): J. Rude, R. Vodnoy, E. Green, P. Vlasis and A. Shepherd

Nay (0):

Motion Carried

5. **Special Presentation – Atlas Insurance - Policy Renewals:** The 2020-2021 insurance policy renewal proposal was submitted for review. **See attachment B.** Discussion was held on the policies and it was noted that more time was needed for the review the process. Questions were presented regarding building values and the difference noted in the cost of some buildings. The wind mit forms were last completed in 2013. The insurance carrier may request new wind mit forms in the future. The Appraisal Report was last completed in January of 2018 and this will need to be updated in 2020. The Appraisal Report is due every 36 months.

Action Pending.

6. **OFFICER REPORTS:**

President: There was no report at this time. Comments shall be deferred to the agenda items.

Vice President: It was noted that the Walk Around for May was very useful. We are better able to address issues with building units and owners as well as reviewing the overall conditions of the common grounds and assess the services provided by vendors.

Treasurer: There was no report at this time. The Financials for the month of May 2020 were distributed for the review process. A copy has been posted in the clubhouse and on the website

Secretary: A. Shepherd submitted a typed report - see **attachment C**.

Director: It was noted that more work needs to be done for the Painting Project and more volunteers are welcome.

7. OLD BUSINESS:

a.) Ratify Roof Contract for 1723 Bonitas Circle (bldgs. 8 &11):

A **motion** was made by R. Vodnoy that the Board approves the roof contract presented by **All Surface Roofing** (pending legal review) for **Buildings 8 and 11** and said funds shall be disbursed from the **Roof Reserve account**. The **motion** was **seconded** by P. Vlasis.

There was no further discussion. The **motion** was put to a vote:

Yea (5): J. Rude, R. Vodnoy, E. Green, P. Vlasis and A. Shepherd

Nay (0):

Motion Carried

b.) Update on Reserve Study: Additional information needs to be submitted for insurance policy Deductibles and the sewer/plumbing components which Argus is working on. The draft report is due by the end of June if not sooner.

Action Pending

8. NEW BUSINESS:

a.) Ratify Expense for Clubhouse AC Repairs:

A **motion** was made by R. Vodnoy that the Board ratifies the **expense of \$2,093.57 payable to Cool Today** for installing a **new compressor unit** which the current system is about 8 years old and said expense shall be disbursed form the **Operating Account Line item #7210**. See **attachment D**.

The **motion** was **seconded** by P. Vlasis. There was no further discussion. The **motion** was put to a vote:

Yea (5): J. Rude, R. Vodnoy, E. Green, P. Vlasis and A. Shepherd

Nay (0):

Motion Carried

b.) Ratify the Expense for Plumbing – cracked stack pipe – 1712 Lakeside Drive: This matter has been referred to legal counsel for review of the Terry Plumbing invoices and to determine who pays for what costs. Legal counsel needs to provide clarification on Owner verses Association responsibility for plumbing lines.

Action Pending

c.) Approve Insurance Policy Renewals & Costs for 2020-2021: Approvals have been postponed until the June 18th meeting.

Action Pending

9. Owner Comments:

1. Revise 2020 Board meeting calendar for summer time meetings.
2. Schedule roof top shingles for inspection of loose or missing shingles (such as 1709 BC) with Watertite Roofing.
3. Request was made to add stone around base of mailbox at owner's expense but it must be white in color. owner's need to use request forms in the clubhouse and submit them in writing.
4. A brief discussion occurred over what owners can and cannot do around the buildings. It was recommended that unit owners share this type of landscape expense.
5. **Unit Inspection @ 1720 Lakeside Drive:** Resident unit Owner, Jim White, reported that the unit appears to be in satisfactory condition to date.

