



Vista Lakes Community Association, Inc.

**Meeting Agenda – Board of Directors Workshop  
January 13, 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. (Approximately 30 Minutes):** 5 residents in attendance. Discussion among residents included a recent burglary, security, surveillance cameras, neighborhood watch, and landscaping. Resident and City of Orlando police officer David Cruz offered safety tips and updated the community on criminal activity.
- **Establish quorum: Kent Campbell, Debbie Salerno, Jim Shelton, Ron Cumello, Gary Schuett, Bill Gompel, and Israel Collazo; All present. Debbie Salerno left the meeting early.**
- **Call to Order and Proof of Notice: Meeting called to order at 7:35 PM and Proof of Notice verified.**
- **Approval of Prior Monthly Workshop Minutes Motion (Ron/Debbie) to approve December 9, 2010 minutes with several minor corrections that were noted. All in favor. Motion Carries, 7-0.**

*Action Item: Christy- correct minutes, forward to the Board, send to Jerry for website posting.*

- **Community Director’s Report (Sharon Eichorn), report provided via email prior to meeting for Board review.**

General discussion regarding administrative assistant position and current duties. In order to provide proper due diligence regarding office positions, the Board advised that a daily log be created that lists items and time spent resolving each task. The log would be submitted to the Board on a monthly basis. The purpose of the log would be to alert the Board of tasks completed, feedback concerning any ongoing issues regarding the community, and understanding the day to day operations.

Sharon discussed the catch up maintenance specifically pertaining to the replacement of three of the original shades by the bridge and baby pool which are currently ten years old as well as build 2 new columns where the palm trees in the planters were removed which would require 2 additional shades. USA Shades, the original manufacturer/contractor provided a bid last year of approximately \$22,000.00. The Board requested that 3 bids be obtained and submitted for review in February.

Sharon stated that she was gathering information from “Green Up” that provides education, tools and equipment for tree trimming. Sharon stated that she would forward to Christy and they could work together on possibly making it a community service event.

A request for a computer for the administrative assistant was granted by the Board. This item will be off set to the budget under equipment. The computer, supporting equipment and software is not to exceed \$650.00.

*Action Item: Sharon- provides a log to the Board of Directors on a monthly basis.*

*Action Item: Sharon- collect three bids for shade replacement and column work and forward to the Board of Directors for review.*

*Action Item: Sharon- gather information concerning Green Up and forward to Christy.*

*Action Item: Sharon- obtain a computer for the office.*

- **Association Manager’s Report (Christy Borden), report provided via email prior to meeting for Board review.**

General discussion regarding the proposed covenant enforcement policy draft sent via email to the Board. Kent stated that since there are management actions stated in the policy that the Board should approve the information as the “covenant enforcement procedure”. The Board agreed to the proposed procedure.

Jim stated that there should be follow up on all approved architectural requests to verify and ensure compliance. Christy stated that she would include this in the property inspections.

Christy discussed the violation report that was emailed to the Board prior to the meeting. Christy recommended that two accounts needed to be forwarded to Taylor and Carls for enforcement action due because both accounts have not been in compliance for over a year.

Discussion regarding previous mention of home being rented by multiple tenants that was brought to the Board’s attention due to a police report. **Motion (Ron/Jim) to send three accounts to Taylor & Carls for enforcement action. Motion Carries, 7-0.**

Christy discussed the aged receivables and briefly discussed the collections policy draft emailed to the Board. Ron stated that further review of the draft would occur at a meeting later in the month and the Board would revisit the policy at the next scheduled board meeting. Christy stated that there were 198 foreclosures, 229 accounts that owe over \$200, 71 accounts that owe \$199 - \$20, and 239 accounts that owe under \$20. It was agreed to forgive interest only on accounts of less than \$20 for the end of the year. Christy stated that there was a mediation case scheduled for February 2, 2011. The Board agreed that Christy could attend as a representative of Vista Lakes to carry out the Board’s decision. Christy stated that she would contact the Board President if there were any concerns during mediation. **Motion**

**(Ron/Gary) to accept a 12 month payment plan to settle mediation or waive interest if paid in full within 7 days. Motion Carries, 6-1.**

Christy discussed concerns regarding landscaping and responsibility clarification regarding Leland Management. Ron stated that Leland Management was responsible for the landscaping contract therefore, all areas including parks, soccer field, and Resident's Club would be Leland Management's responsibility. Christy stated that she would set up a meeting with Agronomist, Larry Smith as well as Servello to ensure that there is a clear understanding of duties and responsibilities.

*Action Item: Christy- Change name from "Covenant Enforcement Policy" to "Covenant Enforcement Procedure" and forward to Jerry to post on the website.*

*Action Item: Christy- Include ARC request with property inspections to ensure compliance.*

*Action Item: Christy- Contact Taylor & Carls regarding violation enforcement actions.*

*Action Item: Christy- Write mediation representation resolution and forward to Ron for signature. Attend mediation, follow board direction, keep Ron on stand by during mediation for questions or concerns. Follow up with Board immediately after mediation is complete.*

*Action Item: Christy- Meet with Ron, Jim and Kent to complete Collection Procedure draft for Board Review.*

*Action Item: Christy- Meet with Larry Smith and Servello regarding landscaping issues and responsibilities.*

- **Financial Update – Treasurer (Jim Shelton)**, Discussion regarding the current financial status of the association. The CPA firm selected for the annual audit is Kane & Company. The cost of the audit will be \$4500.00 which is provided for in the budget. The audit will be completed by April 30, 2011.

