



Vista Lakes Community Association, Inc.

**Meeting Minutes – Board of Directors Workshop  
July 14, 2011 at 6:30 p.m.  
VLCA Resident’s Center**

- Resident Open Forum starts at 6:30 p.m. (Approximately 15 minutes): 4 residents in attendance. Topics discussed were a proposed dog park behind Resident’s Club which will be passed on to the Amenities Committee for consideration, the light problem at the signature wall in Champlain, and the lack of annual color (flowers) in the landscaping beds.
- Establish quorum: Ron Cumello, Jim Shelton, Gary Schuett, Debbie Salerno, Israel Collazo, Kent Campbell and Bill Gompel all present.
- Call to Order and Proof of Notice: Meeting called to order at 6:45 p.m. and Proof of Notice verified.
- Approval of Prior Monthly Workshop Minutes: **Motion (Jim/Gary) to approve May 12, 2011 minutes. All in Favor. Motion Carries, 7-0.**

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

- Community Director’s Report (Kelly Allen on behalf of Sharon Eichorn):  
Report provided to the Board via email prior to the meeting.  
Ron stated that the increased off duty police hours are being utilized at Amhurst Park and the pool for patrolling and checking identification.  
Ron stated that there wasn’t a lot of interest in vendors selling food at the pool. Sharon is currently working on a list of approved (licensed and insured) vendor list from the City of Orlando. There is currently one active vendor, Dee’s Hotdogs providing this service. A snow cone vendor was set up to provide service however failed to show proof of insurance.  
Ron stated that Splish Splash requested to extend the swim lessons thru October 5<sup>th</sup>. Bill asked Kelly if there were any complaints regarding the swim lessons and Kelly stated she was not aware of any complaints. Debbie asked if the Stonecrabs could be extended the same invitation if approved. Ron stated that if the Board approved the Splish Splash extension, consideration would be given to the Stonecrabs. A consensus of the Board was taken with all in favor of the extension request. Ron stated that the Board would notify Splish Splash in writing granting approval of the extension.

*Action Item: Contact Splish Splash granting approval of extension.*

- Association Manager’s Report (Christy Borden):  
Report provided to the Board via email prior to the meeting.  
Christy provided a general overview of the 4 covenant violation accounts recommended to be sent to Taylor & Carls for enforcement. There was also discussion concerning the status of 26 past accounts with 19 being resolved, 6 in the process of being completed, and 1 in litigation.  
Christy provided an overview of the status of the top ten highest balances and in mortgage foreclosure accounts sent to Taylor & Carls. Ron requested that Christy discuss with Taylor & Carls a revision of the report that provides a better explanation of each account.  
Christy discussed the status of the request to Lennar regarding the failure to plant street trees in 2009 on Brenton Pointe in Warwick. Christy stated that she has been in contact with Lennar Representative, Joe Fulgham since the May workshop. A copy of the governing documents as well as locations were provided to Lennar. Christy reported that the street trees were supposed to be planted after the homes were completed in 2009 however; it was in the summer so they granted the

request to plant in the fall. Lennar failed to return in the fall to plant the trees. The Lennar Representative stated that he was researching the matter. After further discussion, the Board agreed that Christy should discuss this issue with Taylor & Carls if not resolved by August 1<sup>st</sup>. If Taylor & Carls recommends enforcement, they should send a demand notice to Lennar. Christy discussed the status of the landscaping specifications for the Request for Proposal. It was agreed by the Board to involve the Agronomist, Larry Smith, at the rate of \$150 an hour, maximum 2 hours, to be involved in the pre-bid meeting with the recommended contractors. The cost of this service will be split with the CDD.

*Action Item: Christy- place approved one covenant enforcement violation accounts with Taylor & Carls. Speak to Taylor & Carls about an existing account with an additional violation.*

*Action Item: Christy- discuss foreclosure/collections reporting with Taylor & Carls.*

*Action Item: Christy- contact Lennar regarding street trees and the urgency to resolve matter. Contact Taylor & Carls concerning demand letter and position if not rectified.*

*Action Item: Christy-work with Agronomist and CDD manager to complete RFP. Attend pre bid meeting. Supply bids to the Board.*

- **Financial Update – Treasurer (Jim Shelton):** Discussion regarding the current financial status of the Association and the upcoming Budget & Finance Committee meetings. Jim stated that Kane & Company has stated that the audit final should be complete by next week.

*Action Item: Christy- forward final audit to the Board once received from Kane & Company.*

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

- **Amenities:** The draft guidelines for food vendors were forwarded to the Board via email prior to the meeting. The food vendor process is on a 3 month trial period. The Community Director will submit a report to the Amenities Committee in Fall.

