

**VILLAGE SQUARE OF TITUSVILLE CONDOMINIUM ASSOCIATION, INC.**

**P.O. BOX 15 – TITUSVILLE, FLORIDA 32781-3033**

**NOTICE**

**A regular meeting of the Board of Directors of Village Square of Titusville Condominium Association, Inc. will be held at the following time, date and place:**

**6:30 P.M. – TUESDAY – MARCH 15, 2011 CLUBHOUSE**

**AGENDA**

- I. ROLL CALL
- II. READING OF POSTED NOTICE AND AGENDA
- III. READ OR WAIVE READING OF THE MINUTES

**UNFINISHED BUSINESS**

- I. COST ADJUSTMENT B1685/255 STRUCTURAL REPAIR – LEADER CONSTRUCTION & ROOFING *LEADER \$2900 ON \$1000 + LITTLE B/D*
- II. WIRE/INSTALL THREE (3) HARDWIRED SMOKE ALARMS WITH BATTERY BACKUP IN EIGHT (8) UNITS 1795 – BREVARD ELECTRIC SERVICES *Carley / EVERETT*

**NEW BUSINESS**

- I. ADD LONG DISTANCE CARRIER AND SECOND LINE FOR TELECONFERENCING *SPEAKER PHONE*
- II. DISCUSS USE OF FIRE PITS ON COMMON ELEMENTS *TRIPS 1705 - 1736 =*
- III. LANDSCAPE COMMITTEE *Volunteers - Linda B. Brown you all own plants passed*
- IV. LEASE/SALES APPLICATIONS *—*
- V. FINING COMMITTEE *— 718.303 —*
- VI. RATIFICATIONS: *Carley / EVERETT*
  - A. COLEMAN HEATING & COOLING – BLOWOUT OF CONDENSATE LINE AT 1745 120/220 – FOR COST OF \$65 ON FEBRUARY 5<sup>TH</sup>.
  - B. KEN GROSSE HOME REPAIR SMALL PLUBING AND WATER DAMAGE REPAIRS AT B1745 #220 - TEAR OUT AND LOCTION OF SLOW LEAK, DRYWALL REPAIR, TEAR OUT OF FLOOR COVERING AND APPLICATION OF CONCRETE LEVELOR AT FRONT DOOR AND HALL CLOSET FOR COST OF \$1,480 – FEBRARY 9TH
  - C. PILLAR PLUMBING – MAIN WATER LINE REPAIR AT B1745/120 FOR COST OF \$140 ON FEBRUARY 14<sup>TH</sup>.
  - D. KEN GROSSE HOME REPAIR – REPAIRS TO WATER DAMAGED DRYWALL, 2/X4 FRAMING AND BASEBOARDS B1745/120 FOR COST OF \$935.
  - E. KEN GROSSE HOME REPAIR – STUCCO REPAIR AT B1745/120 FOR COST OF \$885.00
  - F. WOLF, HILL, MCFARLIN & HERRON RETAINER FEE OF \$500 AND FILING FEE OF \$150 REGARDING A MOTION FOR RELIEF FROM STAY REGARDING DEBTOR AT B 1735/133.
- VII. POOL VENDOR *CHANGE TO JTH NOTE FROM RTG*
- VIII. CAULKING B1685 COST ADJUSTMENT – M&B PAINTING - \$1200 *800/.*
- IX. HAND RAILINGS – B1685/254
- X. ADJOURNMENT

POSTED: BOARD OF DIRECTORS

DATE/TIME \_\_\_\_\_

**VILLAGE SQUARE OF TITUSVILLE CONDOMINIUM  
ASSOCIATION, INC. –REGULAR MEETING  
MARCH 15, 2011**

The Board of Directors of Village Square of Titusville Condominium Association, Inc. met in regular session on March 15, 2011. The meeting was called to order at 6:30 p.m. by President Paulette Guthrie. Also present were Vice President Vern Groe, Secretary Carolyn Rigerman, Treasurer Doris McDowell, and Assistant Secretary Evelyn Foley. Also present was Doug Seeley, Property Manager. A quorum was established.

