

## Vista Lakes Community Association

Board of Directors Meeting  
July 12, 2007, at 7:00pm  
8841 Lee Vista Blvd.

### VLCA Board Meeting

Thursday, July 12, 2007

Meeting called to order: 7:54 pm

**Attendees:** Curtis Bourque, Ed Detrick, Renee Hale, Tom Malone and Jim Shelton

**Absent:** Ron Cumello, Arno Zeyn

**Association Manager:** Carol Rumely/Gary Van Der Laan

Notice: Posted on Association Website and at entrances to each neighborhood at least 48 hrs in advance

Minutes: A motion was made (Tom/Curtis) and carried to approve the minutes of the June 14<sup>th</sup> meeting as presented.

Introduction of new Association Manager:

Jim Shelton introduced Gary Van Der Laan of Leland Management who is assuming the management duties from Carol. Transition is underway.

Treasurer's Report-no formal report:

- The Leland request to use ACH for payroll reimbursement is still under evaluation.
- The budgeting process for 2008 is underway; Leland will provide a spreadsheet documenting 6 months of expenses with estimates of year end and proposed 2008 numbers by the end of July
- Neighborhood reps were asked to provide the Board with an estimate of their financial needs for neighborhood events and projects
- The results of the Developer's Reserve Study are expected shortly.

### **OLD BUSINESS**

1. Legal issues: Jim reported that he, Ed Detrick and Ron will be meeting with Association Counsel to review the CDD gate easement agreement which would grant the VLCA the right to "operate" but not own the gates at Melrose, Warwick and Waverly/Carlisle/Windsor. Other Association business including Turnover and the OCPS agreement will be discussed as well.

2. Approved items-status:

- Telephone services – Tom reported a contract with AT&T has been executed for landline services (4 lines) and Internet access and will become effective on 7/18. An additional contract for cell phone services (new phones and numbers) will be executed later this week.
- Lifeguard chairs – Carol advised that Maria reports these have been ordered.
- Fencing at Residents' Center – Carol advised that proposals are expected from two vendors by Friday and will be emailed to the Board for review.
- Re-keying – Gary passed out keys to the Board members and advised that the A keys were distributed as planned and the C keys had been given only to the Pool Staff. A motion was made (Curtis/Tom) and carried to issue an A key for the Staff supervisor on duty and an extra A

key for the safety Board member also not to distribute the C key to the bathroom maintenance vendors or to give out D keys to the other vendors on the list until Gary can develop a document for each vendor to sign acknowledging responsibility for the key.

- Tables/chairs – Gary reported that tables and chairs had been purchased. A motion was made (Curtis/Tom) and carried to purchase two additional tables.

### 3. Safety Issues:

- OPD Citizen Observer Program – Curtis reported that the volunteer from Horizons is nearly through all the required steps and that the other two volunteers are just beginning the process.
- Jim reported that the OPD Trespassing Authorization was executed and in place; it is posted on the Residents' Club door and in the window of the Pool Office.
- A motion was made (Tom/Ed) and carried to create a Safety Committee and to appoint Carol Schuett as Chair. The Board determined that evaluation of "safety related issues" would be the responsibility of this committee and recommendations for action should be brought to the Board for approval. OPD has made a recommendation that all pool area lights including the large flood lights and the underwater pool lights be left on over night. A motion was made (Jim/Curtis) and carried to leave the floodlights and the underwater pool lights on. The Association Manager was directed to have repairs made to the one floodlight that is broken.

4. Anderson Park – John Rose, as the Newport Rep, indicated that due to time constraints he is unable to work on this project with the City; Renee indicated she is aware of two residents who may be willing to assume responsibility for this project.

5. Covenant Enforcement issues: Carol indicated there were no new files to refer for legal action.

6. The date for the Quarterly Meeting will be July 24<sup>th</sup> at VLES; signage indicating the change of date and location will be placed on the entrances to all neighborhoods the week of 7/16, flyers will be posted on mail box bulletin boards and at the pool and the web site will also be updated to indicate these changes.

## **NEW BUSINESS**

### 7. Authorized direction

- Termination of Mr. First Aid- a motion was made (Jim/Tom) to cancel the services of Mr. First Aid.
- Toddler Swings for Vista Park – A motion was made (Tom/Curtis) and carried to spend \$316 on two new swings for Vista Park.
- PROscape palm pruning proposal – A motion was made (Tom/Curtis) and carried authorizing Gary to spend up to \$2250 with any contractor on this maintenance.
- Tennis Courts – Carol advised that the windscreens are backordered. Curtis stated that the Board had not approved new windscreens.

8. Leland use of Maintenance staff off property – Gary advised it would not happen in the future

9. Refund request for towing drop fee – A motion was made (Curtis/Tom) and carried to deny the resident's request for reimbursement

10. Review of safety policy – a motion was made (Curtis/Renee) and carried to keep the original version and send it to legal for review. Carol Schuett was asked, as the new Chair, to draft a proposal for the Association's approach to safety. Renee Hale volunteered to identify security consultants that would assist in this effort.

11. Hurricane preparedness- review of the current plan was deferred to the next meeting to give Board members and Gary a chance to review it. It can be used as written in the event of a storm in the meantime.

12. Renee, as chair of the Events Committee, opened discussion on permission to allow alcohol for events on Association property. Gary was directed to evaluate the liability issues surrounding this request and report back to the Board.

13. Jim announced that Carol Schuett had agreed to assume the Chair of the Amenities Committee

14. A motion was made (Curtis/Tom) and carried to set a 24 hr deadline on distribution of material for board meetings.

**Adjournment:** A motion was made (Jim/Curtis) and carried to adjourn the meeting at 10:10pm.