



Vista Lakes Community Association, Inc.

**Meeting Minutes – Board of Directors Workshop
May 12, 2011 at 6:30 p.m.
VLCA Resident’s Center**

- Resident Open Forum starts at 6:30 p.m. (Approximately 50 minutes): 16 residents in attendance. It was reported that there has been an open issue that has not been resolved since 2009 regarding the developer’s responsibility (Lennar) concerning planting the street trees to Warwick after the construction was completed. There was concern expressed regarding the fountain and fountain light operating times as well as the signature wall landscaping in Warwick. There was discussion regarding covenant enforcement and the violation process. Kudos was given to the Community Director for the recent “Eggstravagansa” Easter Event.
- Buzznet Members Discussion (Approximately 25 minutes): 2 Members representing Buzznet discussed the organization and the desire to partner with the community to promote the local businesses. The Association’s website, newsletter, and future events were discussed for advertising and marketing purposes.
- Establish quorum: Ron Cumello, Jim Shelton, Gary Schuett, Debbie Salerno and Israel Collazo were present. Kent Campbell and Bill Gompel were absent.
- Call to Order and Proof of Notice: Meeting called to order at 7:45 p.m. and Proof of Notice verified.
- Approval of Prior Monthly Workshop Minutes: **Motion (Debbie/Gary) to approve March 10, 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.
Sharon discussed the Resident’s Club roof in need of repair due to a leak. She stated that the estimated cost to repair the leak was from \$1500 - \$3000 based on whether the cupolas were included.
Sharon stated that a contractor was looking at the parking lot depression.
Sharon reported that the shade installation process was underway and should be completed within the next week.
Sharon stated that there was one pool staff resignation and there were three recent new hires for pool staff.
Sharon discussed the Eggstravaganza event and stated that she would email to the Board the gross money earned at the event.

Action Item: Sharon- provide an update to the Board regarding roof repair.

Action Item: Sharon- provide an update to the Board regarding the parking lot depression.

Action Item: Sharon- send an email to the Board regarding the gross sales at the Easter event.

- Association Manager’s Report (Christy Borden):
Report provided to the Board via email prior to the meeting.
Christy provided a general overview of the covenant violation accounts recommended to be sent to Taylor & Carls for enforcement.
Christy discussed the Board’s concern regarding the landscaping and the weed issue at Amhurst Park. It was discussed that the CDD was re-bidding the landscaping maintenance and fertilization.

There was a Board consensus to collect landscaping bids separating landscaping maintenance and fertilization and providing to the Board for the next budget.

There was a brief discussion regarding the Collection Policy Draft provided to the Board prior to the meeting for review and input in order to finalize the document and implement the policy. **Motion (Ron/Jim) to accept finalize version of the Collection Policy. All in Favor. Motion Carries, 5-0.**

Ron discussed the top ten accounts with the highest balances owed to the Association that was in mortgage foreclosure and not in bankruptcy. It was recommended that these accounts be placed with Taylor and Carls in order to expedite the foreclosure process. **Motion (Ron/Jim) to place the top ten highest balances that are in mortgage foreclosure but not bankruptcy with Taylor & Carls to pursue final summary judgment to foreclose. All in Favor. Motion Carries, 5-0.**

Action Item: Christy- place approved four covenant enforcement violation accounts with Taylor & Carls.

Action Item: Christy- notify owner regarding the removal of hurricane shutters and place with Taylor & Carls if they do not comply.

Action Item: Christy- send sod notice to two new owners and monitor compliance.

Action Item: Christy- provide finalized approved, dated version of Collection Policy to Jim for website, place in Association records, and implement policy.

Action Item: Christy- forward top ten delinquency accounts that are in mortgage foreclosure but not in bankruptcy to Taylor & Carls to pursue final summary judgment. Notify collection attorney Andrew Reiff of the transfer.

- **Financial Update – Treasurer (Jim Shelton):** Discussion regarding the current financial status of the Association. Jim provided a brief overview of the financial interface document that outlines the operating procedure for the Community Director and Leland Management. The 2012 budget goals were discussed with a target of an overall 5% reduction. There was concern expressed regarding the 2010 audit conducted by Kane & Company being late. Additional documents are being requested and forwarded back, the audit is currently still in progress.

Action Item: Christy- forward audit to Jim once received from Kane & Company.

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

- **Amenities:** Sharon provided to the Board the pool use guidelines for swim instructors prior to the meeting via email. The guidelines will be provided to Splish & Splash and the Stone Crabs and insurance policy documentation with the Association named as an additional insured were collected. **Motion: (Jim/Debbie) to adopt the guidelines as recommended by the Amenities Committee. All in Favor. Motion Carries, 5-0.**

The Amenities Committee presented to the Board a food vender plan that would provide food and beverage service to those at the pool on weekends. The food vender would be responsible for all money, supplies, permits, equipment, and insurance. The Committee proposed that the Board allow a food vender set up for a trial period from June – August on weekends only with no hours greater than an hour after opening and an hour before closing the pool. The pool supervisor would provide the oversight of the food vender and report any issues to the Community Director who will monitor the operation. The Amenities Committee will provide the food vender guidelines to the Board. **Motion: (Jim/Israel) to accept the Amenities Committee recommendation to allow a food vender to provide food and beverage services to those at the pool on a trial basis lasting from June to August on Saturday and Sunday from one hour after opening and one hour before closing the pool. All in Favor. Motion Carries, 5-0.**

