

**WOODLAND PLACE OF TALLAHASSEE  
HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING MINUTES  
AT LEWIS ASSOCIATION PROPERTY MANAGEMENT & VIA ZOOM  
October 26, 2022 @ 6:00PM**

1. **Call to Order of BOD Meeting:** Meeting called to order at 6:07pm by Sarah Erb
2. **Determination of a Quorum of Board:** Yes - 3/3 present via Zoom
3. **Confirmation of Proper Notice:** Notice was placed at the mailbox cluster on Saturday, October 22, 2022, more than the required 48-hour notice per the bylaws. The zoom link and agenda were sent out on October 25, 2022.
4. **Approval of Prior Meeting Minutes:** Sarah made a motion to approve prior meeting minutes from August 3, 2022, with Betsy Leathers seconding the motion. Minutes approved.
5. **Officer Positions/Election of Officers:** Sarah Erb - President (3-year term); Melissa Bunker - Secretary/Treasurer (2-year term); Betsy Leathers - Vice President (1-year term). Sarah moved to approve this selection of officers, with Betsy seconding. Unanimously approved by Board.
6. **Officer Reports:**
  - a) **FAQ and Action Issues:** Sarah said she would like to draft a one-page FAQ page for all homeowners to be mailed/delivered in person either monthly or quarterly, which will also include HOA Action Issues. These would also be placed on the website. Melissa and Betsy approved that Sarah could move forward with this for their final review.
  - b) **Updates to Covenants, Conditions and Restrictions:** Jeremy has reviewed the CCR suggested changes presented by Jason T. when he was President. The Board will review these comments and make a suggested rough draft so that we can move forward with getting these updated.
7. **NEW BUSINESS**
  - a) **Appointment of ARC Members:**
    - i. Sarah moved to make the Board members also ARC members. Because WP is a small neighborhood, asking for six volunteers to rotate at different times (3 Officers + 3 ARC members) will mean that we run out of volunteers sooner. This way, we have longevity. Jeremy Anderson confirmed with Sarah on an earlier date that this can be done.
    - ii. Melissa seconded the motion. Board unanimously approved.
  - b) **Drainage Issues in Neighborhood**
    - i. Retention Pond
      - The City of Tallahassee must ensure that Premier gets the “dry pond” up to code per the neighborhood plans. Jason Tramonte exerted lots of effort trying to ensure that this occurred, and it never happened. Although Jeremy Anderson was copied on all these correspondences, he was not officially asked to act on behalf of the HOA. The Board has asked Jeremy to provide an estimate for how much it would cost for this legal work.
      - Jason T. offered the Board with a generalized overview of the issues as they now stand. *He shared photos of the pond as it was years ago, as well as photos of the current conditions.*

*Email from Jason T. to Bill Adams (City of Tallahassee) from 10/4/2021. Jeremy Anderson, Kim Likens, Judah Young, Jason Ghazvini, Sue at LPM, Charles Field, and Ross Hutto at NFWFMD:*

Mr. Adams

The Residents of Woodland Place Subdivision and the HOA have been patient up to this point regarding the acceptance of the infrastructure by the City of their Subdivision. This will be my last plea to you and the City to require the Golden Oak Properties LLC, SANDCO, and Premier Fine Homes to complete the Subdivision as specified in the "CONSTRUCTION PLANS FOR WOODLAND PLACE SUBDIVISION" dated December 19, 2017, as approved by the City of Tallahassee, as drawn by GPI, Greenman-Petersen Inc, signed and sealed by Alan D. Wise, Engineer of Record, and as approved for the drainage permit by the NFWFMD.

The Residents of Woodland Place Subdivision and the HOA will NOT ACCEPT anything less than what is indicated on the approved construction plans. The "dry" retention pond and surrounding area remain most problematic.

SANDCO has just completed remedial work on the pond. The work performed included, cutting the grass in the pond bottom, discing the pond bottom, and dumping "salvaged" concrete debris at the outfall. Sheet 20 (see attached) gives specific instructions as to how the Pond is to be constructed and completed. Additionally, Exhibit "B" Special Conditions Items #3 and #4 (see attached) list Documents that shall be submitted by the Engineer of Record before acceptance of the Landscaping and Pond. I have highlighted the areas that are not, or were not constructed according to the approved Plans. NOTE: The HOA will require a copy of the documentation required by Exhibit "B" Special Conditions for the files.

Please have the Developer complete all of Woodland Place Subdivision as specified.

Current Photos will be sent by separate email.

Thank You

JASON TRAMONTE, HOA President

Items #3 and #4 of Special Conditions:

- 3. Prior to issuance of a C.O. an arboricultural compliance report prepared by a Certified Arborist must be complete for all mitigated and protected trees. If it is determined that this mitigation was not successful then a Fee in Lieu or additional replanting will be required.**
- 4. Prior to C.O. of the buildings, the stormwater facility must have an active recovery test performed by the contractor/engineer for the facility that demonstrate the percolation rates used in the design documentation are valid. The Engineer of Record shall validate the measured percolation rate. The design shall be analyzed using actual measured infiltration rates to determine if remedial action will be required to comply with code requirements. It is highly recommended to install a staff gauge in both facilities and to keep track of large rainfall events so the recovery analysis can be performed early in the construction process.**

Jason offered to provide Sarah with emails and more information regarding details.

