

**Vista Lakes Community Association**

**Board of Directors Meeting Minutes**

**November 12, 2009**

**8841 Lee Vista Blvd.**

**OPEN FORUM at 6:34 p.m.**

Questions from 9 residents in attendance regarding the funds received from Newland, financial status of the association and upcoming maintenance items.

Establish quorum, Ron Cumello, Renee Hale, Kent Campbell, Debbie Salerno, Jim Shelton, Valerie MacAllaster present. Gary Schuett absent.

**Call to Order and Proof of Notice, meeting called to order 6:55 pm**

**Approval of Prior Meeting Minutes, Motion (Valerie/Kent) to approve minutes as submitted with changes emailed from Kent, All in Favor.**

**Election of VLCA Officers, Motion to nominate officers as follows (Ron/Renee) President – Kent, Vice-President – Valerie, Secretary – Debbie, Treasurer – Jim. All in Favor.**

**Action Item, new signature cards need to be signed by Kent and Jim.**

CD Job Description - Renee & Valerie. Discussion of the revised job description. Final draft of the job description to be reviewed at the December meeting.

**Financial Update -Treasurer**

Monthly Financial Status, Valerie reported on the financial status of the association. Discussion of expenses approved by the community director not previously reported in the monthly updates.

Funds Execution, discussion on the issuing of checks.

**Action Item: Jim to discuss issues with Sharon regarding invoice process.**

**Old Business:**

Association Manager's Report, discussion of report that was sent out. Gary discussed the agronomist report and the time frames used in bringing the completed report to the board..

Community Director's Report, Sharon was not present at the meeting, a report was distributed prior to the meeting.

**Motion (Ron/Jim) to replace the pool pump for the theme pool not to exceed \$2,900. All in Favor**

Covenant Enforcement Issues, Larraco response to attorneys letter. **Motion (Valerie/Debbie) to proceed with filing of lawsuit. All in Favor.**

Discussion about homes in violation for maintenance issues. Ron suggested creating a notice for lawn maintenance issues which will set a deadline for compliance with and will require a written response from the owner, **Motion (Ron/Valerie) to create a letter and provide the board a list of the on-going violations for this process. All in Favor.**

**Action Item: Gary to notify the HOA attorneys of the new board members.**

Committees (including memberships)

- Amenities, Jim reported on the monthly meeting of the committee.
- Communication, Jim reported on status of January newsletter.
- Contracts, Ron discussed the status of the committee, group meets as needed, no current activity.
- Engineering, Ron stated that this committee meets as needed, no current activity.
- Events, Renee reported on upcoming events.
- Capital Improvements (Turnover Repairs), Ron reported on the activity of the committee created to discuss use of the funds from Newland. **Motion (Ron/Valerie) to approve the priority of work submitted by the committee. All in Favor.**
- **Motion (Ron/Jim) to establish a committee to implement the repairs on the priority list within the Newland budgeted amounts for best value. All in Favor.** Ron, Jim and Valerie volunteered to be on the committee.
- Open Action Items
  - Signage, discussion of proposals for new notice signs throughout the community. **Action Item, Sharon to purchase 14 new whiteboards.**
  - Review VLCA Organization and Responsibilities Documents - Kent & Valerie. Jim provided an update on the document. Kent stated that a draft should be ready for the December board meeting.
- VLCA Master Association Schedule – Secretary, Ron will update the schedule for 2010 and provide to Debbie. Debbie will work with the communication committee to establish dates for the newsletters.

**New Business**

- Staff 2009 evaluation process. Ron discussed last years process. **Motion (Ron/Renee) to have Sharon complete evaluations of all full time staff prior to the January board meeting. All in Favor.** Ron, Valerie and Renee will work on Sharon's evaluation prior to the January meeting.
- VLCA contracts discussion – tabled.

- VLCA equipment use, discussion of the use of Vista Lakes owned equipment being taken off of the property.

**Motion (Ron/Valerie) to re-affirm the existing policy of not allowing the equipment to be used off site. Ron, Kent, Valerie in favor. Debbie, Jim, Renee opposed, motion fails.**

**Motion (Kent/Jim) until policy is agreed on there will be no lending of association property. All in Favor.**

Kent requested that Gary provide dates for consideration for board members to visit the offices of Leland management.

**Adjournment, with no further business to discuss the meeting adjourned at 10:39 pm**

APPROVED