

Vista Lakes Community Association

Board of Directors Meeting
September 13, 2007, at 7:00pm
8841 Lee Vista Blvd.

VLCA Board Meeting

Thursday, September 13, 2007

Meeting called to order: 8:00 pm

Quorum established

Attendees: Ron Cumello, Arno Zeyn, Curtis Bourque, Renee Hale, Ed Detrick and Jim Shelton

Absent: None

Association Management: Gary Van Der Laan-Community Manager

Approval of prior meeting minutes: A motion was made (Arno/Curtis) and carried to approve the minutes with changes as presented by Arno and Ron. All in favor.

Financial Update -Treasurer

- Monthly Financial Status: Arno reported on current financial situation and anticipated year end surplus. Arno recommended creation of a policy to deal with any funds remaining at the end of the year. Discussion of allocation of monies in the reserve account so that no neighborhood receives an undo portion of the funding.
- **Motion was made (Arno/Ron) to move prior years excess revenue over expenses into the operating fund balance account on a yearly basis. All in favor.**
- 2008 budget process status: Arno reported that the committee has met twice and will be meeting again Saturday the 15th to consider the third draft of the budget.
- Key Budget Decisions: Discussion of Reserve study issues. Committee feels the average interest earned from the reserve accounts of 4.3% would cover any cost escalation as anticipated in the reserve study. Committee is also considering an increase of the bad debt line item from 1,500 to 25,000. Arno reported that the monthly financials were received early this month, and thanked Kesha, Lisa and Gary from Leland Management for their effort.
- Discussion of several anticipated changes which may effect the budget. These changes include, Management staff changes, Maintenance contractor changes, Road reserves and neighborhood representative allowances.
- Ed raised the issue of going back to Newland concerning the shortfall at turnover of the reserve accounts. Ron will raise this issue with Taylor and Carls.
- Ron talked about the impact on gated communities of the reserve study and the committee's intent to spread the increase over the next 5 years to lesson the initial impact.

- After the next round of changes the committee will send the budget out to the Board for consideration no later than 9/25/07.
- **Motion made (Ron/Curtis) to allocate \$50,000 of the anticipated excess income over expenses for capital improvements within the community. All in favor. The amenities committee was asked to develop a project list.**
- Leland request for Gevity payroll ACH. No action taken on this issue.
- Arno reported that he and Ron are now the only signers on the Association bank accounts. Arno will be bidding out the banking services.
- Arno has talked with the auditor concerning his independence from Leland management as well as internal controls, management letters, accounting principles and fees charged.
- 2007 Capital Improvement projects. The neighborhood representatives will be contacted to provide feedback as to the use of excess funds.

Old Business

Director Nominations and candidate status:

- Curtis requested that 3 more members be appointed by the Board for the election committee. After discussion Curtis will contact all neighborhood representatives to solicit volunteers for the election committee. Curtis has requested management to send an email to all neighborhood representatives requesting they each provide 3 to 4 questions to be used at the roundtable candidate meeting. Candidate forum will be held prior to the next Board workshop 10/11/07 at 6:00 pm.

Turnover Meeting Status:

- Rene, Jim and Ron are set to meet with representatives from Newland on September 26. Meeting was requested by Newland as a final sit down prior to involvement of attorneys.

OCPS status:

- Waiting for contact from school Board attorney.

Staff and Organization discussion:

- Ron met with Maria and Gary to discuss upcoming changes in the organization of the on site staff.
- An ad hoc committee was formed to review job descriptions and recommendations on reorganization. Ed, Rene and Arno will make up the committee.

Approved Item Status:

- **Bollard Status**, approved with allowance for vehicle access on to field. Curtis discussed the need for emergency vehicle access to the fields.

Safety Issues: Meeting with security Consultant:

- Carol Schuett reported that the committee had met with a security consultant who had made some recommendations and comments on the community. The consultant agreed with the direction the community was taking and also made

some additional suggestions as to how to get the local police more involved with the community.

Motion made (Curtis/Arno) to allow the police to use the welcome center as a sub station, a cyber lock will be installed on the door and an alarm code will be set up for the police department use. All in favor.

- Management will continue looking into possible changes to the fencing around the pool area to prevent climbing over the fence.

Anderson Park plans: No action to date from neighborhood representatives.

Covenant enforcement issues: Discussion concerning homes not being maintained and the action the Association is able to take. Management was instructed to contact Taylor and Carls for options and a proposed policy as to how best to deal with the increasing number of these properties.

Committees:

Communication: Discussion as to guests being permitted in the fitness classes. After reviewing past newsletters it was determined that although it is unknown who created this policy, allowing guests has been the policy. Gary will discuss with Maria and make sure sign-in sheets are being used so the Board can know how many residents/guests are in the classes. Also need to make sure hold harmless forms are being signed. A copy of these forms is to be given to the amenities committee for review.

Motion made (Curtis/Arno) to send newsletter out to print. All in favor.

Motion made (Ron/Arno) that the Board not get involved with the newsletter process in the future. 5 in favor, 1 opposed (Curtis).

Motion made (Jim/Curtis) that Jerry Harris Chair the Communication Committee. All in favor.

New Business:

- **Windsor Tree report.** Report from agronomist indicated that trees in the Windsor community were drastically under fertilized and did not have proper tree rings. Additional problems, which have resulted from poor installation.
- **Motion made (Ron/Arno) that management send a letter to all residents of the Windsor community specifying proper tree maintenance. All in favor.**
- **Meeting with other HOA's.** Ron reported meeting with neighboring committees and discussion of common issues as well as the possibility of forming a neighborhood coalition.
- **HOA property.** Concern raised regarding Board members or residents removing association property from the common areas. Discussion that property should not be removed.

Adjournment: Meeting adjourned at 11:15 pm