- *Arborist:*

- When Jason talked to the arborist, the arborist said that he would do a report that addressed all damaged trees within the neighborhood (including in common area). Report would include a requirement for Premier to come and address these safety issues with trees (such as item 7.b.e. in these minutes). This should have been taken care of before turning neighborhood over to the HOA.
- The neighborhood plans stated that anise could be placed as a shrub along fence line, but arborist recommended confederate jasmine to grow on the pond fence. Instead, neither was done and azaleas were planted just outside the fence, which are high-maintenance and take work (special fertilizer, frequent watering, etc.) Currently, they are covered with weeds, as is the rest of the pond.
- Originally, the azaleas were watered from the fire hydrant at the end of Leaning Oak. Premier ran a two-inch pipe with a meter and watered the plants, but the water stopped running and began leaking, so Jason T. turned it off and notified Premier. Although the two-inch line all around has been disconnected, it hasn't been taken out and is unsightly. Premier needs to take this out because it wasn't part of the neighborhood plans.

- *Percolation/Conditions:*

- After Hurricane Michael in 2018, Jason T. took photos each day to document pond percolation. Requirement is that the water must be completely drained within 90 hours. According to the date stamps, there was still water standing after two weeks. This is not in accordance with the plans and Special Conditions of our specific pond. This must be certified by the engineer of record. The bottom of the pond is not at 75 feet due to erosion/standing water (where riprap is). NOT a “dry pond.”
  - *Neighbors are encouraged to look at Piney Z retention pond, other neighborhoods built by Premier, or even the retention pond at the Boulos off of March Road – that’s how it is supposed to look. It is supposed to have grass.*
  - Perhaps bond held over the contractor could be used or mentioned – Item for Jeremy?
  - Mr. Ghazvini assured Jason T. that there would be a walk through the neighborhood to make sure everything done; this never happened and we were left with their problems.
- ii. Easements
- Drainage issues continue in the easements between/at back yard fences between March Road and Willow Crossing Drive. Premier was supposed to leave an easement between back yard fences for drainage purposes, which was only done for some of the homes. Five homes share a back-to-back fence, causing drainage issues and fence damage due to rot. These drainage issues affect all the homes along this area of the neighborhood.
  - Hughes Lawn Care mows easements that they can get to, but back-to-back fences can make it difficult to properly maintain the easement so that it can drain. Even still, draining won’t happen properly if these fences are not corrected.
  - Mr. Ghazvini, who created this problem, assured Teresa and Bill Carroll that he would get their backyard fixed, which never was fixed. Concrete around the fence posts is way up now because the fence has gone down so much, compromising fence integrity.
  - Christopher echoed this – Water does not drain because fence is in the wrong place.
  - Sarah will ask Jeremy to add this to his list for Premier to correct, per the neighborhood plans. Jason has multiple emails that he can provide to Sarah and/or Jeremy because he emailed with Ross Hutto of NFWMD and many others regarding issues like this that Premier left us with.

**c) Discussion about Mailbox Covering**

- i. This was brought up in meeting minutes from March 2021. It was expressed that a covering over mailboxes would be good in the event of rain, etc.
- ii. Melissa noted that we should ensure it’s something homeowners still want.
- iii. Jeremy to find out why we did not get a covering for mailboxes like other Premier neighborhoods. Sarah will add this to the list for Jeremy. Sue stated that she may remember that there was one neighborhood that Premier couldn’t get a permit for.
- iv. Should this be a dead end, find out if homeowners want a covering. If so, investigate neighborhood beautification grant (Jason T. has the information/contacts from when we did the grant to get the neighborhood sign done). Sue can get some quotes, including design options before grant is pursued.

**d) March Road Townhomes (trees at end of Leaning Oak)**

- i. Privacy needed between end of Leaning Oak and March Road Townhomes.
- ii. Sue asked Jeremy for contact because he worked with the developer back when we halted plans to use Leaning Oak as the main entrance to the townhomes. Jason T. has the information for Sue and will send it to her.
- iii. According to plans, there is going to be an eight-foot walkway between (walking/bike path), along with a 30-foot easement around their construction site. Because there is a buffer, there will be trees planted, but not mature trees. The developer is required to

plant a certain number of trees depending on the amount they cut down.

e) **ArborPros quote on hollow tree near mailbox**

- i. Quote has been provided to take down dead tree for neighborhood safety. Limbs hanging over mailboxes will also be taken down.
- ii. Should HOA pay for this and then have Premier reimburse? Sarah will discuss this with Jeremy, as Premier should have taken this tree down. This is a safety hazard.
- iii. Quote also includes grinding down stump, which was taken down by Mr. Ghazvini, so why didn't he grind the stump down?

**8. Owner Comments:**

- a) Another question for Jeremy:
  - i. The only document that *alludes* to the HOA taking over is meeting minutes from January 2020. Why is there no piece of paper notifying that the neighborhood meets the requirements of the City of Tallahassee?
  - ii. Previously, Sarah has asked LPM and Jeremy when the neighborhood was handed over to HOA, because she couldn't find a document.
  - iii. Jason T. and Lily Reyes both remember this meeting and agreed that the understanding was that it was still pending for final acceptance (i.e., walk-through previously referenced plus official "release").
- b) Nancy Tamariz stated that they have had some potential safety issues with the very large oak trees alongside their property. Premier said an arborist wouldn't be sent out because a C.O. had not yet been turned over. Because there's no leaves/canopy on these trees, a storm could cause the limbs to break and spear into a home, the ground, or a person.
- c) Armando Tamariz – A while ago, there was a drainage problem alongside their patio and Premier sent someone named Mark Elings along with a crew and they fixed the issue. Although Elings was sent by Premier upper management, Armando will contact to Sarah.

- 9. Call to Adjourn:** Sarah Erb moved to adjourn the Board Meeting and Betsy Leathers seconded that motion; the motion passed unanimously, and the meeting was adjourned at 7:29pm.