A **motion** was made by R. Vodnoy that the Board give authorization to Jim White (1723 Bonitas Circle), to access to the vacant unit 1720 Lakeside Drive in order to conduct a periodic unit inspection and said key for the unit shall be released to Jim White through a Board member. The **motion** was **seconded** by E. Green. There was no further discussion. The **motion** was put to a vote:

Yea (5): J. Rude, R. Vodnoy, E. Green, P. Vlasis and A. Shepherd

Nay (0):

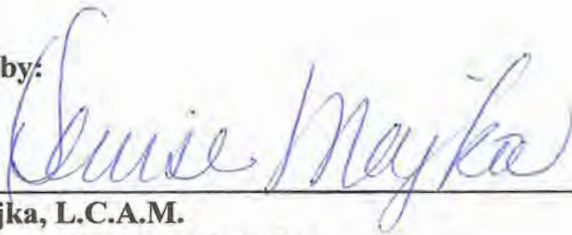
Motion Carried

10. Announcements: Next (ZOOM) Board Meeting date is set for **June 18, 2020 at 4:30 pm.**

11. Adjournment: With no further business to discuss, a **motion** was made by J. Rude to adjourn the meeting at **6:03 pm.** The **motion** was **seconded** by R. Vodnoy.

Motion Carried

Submitted by:



Denise Majka, L.C.A.M.

Assistant Recording Secretary for



Villa Nova Secretary, Anita Shepherd

w/Attachments: A-D

Approved on: 6/10/ **2020**

Villa Nova
Condominium Association

Special Board Meeting
6.10.2020

Attachments: A - D

(A)

VILLA NOVA CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING

JUNE 10, 2020

APPEARANCE OF UNIT OWNERS
GUIDELINES FOR SPEAKING TO THE BOARD

Zoom
MTG.

Dave
McMahon
ALLAS
INSUR.

1. All who wish to speak must sign in. State name, address and briefly state your topic to be presented.
2. All speakers will be called upon in numerical order of sign in.
3. All speakers will be permitted three (3) minutes to make their presentation.
4. After all speakers have been recognized and allowed to speak there will be NO interaction with the Board.
5. No one will be permitted to comment on any item that is not posted on the Agenda unless that has been addressed during the Unit Owner Input allotted time.
6. All cell phones must be turned off.

	NAME	ADDRESS	SUBJECT
1.	Jean Pearson	1738 LD	_____
2.	Jim White	172 BC	_____
3.	Chloe White	1721 BC	_____
4.	Wm. Gombos	882 SB	_____
5.	J. Zolfo	1716 BC	_____
6.	J. Pearson	1738 LD	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____

(B)



PROTECTING OUR CLIENTS SINCE 1953

7120 BENEVA ROAD
SARASOTA, FL 34238-2850
TEL 941.366.8424
ATLASINSURANCEAGENCY.COM

July 30, 2019

Villa Nova Condominium Association, Inc.
Attn: Denise Majka

Re: Insurance Budget – 2020

Dear Denise:

To help support the budget process for the upcoming budget season, please note the table below that outlines the premium estimate for next year. The insurance program currently renews on 6/24/2020.

As you know, we take pride in our renewal efforts to secure the best program every year; we will aggressively re-market all policies 90-120 days in advance and provide options approximately 14-21 days prior to renewal.

The premium estimates are based on the current information and values per the present.

Policy	2019 Premiums	2020 Budget
Property	\$64,365.00	\$72,088.00
General Liability	\$3,980.00	\$4,378.00
Crime	\$566.00	\$650.90
Directors & Officers	\$823.00	\$905.30
Workers Compensation	\$644.00	\$644.00
Umbrella	\$1,299.00	\$1,299.00
Mold & Sewer Backup	\$1,260.00	\$1,297.80
TOTAL:	\$72,937.00	\$81,263.00

Please note that the budget does not include finance fees, appraisal updates, assessments or other state fees.

We look forward to working with you. If you have any issues, please contact me or reach out to Amanda Jones, at 941-552-4110 or ajones@atlasinsuranceagency.com.

