



Vista Lakes Community Association, Inc.

**Board of Directors Workshop minutes
June 10th 2010 at 6:30 p.m.
VLCA Resident's Center**

Current Board of Directors: Kent Campbell (President), Valerie MacAllaster (Vice President), Debbie Salerno (Secretary), Jim Shelton (Treasurer), Ron Cumello (Director), Renee Hale Director, Gary Schuett (Director)

Resident Open Forum starts at 6:30 p.m. (Approx 30 Minutes) question from resident regarding ballots mailed out in Champlain.

Establish quorum, Kent, Debbie, Renee, Gary, Jim, Ron and Valerie(arrived at 8:45pm) present.

Call to Order and Proof of Notice, meeting called to order at 6:45pm

Approval of Prior Monthly Workshop Minutes (May 13th 2010), Motion (Ron/Debbie) to approve minutes as submitted. All in Favor.

Community Director's Report (Sharon Eichorn)

Report was provided to the board prior to the meeting. Discussion of the report not being received by the requested date.

Clarify July vacation plans, Sharon will be out from July 8th-26th.

Employee Hiring - Review of Policy (Eligibility), discussion of hiring policy for pool staff. **Motion (Kent/Debbie) to clarify hiring procedure from email into a formal board process. All in Favor.**

Pool Staffing During Inclement Weather - Review of Policy, Kent requested that Sharon review her policy for pool staff. Sharon uses weather.com as a guide, if it appears that the pool will not be reopened staff in excess of 2 are sent home. If staff does want to go home they are permitted to stay on.

Association Manager's Report (Gary van der Laan)

Discussion of the violation enforcement process.

Short Sale Letter, discussion of the letter. Ron has concerns with sending out a letter endorsing a particular company. No action to be taken.

Financial Update – Treasurer (Jim Shelton)

Budget Build Process for 2011 Budget (to include any input required, when it is needed, and who it is needed from). **Motion (Ron/Debbie) the board provides direction to the finance committee to not raise dues to the association not including reserve amounts. All in Favor.**

Jim discussed the current financial status of the association. Jim provided a handout showing a history of uncollected money from the time of turnover.

Committee Updates

Communication committee, Jim asked for feedback on the newsletter. **Motion (Jim/Kent) to approve newsletter as amended. All in Favor.**

Gary Schuett reported on the last ARC meeting and request for a new member.

Ron reported on the contracts committee discussion with the engineering firm to look at the under drain issue.

Old Business to be discussed

Palm Tree Trimming, **All palms at the pool area to be trimmed for \$1,000, Gary to contact Servello.**

Avon Doggie Pot, **All Doggie Station to be installed**

Hurricane Plan Contact List Update, Sharon has updated the contact list. **All Sharon to conduct dry run with pool staff before the next board meeting.**

Sign Update, signs are expected delivered within the next 4 weeks.

Pool Rules Review, Carol provided revised pool rules in advance of the meeting and requested input.

Discussion of the rules, Ron offered to work on a revision of the rules.

Covenant Enforcement Issue (Kent), Kent discussed an open covenant enforcement action. **Motion (Ron/Valerie) to move forward with the request for mediation.**

Turnover Repairs Update (Ron), nothing additional to report.

Neighborhood Rep Nomination/Election Update, Gary reported on the election results as follows: Windsor – David Waife, Amhurst – Jeffrey Hohman, Horizons - no votes, Colonie – Richard Smith, Central Park – tie vote, Avon – Joseph Swanson, Champlain – Judy Smeltzer, Waverly – no votes, Gentry Park – Patty Kenny, Melrose – Jim Shelton, Carlisle – Randy Young, Pembroke – Flor Taveres, Warwick – Nancy Cotterman, Newport – Isreal Collazo.

Motion (Ron/Debbie) to accept the results of the election. All in Favor.

Discussion of the mailing of ballots and how to assure that in the future residents are aware of the election process.

Sports Team Sponsorship (Val/Ron), The board discussed the opinion received from the association's attorney. Ron to follow-up with attorney on open issues.

Pool Area Furniture (Sharon), new furniture has been installed.

CD Hours /"After Hours" Clarification (Kent), discussion of sick days and hours worked. Kent discussed the need to better understand the work requirements before moving forward with an additional employee.

"CC and CD" Job Description (Ron), discussion about the job descriptions submitted.

- Covenant Enforcement
- ARC

Motion (Ron/Gary) to approve the concept of the new job descriptions subject to incorporating final comments/final agreement and to begin a search to fill the new Community Coordinator (CC) position. CC not to be hired until the CC Job Description, and updated CD Job description are adopted by the Board. Until the new CC position is filled the existing CD job description will remain in effect. Jim, Kent, Gary and Ron in Favor. Valerie, Renee opposed. Debbie, no vote. Motion passes.

New Business

Neighborhood No Outlet sign request (submitted Neighborhood Rep Randy Young to Sharon). Board discussed, no action to be taken as these requests have not been approved in the past.

Swim Meet (Sharon), Sharon discussed the current swim team and proposed team usage of the pool area. No action taken.

Association Schedule – Secretary (Debbie Salerno), no discussion.

Adjournment, with no further business to come before the board the meeting was adjourned at 11:48 pm

APPROVED