The Amenities Committee discussed their concern regarding Amhurst Park involving the membership complaints that they feel that people that are using the park are not members of Vista Lakes. There was also concern expressed regarding crime and a lack of family atmosphere. The Committee pleaded with the Board to increase the Orlando off duty police hours during the summer that provides an additional 8 hours a day at the additional cost of approximately \$10,000.00. Debbie ask that if approved, Israel will monitor the implementation and provide guidance in which Israel agreed. It was also suggested that the Committee advertise the utilization of the Orlando Off Duty Police in the newsletter. **Motion: (Jim/Debbie) to accept the Amenities Committee recommendation to increase the off duty police hours to be utilized during the summer at Amhurst Park at the additional cost of \$10,000. All in Favor. Motion Carries, 5-0.**

Action Item: Sharon- provided adopted, date stamped pool use guidelines to Jim for storage on the website.

Action Item: Sharon- provide food vender guidelines from the Amenities Committee to the Board.

Action Item: Sharon- contact OPD regarding hours increase.

- **ARC:** There was discussion regarding the ARC letters issued by Leland Management. The Committee will review the current letters and forward any revisions.

The ARC discussed the desire to add new member, Randy Young, to the Committee. **Motion (Gary/Ron) to accept the Architectural Review Committee's recommendation to allow Randy Young to join as a member of the ARC. All in Favor. Motion Carries, 5-0.**

There was a discussion regarding the variance process. An overview was given by the Committee based on the Association's governing documents.

Action Item: Jim and/or Gary- provide ARC letter revisions to the Board.

- Communications: The Committee reported that they are currently working on the latest newsletter issue and updating the website.
- Contracts: The Contracts Committee reported that the meeting with the Architect is still pending.
- Engineering: *(not active at this time)*
- Finance: The Finance Committee reported that the first budget meeting will occur in July with the final revision proposed to the Board in September and to the residents for approval at the October annual meeting.
- HR Committee: The HR Committee provided a draft of the employee handbook addendum to the Board prior to the meeting via email for input concerning any proposed revisions. **Motion (Ron/Gary) to approve the addendum to the employee handbook effective immediately. All in Favor. Motion Carries, 5-0.**
It was reported that the payroll processing bid status was still in progress as the Committee is searching for a service that will provide the entire packaging including but not limited to paycheck processing, benefits and insurance.

Action Item: Ron- provide final version to Christy and Sharon for immediate implementation.

- **Old Business to be discussed**

- Status of CC Position Candidate Search: Ron stated that over 200 resumes were received and reviewed in response from the advertisement placed on Career Builder and the Orlando Sentinel. There were 9 candidates selected and a screening process was created. Out of the 9 candidates, 3 have stated that they are interested in the position and 1 has returned the employment application. Interviews will be scheduled, a candidate will be selected and the candidate will be announced to the Board.
- Motion for approval of Official Records Document: Kent provided a draft copy of the official records document to the Board via email prior to the meeting for input. **Motion (Debbie/Israel) to approve the official records document as presented. All in Favor. Motion Carries, 5-0.**

Action Item: Jim- provide final, date stamped document to Christy for official record storage.

- Draft VLCA Organization Document: Jim provided a draft copy of the VLCA organization document to the Board via email prior to the meeting for input. **Motion (Jim/Ron) to approve the VLCA organization document as presented. All in Favor. Motion Carries, 5-0.**

Action Item: Jim- provide final, date stamped document to Christy for official record storage.

- Results of Neighborhood Election: Christy reported the election results for the 2011-2012 Neighborhood Representatives as follows-
Avon- Paul Barbosa, Carlisle- Randy Young, Colonie- Joe Sarkis, Melrose- Jim Shelton, Newport- Israel Collazo, Pembroke- Flor Taveras, Warwick- Frank Sebestyen, Waverly- Humberto Cruz, Windsor- David Cruz, Champlain- Judy Smeltzer, Amhurst- Jeff Hohman, Gentry Park- Patty Kenny, Central Park- Adam English, Horizons- Marco Delgado.
Motion (Ron/Debbie) to accept the results of the election. All in Favor. Motion Carries, 5-0.

Action Item: Christy- to provide a contact list to Jim.

- Traffic Report: Sharon stated that the city is conducting a traffic report as requested and she will be notified once the city completes the study.
- Review of action items: Ron provided the action items for Board review.

- **New Business**

- Managing Events: Ron discussed that events were managed by the budget and reiterated that all expenditures over \$500, with the exception of credit card purchases, must be approved by the Board.

- **Association Schedule**

- Next scheduled meeting July 14, 2011
- Adjournment **Motion (Ron/Israel) to adjourn meeting at 9:58 p.m. All in Favor. Motion Carries, 5-0.**

APPROVED