

# *Villa Serena*

## **Villa Serena Owners Association, Inc. Meeting Minutes November 2, 2022**

The Board of Directors meeting of the Villa Serena Owners Association, Inc. (the "Association") was held on November 2, 2022 at the Clubhouse pool located at 2239 Kings Palace Drive, Riverview, Florida 33578. Stephanie Pepin called the meeting to order at 6:32 p.m.

Board Members in attendance:

Stephanie Pepin, President

Sharon Grant, Vice President

Maria Gsell-Murray, Treasurer

Don Robinson, Secretary

Donna Herzog, Director -on Zoom

Also, in attendance was Christina Kelly, Ameritech community manager

A quorum was established and the President welcomed members to the meeting. Proof of Meeting Notice was established, having been posted Friday, October 28, 2022.

A motion was made by Sharon Grant to approve the Minutes for September 6, September 20, and October 15, 2022. The motion was seconded by Maria Gsell and passed unanimously.

Stephanie Pepin gave a brief recap of the damage from Hurricane Ian: A couple of ceiling panels from under the clubhouse veranda and several small soffits were blown out. All have been repaired. A couple of trees lost significant limbs, one tree was uprooted, and a lot of debris was strewn through the community. All have been cleaned up.

Several buildings had shingles blown off. All have been repaired and are watertight, but the shingles are brittle and in bad shape.

Stephanie Pepin gave a brief recap of the roof bidding process. Christina Kelly, Stephanie Pepin, and various Board members had met with five different roofing contractors and with several shingle manufactures, and had consulted with the Association's insurance agent to create a set of guidelines for shingle quality, underlayment specifics, and the warranty level desired before acquiring bids. Four of the five contractors presented proposals for specific GAF shingles, peel-and-stick underlayment, and a 25 year roof warranty. No. 1 Roofing presented the lowest bid for exactly the same roofing system as the other contractors.

Buster Simon and Chris Szostek, owners of No. 1 Roofing; and Mike Finster, Sr Territory Manager for GAF, the shingles and roofing system manufacturer spoke about the roofing system: the type of shingles, peel and stick underlayment, and ventilation in the proposed contract. They addressed the GAF Gold 25 year warranty that would cover the roof. They spoke about the estimated five month timeline, logistics, and the manufacturer and county inspections involved in completing the project.

Mike Perez, President of Ameritech discussed the project management agreement and responsibilities that Ameritech will assume during the community reroofing: on-site management, scheduling, organization, inspections, parking, logistics, cleanup, financial oversight, and communicating with the residents.

Community comments and questions were addressed throughout the meeting.

Sharon Grant made a motion to approve a contact for \$10,700.00 with Gator Boys Pressure Washing to pressure washing the community driveways, sidewalks and retaining walls. The motion was seconded by Maria Gsell and passed unanimously.

Don Robinson made a motion to approve a contract for \$6,635.00 with Specialty Contracting to repair the skimmer on the NW corner pond. The motion was seconded by Sharon Grant and passed unanimously.

Sharon Grant made a motion to approve a proposal from No. 1 Roofing for \$1,950,800 for reroofing the thirty Villa Serena Buildings. The Board attorney will review the contract. The motion was seconded by Maria Gsell and passed unanimously.

Don Robinson made a motion to approve a Construction Project Memorandum of Understanding (Engagement Letter) with Ameritech for a fixed amount, \$97,540, to oversee and manage the reroofing project.

Stephanie Pepin adjourned the Meeting at 8:10 p.m.

**Approved 11-9-2022 Meeting**