

**Meeting Minutes – Board of Directors Workshop
November 11, 2010 at 6:30 p.m.
VLCA Resident’s Center**

Board of Directors: Kent Campbell, Debbie Salerno, Jim Shelton, Ron Cumello, Gary Schuett, Bill Gompel, Israel Collazo

Resident Open Forum starts at 6:30 p.m. (Approx 30 Minutes): 2 residents in attendance. No questions came before the board.

Establish quorum: Kent, Ron, Jim, Israel, Gary, Bill. Debbie Salerno not in attendance.

Call to Order and Proof of Notice: Called to order at 6:37pm.

Approval of Prior Monthly Workshop (held 10/14/2010) Minutes. Motion (Jim/Kent) to approve minutes as presented. All in favor. Motion Carries, 6-0.

Election of VLCA Officers: Board discussed the officers positions. Motion (Kent/Ron) for approval of the vote for Board Officers as follows: Ron Cumello (President), Kent Campbell (Vice President), Jim Shelton (Treasurer), Debbie Salerno (Secretary), the remaining board to serve as Directors. All in favor. Motion carries, 6-0.

Action Item: Gary v. will contact Debbie about the secretary position and provide feedback to the Board.

Community Director’s Report (Sharon Eichorn), report provided to board via email.

Make Up Maintenance, discussed status of list.

VL Visa Card assignment: Gary S. will be given a card.

NNO staff food costs: Sharon discussed the cost of food she initially purchased at the Fall Festival NNO for the staff and volunteers. 20 meals at \$5 per meal, \$100 total. This expense was not initially accounted for in the event cost planning. After discussion, this cost was allowed by the Board.

Speed Monitors, Orlando Police will provide these on a rotating basis.

Action item: Sharon will contact OPD and find out: how long VL will be allowed to keep the speed monitors; how long the speed monitors will remain in one place before being relocated; if it is acceptable for VL employees to relocate the speed monitor once it is provided by OPD.

Motion (Jim/Ron) to establish a full time position of Administrative Assistant to the CD” should read “Motion (Jim/Ron) to establish a temporary full time position of Administrative Assistant to the CD.” Motion Carries, 6-0 All in favor.

Action item: Gary will get a copy of the Trinet handbook in MS WORD and provide to Ron.

Action Item: Ron, Bill and Gary to review the handbook and make recommendations on changes to meet existing policies.

Association Manager’s Report (Gary van der Laan), report provided to board via email.

Action Item: Sharon will communicate the change in responsibility to Larry Smith.

Action Item: Leland to meet with Servello regarding maintenance issues.

CAM Assignment Status: Discussion of Leland’s assignment of manager for the community.

Financial Update – Treasurer (Jim Shelton), Jim discussed the current financial status of the association.

Kent provided an update on the meeting with Gary and David at Leland. A follow up meeting will be on December 9th.

Action Item, Gary will provide additional law firm collection opinions to the Board.

Coupon Book Discussion.

Action Item: Gary/Steve to send to Jim to review proof prior to mailing.

Committee Updates:

Amenities: next meeting will present 2011 schedule

ARC: Jim presented a draft ARC Charter for possible future Board approval. Jim requested the members of the Board review and provide comments. Motion (Ron/Bill) to remove Doug Chapman as an ARC member and Ruth Diaz (Champlain). All in favor. Motion Carries, 6-0.

Communications: Jerry presented a screen shot of the updated website. Input on the layout was requested. Ron requested a sixth shortcut in the top right be added for ARC information. Kent requested that the “Guidelines” link be renamed “Official Documents”, and to add a link to CDD information on the homepage. It was agreed that Jerry would proceed with changing the website over to the new format.

Contracts: Israel has been added as a committee member. **Motion (Ron/Kent) to move forward with the theme pool slide repair proposal from White Water at a cost of "not to exceed" \$15,500 for base figure and an additional amount for travel within reason. Kent seconded the motion. All in favor. Motion Carries, 6-0.**

Contracts will discuss renovating the clubhouse at the next meeting. **Ron requested that clubhouse renovation ideas be forwarded to him so that they could be considered in this activity.** Ron also discussed the reserve study.

Engineering: No report.

Events: No report provided. Sharon mentioned that upcoming events will be the children's holiday event, dancing with Santa on December 4th from 2-4pm.

Finance: Covered under the Treasurer's Update. No additional report.

Fining Committee : Kent discussed that resident Chris Thompson previously volunteered to lead an effort to conduct some research related to the viability of establishing a formal fining committee. Kent provided general information related to the process Hunters Creek uses to enforce compliance of certain HOA rules and regulations, such as lawn maintenance. Kent will provide further information to the Board for consideration and possible action. Gary advised that the Association should have the Association Attorney review any enforcement policy to ensure the Board is made aware of any liability issues.

Old Business to be discussed

Capital Improvements Update (Includes Slide) /Outlook for 2011 (Ron): Included with contracts committee discussion.

Events Issue (Kent): **Kent discussed an email from the Events Committee chair. Kent will forward information to the members of the Board, and request input from the Board to aid in creating a solution to the issue. During the discussion it was noted that the Events Committee has not yet provided the 2011 Events Calendar, which is currently due. Ron will contact the Events Committee Chair concerning the Events Calendar. Bill suggested that the events committee attend the next BOD meeting to discuss any issues, but no action was taken on this.**

Action Item: Ron will contact the events committee regarding the scheduling of the events.

Parking Code (Jim/Kent): Jim had no update, but is working on it now with Sharon.

Action Item: Jim to provide parking code information to the Board (via email) to facilitate review of VL parking Rules and Regulations.

New Business

Official Records (Kent): Kent presented information to the Board, including a draft motion to be reviewed by the BOD regarding the policy of identifying, maintaining and storing, accessing, and purging of VLCA official records. Information was presented for later board action as appropriate.

Housekeeping Proposals (Jim): Jim discussed creation of a formal list of action items with a timeline of when it is to be completed and by whom. Jim discussed including more information in the minutes such as summing up opinions or statements for historical purposes. Jim also discussed that he would like the CD, CAM and Committee monthly reports be filed electronically - not as formal attachments to the minutes, but filed as separate files for the purposes of convenient future reference, as needed. Disclaimer would need to be added that these reports are for informational purposes only. Jim also discussed that he would like to finish the document started in the fall regarding the HOA and what they are and are not supposed to do.

Action Item: Kent will create and forward an action item list to the Board.

Action item: Sharon discussed a repair necessary at the Melrose pedestrian gate and presented a cost estimate for the repair. Sharon requested to have the repair made per the estimate from Complete Access Control, at a cost of \$554.01. Motion (Ron/Jim) to have CAC repair the gate at the cost provided. All in favor. Motion Carries 6-0.

Association Schedule: Coupon book, audit and December 9th workshop meeting.

Adjournment: Motion (Kent/Gary) to adjourn. All in favor. Motion Carries 6-0.

Meeting adjourned at 10:00pm.