



Vista Lakes Community Association, Inc.

**Meeting Minutes – Board of Directors Workshop
September 8, 2011 at 6:30 p.m.
VLCA Resident’s Center**

- Resident Open Forum starts at 6:30 p.m. (Approximately 45 minutes): 10 residents in attendance. Topics discussed were home prices, appraisals, bomb range concern, local business and strip mall occupancy. Bernie Mapilli, representing Buzznet, inquired about community events, business sponsorships, and newsletter advertising.
- Establish quorum: Ron Cumello, Jim Shelton, Gary Schuett, Israel Collazo, Kent Campbell and Bill Gompel present. Debbie Salerno was absent.
- Call to Order and Proof of Notice: Meeting called to order at 7:16 p.m. and Proof of Notice verified.
- Approval of Prior Monthly Workshop Minutes: **Motion (Jim/Gary) to approve July 14, 2011 minutes. All in Favor. Motion Carries, 6-0.**

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

- Community Director’s Report (Sharon Eichorn):

Sharon stated that a queen palm fell at the pool and asked if the Board wanted it replaced due to possible upcoming renovation. Discussion followed and Christy would price the tree replacement through Servello.

Sharon stated that the traffic study should be ready within two weeks and the Board agreed that the study would be presented at the Annual Meeting.

Kent inquired about the participation of the recent pool events. Sharon stated that the weather has been a concern with the movie nights. The DJ was moved to the daytime so this event has been well attended with little weather issues.

Ron asked about the 3 repairs recently conducted at the signature walls. Sharon said a report would be sent to the CDD. She stated that the older fixtures seem to require less maintenance than the new fixtures. There was a repair of three breakers that seemed to resolve a lot of issues. Ron stated that supplies of T-12 light bulbs need to be purchased due to the government outlawing the sale and production of the bulbs in the future. Sharon stated that there were government grants available to assist in the replacement of the fixtures. Kent asked why the CDD hasn’t taken action regarding the signature wall lighting issues, Ron stated that it was suggested that an electrician check the lights and breakers however the CDD board didn’t think it was necessary to conduct an assessment of the lights.

Sharon stated that the current pool feeder for the baby pool was manual and was not in compliance with the new state requirements. The cost of the new chlorine pool feeder is approximately \$1,045.00. Sharon stated that the expense was in the budget. Ron agreed to move forward with the repair because it was in the budget.

Sharon stated that the pool grates that were installed last year were recalled and in need of replacement again. She said the warranty would cover the cost of the grates but did not know about the labor.

Gang member activity mentioned on the security report was discussed. OPD is making progress and stopped a burglary from occurring.

Ron discussed the ADA guidelines for homeowner associations. Jim stated that the association’s attorney said that if a request is made such as a lift in the pool, the association must provide the lift

however the person requesting has to pay for it to be installed as well as removed when they leave the community if the association chooses to remove it.

Sharon discussed the food vendor trial report. She stated that vendor interest was lacking and the residents weren't purchasing enough to support the vendor. The Amenities Committee would consider snack sales in the renovation plan and make a recommendation. Ron asked if there was a written report concerning the food vendor trial; Sharon stated that there would be a report from the Amenities Committee. Ron asked her to publish the report to the Board and in the newsletter.

Action Item: Christy- discuss replacement of queen palm with Agronomist and Servello.

Action Item: Sharon- set up Annual Meeting.

Action Item: Sharon- replace chlorine pool feeder.

Action Item: Sharon- replace pool grates pending Board approval of cost.

Action Item: Amenities Committee- suggest snack selling plan to implement for renovation.

Action Item: Sharon- forward food vendor trial report to the Board. Publish in the newsletter.

- **Association Manager's Report (Christy Borden):**

Christy provided a general overview of the 4 covenant violation accounts recommended to be sent to Taylor & Carls for enforcement. **Motion (Ron/Bill) to approve the sod and front yard fence be sent to the attorney for enforcement. The fence and driveway issue would required further research of the governing documents and the attorney would need to make a recommendation concerning enforcement. For- 5/Opposed-1. Motion Carries, 5-1.**

There was discussion concerning the status of 27 past accounts sent to the attorney for enforcement. Currently, there are 25 being resolved, 1 in the process, and 1 in litigation.

