



Vista Lakes Community Association, Inc.

**Meeting Agenda – Board of Directors Workshop
March 10, 2010 at 6:30 p.m.
VLCA Resident’s Center**

- Resident Open Forum starts at 6:30 p.m. (Approximately 60 minutes): 11 residents in attendance. It was reported that the light for the Waverly fountain was not functioning. A request was made to allow the Stone Crabs/USA Swim Team comprised of Vista Lakes residents to continue to utilize the pool for practice two nights a week. A request from Splish and Splash was presented to the Board to allow for an additional two hours twice a week in order to fulfill the current demand of those that have shown interest in swim lessons. There was a discussion regarding Neighborhood Watch events and community interest.
- Establish quorum: Ron Cumello, Kent Campbell, Gary Schuett, Bill Gompel, and Israel Collazo present. Jim Shelton arrived at 8:30 PM. Debbie Salerno was absent.
- Call to Order and Proof of Notice: Meeting called to order at 7:30 PM and Proof of Notice verified.
- Approval of Prior Monthly Workshop Minutes: **Motion (Gary/Kent) to approve January 13, 2011 minutes. All in favor. Motion Carries, 5-0.**

Action Item: Christy- forward to Jerry for website posting.

- Community Director’s Report (Sharon Eichorn):
Report provided to the Board via email prior to the meeting.
General overview regarding management spending threshold of \$500 was provided by the President. Sharon provided information concerning the need to place a safety line comprised of a rope and buoys in the pool to assist the lifeguards as well as new signage regarding the safety line rules for \$625.00. It was agreed that Sharon add these items as the dividing mark that is currently in the pool is ignored and the signage was old.
The mail kiosk project was discussed. Three bids were provided in January. It was decided that new specifications be provided that would ensure that the bricks match and new proposals will be quoted and forwarded to the Board.
The make up maintenance list was reviewed and the painting of the top of the pool fence was discussed. Due to the age of the fence and the concern over if the paint would stick, it was decided to replace the pool office gate and the double gate at the pool.

Action Item: Sharon- purchase and install safety line and signage.

Action Item: Sharon- provide specifications for kiosk proposal and three new quotes to the Board.

Action Item: Sharon- purchase and install pool gates.

- Association Manager’s Report (Christy Borden): Report provided to the Board via email prior to the meeting. General overview of covenant enforcement report. **Motion (Ron/Jim) to send 20 of the oldest total lawn maintenance violations to Taylor & Carls for enforcement. All in Favor. Motion Carries, 6-0.**
Discussion regarding lease violation that the attorney has not received a response from the owner. It was agreed to inquire about city enforcement.
Discussion regarding violation account that had no paid the attorney fees. It was decided to inquire about adding the fees to the owner’s account and then placing a lien for the attorney fees due.
A payment plan was offered to the Board by a delinquent owner. **Motion (Ron/Jim) to accept the \$100 a month payment plan presented to the Board. All in Favor. Motion Carries, 6-0.**
General discussion concerning an overall payment plan policy regarding delinquent accounts. **Motion (Kent/Bill) to allow for payment plans that pay out all past due amounts to the association within 24 months. All in Favor. Motion Carries, 6-0.**
A current list of new delinquent accounts that have not paid or responded to the lien filed on their property were reviewed. **Motion (Ron/Israel) to forward 7 accounts to the attorney to pursue with lien foreclosure. All in Favor. Motion Carries, 6-0.**

Discussion regarding suspension of rights and the account balance threshold. A new letter was written to hand out to residents. **Motion (Ron/Israel) to allow those that owe less than \$10 to access the recreational amenities. All in Favor. Motion Carries, 6-0.**

Christy stated that Vista Lakes Elementary received complaints about prickly weeds in Amhurst Park. Christy stated that Servello & Son Landscaping was contacted immediately. Servello & Son treated and hand pulled the weed the next day and again the following week. Christy said that she spoke to Ruth, the Secretary of Vista Lakes Elementary, who stated that no further complaints had been received since the weeds were pulled and treated.

Action Item: Christy- forward covenant enforcement accounts to Taylor & Carls.

Action Item: Christy- discuss inquiries with Taylor & Carls, forward response to the Board.

Action Item: Christy- contact attorney regarding the Board's acceptance of payment plan.

Action Item: Christy- implement new payment plan policy.