Thank you,

Dave McMahon, MBA, AAI
Agent



Date: June 7, 2020

TO: Villa Nova HOA Board

FROM: Anita Shepherd, Secretary

RE: My officer report of activities as Secretary of the Board for May, 2020.

1. Met with Bret from Mr. Marcite Pool Repairs at Villa Nova Pool and discussed repair of cracks and coating of deck etc. They will send us their findings and proposal.
2. Took care of emergency relating to AC in Villa Nova Clubhouse by coordinating repair with Cool Today and Denise from Argus Management resulting in new compressor for AC Unit.
3. Coordinated visits by Naturzone pest company with Denise from Argus Management, owners at 1734 Lakeside, 1733 and 1735 Bonitas, and 1732 Lakeside unoccupied, concerning ant infestation and future visits by Naturzone for entire building.
4. Took care of emergency call for water damage due to cracked pipe at 1712 Lakeside and 1713 Bonitas Circle and coordinated same with Denise from Argus Management, Terry's Plumbing and owners after Peter Driscoll advised me of the emergency.
5. Reviewed all proposals sent via email relating to bids for roofs, landscaping, repair stucco and painting of buildings in Villa Nova.
6. Spent several hours reviewing Condo Documents in order to prepare for Committee handling Villa Nova Declaration, By-Laws, Rules and Regulations.

D



Cool Today Plumbing Today Energy Today
6143 Clark Center Avenue
Sarasota, FL 34238

BILL TO
ARGUS MANAGEMENT OF VENICE INC.
181 CENTER RD
Venice, FL 34285 USA

A/C unit set @ 80°

INVOICE C210-1753431	INVOICE DATE Jun 03, 2020
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JOB ADDRESS
VILLA NOVA CLUBHOUSE
1711 Bonitas Circle
Venice, FL 34293 USA

Terms: Commercial - Service
Completed Date: 6/3/2020
Technician: Lowell Miller

DESCRIPTION OF WORK

Replaced compressor. System operating properly.

TASK	DESCRIPTION	QTY	PRICE	TOTAL
21-2 Comm.Custom.P	21 - Commercial Custom Pricing	1.00	\$2,326.19	\$2,326.19
21- 10COMMAGMNTDISC	Commercial Agreement Discount (10% Off)	2326.19	\$-0.10	\$-232.62

MEMBER SAVINGS	\$0.00
SUB-TOTAL	\$2,093.57
TAX	\$0.00
TOTAL DUE	\$2,093.57
BALANCE DUE	\$2,093.57

CUSTOMER AUTHORIZATION

This estimated price \$2,093.57 includes all tax. It does not cover unforeseen parts or labor which may be needed after the work begins. Written customer authorization will be obtained before beginning any additional work. I authorize the performance of the work described herein. This invoice, including taxes, is due and payable upon receipt. By signing below you agree to the terms and conditions linked here. Terms and Conditions

If you have any questions, please do not hesitate to call us at 941-256-9409 or e-mail us at CommercialBilling@cooltoday.com.

*Board Approved
6/10/2020*

Sign here

Date 6/3/2020

CUSTOMER ACKNOWLEDGEMENT

I acknowledge that the previously authorized work has been completed to my satisfaction.

Sign here

Date 6/3/2020

ABOUT YOUR SERVICE CALL

Dear Customer:

Thank you for calling N&M Cool Today for your air conditioning problem. Your business is appreciated and we will do everything in our power to see that you are 100% satisfied...or you don't pay!

Efficient, dependable service requires far more than just a technician, a tool and a part. To serve you well calls for a substantial investment of time, money and equipment. Unlike servicing a vehicle, we must travel to your door which involves truck mileage, as well as the technician's travel time. Here are some of the items which contribute to superior service:

- An experienced customer service representative to receive calls and get the facts
- A qualified dispatcher to relay calls to the nearest service technician and schedule stops for efficient operation
- A parts department with a large working inventory of backup parts to eliminate costly delays in servicing your equipment
- Trucks with a large working inventory of parts plus expensive tools and test equipment for prompt repairs
- Trained service technicians to diagnose the problem quickly, make the repairs promptly and keep your cost reasonable.