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**READING OF POSTED NOTICE AND AGENDA – MOTION: Treasurer McDowell moved to waive the reading of the posted notice and agenda, seconded by Assistant Secretary Foley. Motion passed on 4 yes vote (President not required to vote).**

**APPROVAL OF MINUTES – MOTION - Assistant Secretary Foley moved to approve the minutes of the January 11, 2011 Annual Meeting, January 11, 2011 Organization Meeting and the February 8, 2011 meeting as submitted. Seconded by Vice President Groe, the motion passed on a 4 yes vote (President not required to vote).**

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**OFFICER REPORTS:** President Guthrie reported the following: 1) Coleman Heating & cooling blew the condensate line at #120/220 on 2/5/11 for a cost of \$65. 2) On 2/9/11 Leader Construction & Roofing was paid \$8000 upfront for the start up of repair/replace of B1685. 3) Ken Grosse Home Repair was paid \$1480 on 2/9/11 for plumbing/water damage repairs at B1745/220 which included tear-out and location of slow leak, drywall repair, tear out of floor covering and application of concrete leveler at front door and hall closet. 4) On 2/14/11 Ken Grosse Home Repair was paid \$885 for exterior stucco repair at B1745. 5) M&B painting was paid \$3,950 upfront money on 2/14/11 for the painting of B1685. 6) Leader Construction & Roofing received 2<sup>nd</sup> payment of \$8000 on 2/17/11 for R/R of B1685. 7) On 2/14/11 Ken Grosse Home Repair was paid \$935 for the repairs to water damaged drywall, 2x4 framing, and baseboards at B1745/120. 8) On 2/14/11 Pillar Plumbing was paid \$140 for repair of main water line at B1745/120. 9) Brevard Electric Services was paid \$1023.48 on 2/11/11 for wiring/install of three (3) hardwired smoke alarms with battery backup in 9 of 10 units at B1685. Unit 254 was not addressed. 10) On 2/17/11 Brevard Electric Services was paid \$1,137.20 for wiring/install of three (3) hardwired smoke alarms with battery backup in all 10 units at B1705. 11) On 2/18/11 the Orlando firm of Wolf, Hill, McFarlin & Herron was paid a \$500 retainer fee. On 2/23/11 the firm was paid \$150 for the filing fee for the preparation, filing and prosecution of a Motion for relief from Stay in reference B1735/133 debtor. 12) Jerry Ramm, our lawn vendor, reported on 3/1/11 that the pressure gauge was reading -0- and he could not hear the relays clicking n. Mike's Pump and Irrigation was on property to check out the problem on 3/2/11 and indicated a pump pull with estimate cost of pull at \$2,500. It was declined. J & E Water Services was then called out and a reading was obtained on the OHM meter. Several irrigation zones were combined to increase the demand so the pump would not cycle so much. The constant on and off cycling causes the pump to overheat. Presently, we have slow dribbling at irrigation heads at B1755 and its island and 1735 and its island and on Sunday there was dribbling at B1745. The pump was switched off until G&E return to finish consolidation of zones and to check the valve which may not be closing completely. 13) On 3/2/11 Leader Construction & Roofing received 3<sup>rd</sup> payment of \$8000 for R/R of B1685. Final payment of \$600 for original proposal is due upon the reinstall of the shutters when painting is completed. 14) Orkin was paid @2965 on 2/28/11 for the termite bond on or 12 condo buildings. 15) On March 15, Internal Revenue was paid \$1722 for tax year 2010 16) Price Rite Pool & Spa Services replaced 300 w deep end pool light bulb (\$27), replaced the seal (\$22), installed 2" ball valve to trim flow (\$42.50) for a total cost of \$126.50. **MOTION – Treasurer McDowell moved to approve the President's report, seconded by Assistant Foley. The motion passed on a 4-yes vote (President not required to vote).**

**Assistant Secretary Foley –** Reported on sales/lease agreements. Suggested that owners be sent a letter regarding the procedure for leasing units and that they could be fined if procedure is not followed.

**Vice President Groe** – Reported that he has been inspecting units to make sure they have at least battery operated smoke detectors and that they are working. He is finding that one or two units in buildings inspected have ones that are not working.

**Treasurer McDowell** – Gave the Treasurer's Report.

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## UNFINISHED BUSINESS

- I COST ADJUSTMENT B1685/255 STRUCTURAL REPAIR – LEADER CONSTRUCTION & ROOFING**  
Proposal received from Leader Construction & Repair of \$3400 which included demolition and evaluation already completed. Discussion took place and it was the consensus of the Board that the bid was too high. It was felt that \$2900 for the job (\$1000 of which would be for work already completed). **MOTION: Secretary Rigerman moved to offer Leader the job for \$2900 (\$1000 of that would be for work already completed). Seconded by Vice President Groe, the motion passed on a 4 yes vote. (President not required to vote).** It was further discussed that if Leader was not willing to accept this offer, than other bids would be considered.
- II> WIRE/INSTALL THREE (3) HARDWIRED SMOKE ALARMS WITH BATTERY BACKUP IN EIGHT (8) UNITED IN 1995 – BREVARD ELECTRIC SERVICES** - Brevard Electric is tentatively scheduled to install these on 3/31/11. All units have BEEN contacted (except 114 which hasn't replied back yet). Brevard Electric's proposal is \$133 per unit. **MOTION: Secretary Rigerman moved to approve the bid from Brevard Electric in the amount of \$133 per unit. Seconded by Assistant Foley, the motion passed on a 4 yes vote. (President not required to vote).**