Christy stated that the street trees in Warwick were installed by Lennar. A notice was mailed to the 19 residents concerning watering and maintenance responsibilities.

Christy stated that the landscaping proposals were received on August 31st. A spreadsheet of the bids was forwarded to the Board for budgeting purposes only. It was decided to take an average of the three lowest bids to use as a budget number. The next step would be to send all the proposals to the agronomist to ensure that the specs were followed in each bid and make a recommendation. The CDD Manager as well as the HOA Manager would review all bids and provide recommendations as well. This information would be provided to the Contracts Committee for review.

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

Action Item: Christy-forward proposals to agronomist, review proposals, provide recommendations and proposals to the Contracts Committee.

Action Item: Contracts Committee- review proposals and recommendations. Provide recommendation to the Board.

- **Financial Update – Treasurer (Jim Shelton):** Discussion regarding the current financial status of the Association. There was detailed, line item by line item, discussion regarding the proposed 2012 budget with two scenarios presented, a 5% reduction of the budget and assessments and a budget that keeps the current assessment the same. **Motion: (Ron/Gary) to decrease the assessments by 5%. In Favor-2, Opposed- 4.** It was decided that the assessments be the same with two exceptions, the gate communities would see a reduction due to unspent gate repairs and Warwick would show an increase for mulching the common areas within Warwick.

Jim stated that Kane & Company completed the 2010 audit and the Budget & Finance Committee recommends signing the 2011 audit engagement letter. **Motion: (Jim/Bill) to contract with Kane & Company for the 2011 audit not to exceed \$8,000.00. All in Favor. Motion Carries, 6-0.**

Action Item: Jim- sign engagement letter, forward to Christy to give to Kane & Co.

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

- **Amenities:** No discussions regarding report.

- **ARC:** No discussion regarding report.

- **Communications:** The newsletter was forwarded to the Board for review. Discussion regarding website content posting policy was agreed to be needed as a petition was posted without Board knowledge or approval.

Action Item: Kelly- create website posting guidelines and forward to the Board for review.

- **Contracts:** The Committee met with the architect to discuss renovation options. The Committee recommends to move forward with exterior drawings and floor plans. **Motion: (Ron/Israel) to contract with the architectural firm, Basham and Lucus, in the amount of \$5800.00 for renovation plans. All in Favor. Motion Carries, 6-0.**
- **Engineering:** *_(not active at this time)*
- **Finance:** The Budget & Finance Committee will submit final draft of the 2012 budget to the Board via email within ten days.
- **HR Committee:** No discussion regarding report.
- **Old Business to be discussed**
 - **Sidewalk Repair Guidelines and Street Trees:** Jim discussed the meeting with the association attorney, Harry Carl regarding is opinion of sidewalk maintenance and street trees. The suggestion for street tree pruning is that a letter be sent to the resident regarding street tree pruning allow 30 days to comply. If not in compliance, a second letter would give a 15 day notice otherwise if not corrected; the association would implement self help and a charge the cost back to the resident. Jim stated that the association's attorney is reviewing the documents and would provide his opinion on street tree enforcement and sidewalk maintenance.

Action Item: Jim- follow up with attorney recommendation.

- **New Business**
 - **Board of Director Elections/Nominations Committee Status:** Sharon discussed the set up at Odyssey Middle School for the Annual Meeting. Christy stated that one board candidate intent form had been received. Kent asked if it was possible to hold the meeting at the Renaissance instead of the middle school. Sharon stated that it had already been paid for and advertised in the newsletter. Ron asked to inquire about the cost to hold the meeting at the Renaissance.
- *Action Item: Sharon- supply cost to the Board.*
- **Association Schedule**
 - **Next scheduled meeting is the Annual Meeting on October 18, 2011**
- **Adjournment Motion (Ron/Jim) to adjourn meeting at 11:22 p.m. All in Favor. Motion Carries, 6-0.**