Our service is guaranteed and we would appreciate hearing from you if you have any problems.

N&M Cool Today

Additional Terms and Conditions



RESPONSIBILITIES OF COMPANY:

Company shall do all work in a competent, workmanlike manner. Company is not responsible for any wind-up charges or conditions.

LIMITED WARRANTY:

Company warrants its work to be free from defects in material and workmanship for the warranty period of (2) two years from completion unless otherwise stated in writing on the face hereof. All warranties are void if payment is not made when due. Warranties extend only to the customer and are not assignable. If a defect in material or workmanship covered by this warranty occurs, Company will, with reasonable promptness during normal working hours, remedy the defect. In no event shall Company be held liable for extra or other damage caused by any delay in remedying a defect. To obtain warranty service, please contact us at the number on the reverse side.

EXCLUSIONS AND LIMITATIONS: CUSTOMER'S RIGHT TO REPAIR AND REPLACEMENT ARE THE EXCLUSIVE REMEDIES AND COMPANY SHALL NOT BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM THE MATERIALS PROVIDED FOR IN THIS CONTRACT.

Company is not responsible for the following which are excluded from the coverage of this limited warranty:

1. Defective conditions listed under the above "Responsibilities of Customer"
2. Work performed by or materials installed by others not in this agreement
3. Damage and failure from misdiagnosis or neglect
4. N&M Cool Today is not responsible for any damage caused by a flood, natural disaster or any other act of God.

This limited warranty is the only express warranty Company gives. IMPLIED WARRANTIES, including, but not limited to, warranties of merchantability and fitness for a particular purpose, are limited to a duration of one year from the date of completion.

RESPONSIBILITIES OF CUSTOMER:

Customer represents that except as specified in the request for service, all air conditioning and heating parts are good repair and condition and agrees to hold N&M Cool Today harmless for the discovery of defective conditions.

PROTECTION OF CUSTOMER'S PROPERTY:

Customer agrees to remove or protect any personal property, inside or out, including, but not limited to, carpets, rugs, drapes and plants, and Company shall not be responsible for said items. Nevertheless, Company is held responsible for the removal and protection of Company's work which may cause damage to improvements to real property including, but not limited to, walls, sidewalks, walks, driveways, garages, gutters, sills, beams, studs, sprinkler systems, wallpaper, drywall, vision tile, cabinets and other appliances in the residence or other real property. Company shall not be held responsible for damage to personal property, real property, or any improvements to real property caused by persons following customers or equipment or leaving gates and doors closed for children and animals.

GOVERNING LAW AND LIEN RIGHTS:

This agreement and all rights and liabilities hereunder, shall be governed by the laws of the state of Florida.

STATE LICENSES:

N&M Cool Today is licensed by the state of Florida HVAC # GAC056638, Plumbing # CPC04762 & Electrical # EC166687.

LANDSCAPING DISCLAIMER:

N&M Cool Today is not responsible for any damage to driveway, landscaping, trees, irrigation systems or any underground wiring or piping which installing or repairing may be necessitated during the customer's service. N&M Cool Today will exercise due diligence in discovering any and all existing services. Customer hereby agrees to be responsible for all aboveground lines or other existing work.

UNDERGROUND HAZARD DISCLAIMER:

If rock or other unknown hazards are encountered during excavation regarding labor, material or equipment not provided for use with this work authorization, the labor, material or equipment will be considered an extra part of the work performed. No additional work authorization with costs or rates shall be approved by the owner before work can resume.

DETERIORATED AIR CONDITIONING DISCLAIMER:

Customer hereby acknowledges that aged and deteriorated air conditioning parts, piping, and appliances may no longer be repairable, and customer hereby agrees to hold N&M Cool Today harmless for any damage or deterioration to these items as a result of performing the work described herein.