*Action Item: Jim- Contact Kane & Company to begin audit process.*

- **Committee Updates (to be provided via email, prior to the meeting)**

- Amenities- Sharon discussed the recommendation from the Committee to discontinue the USA swim team and summer camp and regulate the swim lesson program with Splish and Splash to 6 hours a week on Tuesdays and Thursdays from 10:00 AM – 12:00 PM and 6:00 PM – 7:00 PM during June and July in order for the pool to be more available to all of the residents. The Board asked the Amenities Committee to revisit this proposal as there are over 100 children participating and they wanted this program, which they see as an amenity, to continue to be successful. The Committee suggested that the signs be replaced as they are updated with the same consistent language with special attention that there are no conflicts with the rules and regulations.
- ARC- Jim stated that the ARC procedures will be posted to website. There was discussion regarding the voting process for clarification purposes.
- Communications- Jim reported that the newsletter was completed and mailed to the residents.
- Contracts- Ron stated that the contractor for the pool slide, Whitewater, started this week, they are waiting for steps to arrive from Canada, they replaced steel painted fiberglass and rust spots in tower, fixed collar at top and nics, the work is projected to be completed by early next week.
- Engineering- No Activity.
- Finance- No Activity.
- HR Committee- Ron stated that the Employee Handbook Addendum was emailed to all Board Members for review of proposed draft. Comments from the Board regarding the draft should be forwarded to the Committee. Further discussion will take place at the next scheduled Board Meeting.

*Action Item: Sharon- discuss Board proposal with Amenities Committee and forward recommendation to the Board for review.*

*Action Item: Jim- forward ARC procedures to Jerry for posting on the website.*

*Action Item: Board and Christy- review employee handbook addendum draft and forward any changes.*

*Action Item: Ron- present completed draft at next board meeting.*

- **Old Business to be discussed**

- Feedback on Official Records- Ron stated that the fee structure on Exhibit B that is attached to the Leland Management contract is not consist with information within the contract. Christy stated that she would research this issue and report back to the Board. Discussion regarding defining official records, storage, being in compliance with state statutes as well as following the generally accepted accounting principles regarding a record retention schedule. Ron discussed the record inventory list forwarded to the Board from Christy. Ron stated that the policy draft needed to be completed for Board review. Kent stated that he has been involved in creating the document and a copy would be forwarded to Christy.
- Maintenance staff evaluation and recommendation- Sharon discussed her recommendation for maintenance and pool staff raised based on annual reviews and 2011 budget. **Motion (Jim/Bill) to increase staff salaries by 3.5% with special consideration given to Greg who would be given a \$2 an hour raise in order to bring his pay up to industry standard. All in Favor (7-0). Motion Carries.**
- Mail box kiosks report- Sharon discussed estimates received. Kent stated concern with the bricks matching and repairing existing bricks. The Board agreed to table the matter and discuss at the next scheduled Board meeting.
- Traffic control report- The Board agreed to table the matter and discuss at next scheduled Board meeting.
- City Code for RV parking- Jim discussed the city code for RV parking that was emailed to the Board. Ron stated that there was a request to park an RV on the city street for 48 hours for loading and unloading. Ron stated that this action would violate city code and therefore the Board did not have the latitude to change the city's law. The Board agreed to this finding and asked Christy to contact Taylor & Carls, the association's attorney, to address this issue.
- Review of action items (all) enforcement issue- Ron discussed an enforcement concern with Christy regarding a past matter involving a pool, trailer and ac unit in Newport. Christy stated that she would check into the matter and report back to the Board.

*Action Item: Christy- research official records and add to the inventory list.*

*Action Item: Christy- obtain record retention draft, make changes, forward to Ron, Kent and Jim for review.*

*Action Item: Christy- notify Leland HR Department of pay rate increases.*

*Action Item: Board- revisit kiosk information.*

*Action Item: Board- revisit traffic control information.*

*Action Item: Christy- Contact Taylor & Carls to send correspondence to the resident regarding board decision.*

*Action Item: Christy- Check on enforcement issue and forward findings to the Board.*

- **New Business**

- Increase in Leland Fees for processing payroll- Ron stated that Leland Management changed employee leasing companies and there should be a savings of \$6000.00 annually. Ron stated that Leland Management has asked Vista Lakes to sign an addendum to the contract that would allow the Human Resources processing fee from 5% to 6%. Christy stated that the purpose of the 1% increase is due to additional work being handled by Leland Management human resources department. This work would entail Leland to be a liaison between the companies so Vista Lakes employees could speak directly to Leland to handle any issues and Leland would handle with the employment company. **Motion (Ron/Bill) to sign addendum agreeing to the 1% increase and to seek bids from other employee leasing companies. All in Favor (6-0/Debbie was not present) Motion Carries.**
- D&O insurance renews on January 21, 2011- Ron stated that the D&O Insurance was renewed with current agent, Caple Howden.
- First Quarterly Meeting of the year- Ron stated that the first quarterly meeting in 2011 is scheduled for February 15<sup>th</sup> at Odyssey Middle School at 6:30 with reports given by Sharon, Jim, Christy, and Committees.
- Writing Workshop- Sharon stated that she will be attending a writing working shop for \$199.00 which is in the budget.

*Action Item: Ron and Bill- obtain bids from employee leasing companies for human resources services.*

*Action Item: Christy- provide employee classification and tax information to Bill.*

*Action Item: Christy- complete process for insurance renewal.*

- **Association Schedule**

- Next scheduled meeting February 15, 2011

- **Adjournment Motion (Ron/Kent) to adjourn meeting. All in Favor. Motion Carries, 6-0.**

**Meeting adjourned at 11:40 PM.**