*Action Item: Sharon- create report and submit to Committee.*

*Action Item: Amenities Committee- supply recommendation to the Board regarding the continuation or elimination of food vendor Service.*

- **ARC:** There was discussion regarding the ARC letters issued by Leland Management. Christy, Jim and Gary forwarded a revised version of the letters to the Board via email prior to the meeting. **Motion (Ron/Bill) to approve separate approval and denial letter with modifications as submitted. All in Favor. Motion Carries, 7-0.** The ARC discussed the desire to add 2 new members, Mark Hamilton and Adam English, to the Committee. **Motion (Gary/Ron) to accept the Architectural Review Committee's recommendation to allow Mark Hamilton and Adam English to join as members of the ARC. All in Favor. Motion Carries, 7-0.**

The ARC Committee recommended changing the playset guidelines that are currently 100 sq. feet and 9 ft high. Kelly submitted research that included playsets being sold and dimensions. It was discovered that most playsets bought today are larger than the guidelines with very few fitting the current guidelines. **Motion (Gary/Jim) to change the playset guidelines to allow for a maximum of 275 sq. feet in diameter and 11 feet high. All in Favor. Motion Carries, 7-0.**

*Action Item: Christy- supply final ARC letter revisions with modification to Jim and Gary for final approval. Load new letters in Tops and implement.*

*Action Item: Kelly- change guidelines to reflect motion. Forward to Christy and Jerry for document storage in association records and website access.*

- **Communications:** The Committee reported that the Board Candidate Intent Form was not included in the last mailing. The Board decided to include the form in the September addition. Ron asked Kelly to create a flyer advertising the form being available on the website and to place the flyer at the mail kiosks.

*Action Item: Kelly- create flyer and place at mail kiosks.*

- **Contracts:** The Contracts Committee reported that they are meeting with the Architect to discuss future improvements at the Resident's Club. They asked that an article be placed in the next newsletter asking residents to submit ideas for suggestions concerning the future amenities at the Club.

- **Engineering:** *(not active at this time)*

- Finance: The Budget & Finance Committee will be meeting on July 28<sup>th</sup> and on Mondays in August to draft the 2012 budget. The Committee will submit a final budget draft at the September workshop.
- HR Committee: The current job duties handled by the Community Coordinator was documented and distributed to the Board.
- Old Business to be discussed
  - Draft VLCA Committee Responsibilities: Jim reported that a copy of this document was forward to the Board via email to review prior to the meeting. Jim revised the current document that was approved in January 2007. Ron suggested a few changes to the format. **Motion: (Jim/Debbie) to approved VLCA Committee Responsibilities document as amended. In Favor-6, Opposed-1. Motion Carries.**  
*Action Item: Jim- forward copy of final document to Christy for record storage and to Jerry for website.*
  - Sidewalk Repair and Street Trees: Jim stated that the neighborhood representatives met to discuss the street tree trimming proposal. Discussion involved adding tree trimming to the assessment and the association's landscaping contractor complete the tree trimming or the association continue to send violation letters and implement self help if the owner does not comply. Kent stated that it should be equally important to ensure that the trees not only meet the guidelines but are shaped properly. **Motion: (Jim/Kent) to accept the recommendation and develop a procedure to implement tree trimming that meet the current guidelines. In Favor- 6, Debbie was absent at this time and did not vote- 1. Motion Carries.**  
Jim stated that the neighborhood representatives met to discuss the sidewalk conditions in gated neighborhoods. The Representatives recommended that the Board contract with a company to inspect all sidewalks and if they need repaired, the owner is notified, the sidewalk is repaired, and the cost be allocated to the road reserves for that gated community. The Board agreed that the sidewalk maintenance plan be tabled until further review is conducted by Taylor & Carls for direction regarding liability.  
*Action Item: Jim- develop street tree procedure and forward to the Board.*  
*Action Item: Jim- forward information for sidewalks to Taylor & Carls for guidance.*
  - Review of action items: Ron provided the action items for Board review.
- New Business
  - Managing Events: Kent stated that this was no longer an issue and no further discussion was needed.
  - Board of Director Elections: Ron discussed the Nominations Committee function outlined in the Bylaws. **Motion: (Jim/Debbie) for Israel Collazo to chair the Nominations Committee which consists of chair and Neighborhood Representatives. All in Favor, 7-0. Motion Carries.**  
*Action Item: Israel- attend "Meet the Candidates" forum and work with Leland on mailing for October 18<sup>th</sup> Annual Meeting.*
- Association Schedule
  - Next scheduled meeting September 8, 2011
- Adjournment **Motion (Ron/Jim) to adjourn meeting at 9:52 p.m. All in Favor. Motion Carries, 7-0.**