## NEW BUSINESS

- I ADD LONG DISTANCE CARRIER, SECOND LINE FOR TELECONFERENCEING AND PURCHASE SPEAKER PHONE FOR OFFICE** – Currently the telephone in the office does not have a long distance carrier. In addition, since Vice President Groe will be gone a number of months, a second line for teleconferencing and a speaker phone will allow him to be present at board meeting. Vice President Groe will report back at the next meeting on the cost to accomplish this.
- II DISCUSS USE OF FIRE PITS ON COMMON ELEMENT** – Discussion took place regarding the use of fire pits in the common areas; specifically used in front of buildings on sidewalks and the danger of fire due to flames. Also discussed was gas grills as they too have open flames. After further discussion **MOTION: Treasurer McDowell moved that gas grills and fire pits (open flames) be prohibited. Seconded by Assistant Secretary Foley, the motion passed on a 4 yes vote. President not required to vote.**
- III LANDSCAPE COMMITTEE** – It was suggested that a Landscape Committee be appointed to oversee the landscaping (i.e. a common plant for each building, who plants what, keep track of when sod is needed, etc.) **MOTION: Treasurer McDowell moved to appoint Linda Beckwith as Chairman of this Committee and that she invite others to serve on the committee with her. Seconded by Assistant Secretary Foley, the motion passed on a 4 yes vote. (President not required to vote).**
- IV LEASE/SALES APPLICATIONS-** Assistant Secretary Foley will handle the Lease/Sales Applications and Manager Seeley will handle the estoppels.
- V FINING COMMITTEE** – Our Bylaws allow for a Fining Committee which could fine for violations - \$100 per violation up to \$1000 aggregate. It should include 3 to 5 members and all members would have to agree on a fine. **NO ACTION TAKEN.**
- VI RATIFICATIONS:**

- A COLEMAN HEATING & COOLING – BLOWOUT OF CONDENSATE LINE AT 1745 120/220 – FOR COST OF \$65 ON FEBRUARY 5<sup>TH</sup>.
  - B KENN GROSSE HOME REPAIR SMALL PLUMBING AND WATER DAMAGE REPAIRS AT B1745 #220 - TEAR OUT AND LOCTION OF SLOW LEAK, DRYWALL REPAIR, TEAR OUT OF FLOOR COVERING AND APPLICATION OF CONCRETE LEVELOR AT FRONT DOOR AND HALL CLOSET FOR COST OF \$1,480 – FEBRARY 9<sup>TH</sup>.
  - C PILLAR PLUMBING – MAIN WATER LINE REPAIR AT B1745/120 FOR COST OF \$140 ON FEBRUARY 14<sup>TH</sup>.
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  - E KEN GROSSE HOME REPAIR – STUCCO REPAIR AT B1745/120 FOR COST OF \$885.00
  - F WOLF, HILL, MCFARLIN & HERRON RETAINER FEE OF \$500 AND FILING FEE OF \$150 REGARDING A MOTION FOR RELIEF FROM STAY REGARDING DEBTOR AT B 1735/133. **MOTION: Secretary Rigerman moved to approve ratification of items A-F, seconded by Assistant Secretary Foley. The motion passed on a 4 yes vote. (President not required to vote.**
- VII POOL VENDOR** – The Board reviewed a proposal from J& H Pool Service in the amount of \$280/month for twice weekly pool maintenance, any repairs that would be needed would be done by Conrad Pools. Thirty days notice will be given to our current pool service – Price Rite Pools. Discussion took place that J & H was a local company. **MOTION: Treasurer McDowell moved to award the pool maintenance to J&H Pool Service for \$280/month. Seconded by Assistant Secretary Foley, the motion passed on a 4 yes vote. (President not required to vote).**
- VIII CAULKING B1685 COST ADJUSTMENT – M&B Painting - \$1200** – The Board reviewed the quote from M&B Painting to caulk prior to painting in the amount of \$1200. **MOTION: Assistant Secretary Foley moved to accept M&B Painting’s quote to caulk B1685. Seconded by Vice President Groe, the motion passed on a 4 yes vote.**
- IX HANDRAILING B1685/254** - The hand railings at this location are made of PVC and at the present are dangerous; they had been removed to paint but have been placed back on. Hand railings should be replaced and meet Code. Discussion took place regarding placement of the handrails and the type of material. It was the consensus of the board to solicit bids on removing and replacing; the placement and type of material will also be looked into.
- X ADJOURNMENT** – The meeting adjourned at 8:35 p.m.