Action Item: Christy-place new accounts with the attorney to pursue with lien foreclosure.

Action Item: Christy- forward new notice for delinquent accounts to Sharon.

Action Item: Sharon- provide copies of new notice to pool staff.

Action Item: Christy- monitor Amhurst Park weeds.

- Financial Update – Treasurer (Jim Shelton): Discussion regarding the current financial status of the association. It was reported that the audit was still being conducted by Kane & Company.

- Committee Updates Reports provided via email prior to the meeting.
 - Amenities: Discussion regarding the Stone Crabs/USA Swim Team proposal **Motion (Ron/Gary) to accept the Amenities Committee recommendation to allow the Stone Crabs/USA Swim Team to utilize the pool for practice for one hour twice a week All in Favor. Motion Carries, 6-0.** Discussion regarding Splish and Splash proposal **Motion (Bill/Kent) to accept the Splish and Splash request to allow up to an additional two hours on Mondays and Wednesdays. All in Favor. Motion Carries, 6-0.**

Action Item: Sharon- obtain Splish and Splash guidelines and forward to the Board.
Action Item: Sharon- obtain insurance certificates naming the Association as an additional insured from Stone Crabs and Splish and Splash.

 - ARC: guidelines and procedures was discussed, letter templates are to be provided by Christy to Gary and Jim for review.

Action Item: Christy- provide ARC letter templates to Jim and Gary.
Action Item: Jim & Gary- review ARC templates and recommend changes to the Board.

 - Communications: Newsletter draft provided and set to be delivered in March. Concern regarding BuzzNet not meeting the two months was expressed, the Board agreed to re-energize this group and encourage continued involvement.

 - Contracts: New bids for the shade project were discussed. Original bid submitted was reduced from \$22,000 to \$14,000. The Board agreed to move forward with this project for \$14,000.00. The Committee recommended a meeting with the original architectural firm that designed the Residents Club. **Motion (Ron/Kent) for the Contracts Committee to meet with the Architect with the cost not to exceed \$500. All in Favor. Motion Carries, 6-0.** Sidewalk repairs in the gated communities were a concern expressed from the Committee. It was agreed to move forward with the guidelines written by Jim and make necessary repairs to the sidewalk.

Action Item: Sharon- contact contractor to proceed with shade project.
Action Item: Contract Committee- meet with architect.
Action Item: Jim to provide sidewalk repair (gated neighborhoods) guidelines to the Board for approval.

 - Engineering: (not active at this time)

 - Finance: (not active at this time)

 - HR Committee: Employee handbook draft was provided to the Board. Committee is awaiting board input of draft. Payroll processing company discussion was tabled as information is still being gathered by the Committee.

Action Item: Board- provide input concerning changes to Employee Handbook draft.

- Old Business

- Kelly's position: general discussion of association staffing, expectations, and job descriptions. **Motion (Jim/Gary) to accept the Community Director and Community Coordinator job descriptions. Motion Carries, Vote 5-1. Motion (Jim/Bill) the salary range for the Community Coordinator is \$12.50 to \$17.50 an hour. All in Favor, Motion Carries, 6-0.**

An ad would be placed by Leland Management for the Community Coordinator position.

Action Item: Christy- provide advertisement for position, cost, and publications to the Board.

Action Item: Board- provide input for advertisement.

- Feedback on Official Records: tabled until May workshop.
- Traffic report: tabled until May workshop.
- VLCA Organization Document: tabled until May workshop.
- Review of action items: tabled until May workshop.

- New Business

- Managing Events: tabled until May workshop.
- Neighborhood Rep Elections: Jim stated that the neighborhood rep forms will be in the Newsletter. All forms will be forwarded to Sharon by April 12, 2011. Sharon would then forward to Leland Management who will mail the ballots to the owners. All ballots are due by May 9, 2011. The Board will review the ballots at the May workshop.

Action Item: Sharon- provide neighborhood rep forms to Leland Management.

Action Item: Christy- complete mailing for neighborhood reps and provide to the Board at the May workshop.

- Association Schedule

- Liability and Commercial Property Insurance renewal due April: information provided to President concerning renewal.
- Next scheduled meeting May 12, 2011

- Adjournment: **Motion (Jim/Gary) to adjourn meeting. All in Favor. Motion Carries, 6-0.**

Meeting adjourned at 11:30 PM.