



Vista Lakes Community Association, Inc.

**Meeting Minutes – Board of Directors Workshop
November 10, 2011 at 6:30 p.m.
VLCA Resident's Center**

- Resident Open Forum starts at 6:30 p.m. (Approximately 30 minutes): 1 resident in attendance. Topics discussed were the street trees in Warwick, sidewalks, flowers at signature walls, neighborhood representative terms, events, and lack of community participation.
- Establish quorum: Ron Cumello, Jerry Harris, Gary Schuett, and Bill Gompel were present. Israel Collazo was absent.
- Call to Order and Proof of Notice: Meeting called to order at 6:58 p.m. and Proof of Notice verified.
- Election of Board Officials: **Motion (Ron/Gary) to approve the following officers of the Board of Directors: Ron Cumello, President and Treasurer; Jerry Harris, Vice President; Gary Schuett, Secretary. All in Favor, (4-0). Motion Carries.**
- Approval of Prior Monthly Workshop Minutes: **Motion (Gary/Ron) to approve September 8, 2011 minutes. For- 3 Abstain- 1. Motion Carries, 3-1. Motion (Gary/Ron) to approve October 13, 2011 Special Meeting minutes. For- 3 Abstain- 1. Motion Carries, 3-1.**

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

- Community Director's Report (Sharon Eichorn):

Sharon discussed repairs needed on the sidewalk at the Resident's Club. Sharon provided bids for sidewalk repair at the Resident's Club and the Melrose subdivision. **Motion (Ron/Bill) to approve the sidewalk repair policy and implement Resident's Club and Melrose repair that will be funded by the reserve account. All in Favor, (4-0). Motion Carries.**

Bill had inquired about the light at the school. Sharon stated that the city had informed her that a decision should be made by the end of the week.

Sharon stated that the mayor's office had inquired about the Resident's Club being a polling place for the next election in April. There was an agreement among the Board members that a decision to allow the facility to be a polling place was approved in the past, however, will subject to the availability of the facility as there may be renovations occurring at that time.

Sharon distributed the 2012 proposed events. There was discussion regarding the lack of attendance at Jazz Night and the renovations affecting the events at the Resident's Club. Sharon stated that the Amenities Committee had offered the event funds to go towards the renovations. The Board consensus was to continue with the 2012 proposed events with more activities centered on children instead of adult activities.

Sharon stated that Central Park would like to offer use of their fitness center to the Vista Lakes residents. The Board agreed to allow Central Park to post a notice on the message board offering this service to the residents, however, the Association would not endorse due to liability concerns.

Ron discussed the Community Coordinator's report which includes ARC activity, violation report for neighborhood representatives, resident communications, newsletter, website and renovation information. Ron asked the Director's to forward any comments as this is a new position and input from the Director's is encouraged.

Action Item: Sharon- move forward with sidewalk repairs at the Resident's Club and Melrose subdivision.

Action Item: Sharon- report to the Board the city's decision regarding light.

Action Item: Sharon- report to the Board the status of the polling place/renovations in February.

- Association Manager's Report (Christy Borden):

Christy stated that the budget and assessment information has been given to the account manager. She stated that the coupons were being ordered next week and the estimated date of coupon mailing is December 1.

Christy provided a general overview of the 3 open accounts and 1 covenant violation account recommended to be sent to Taylor & Carls.

Christy stated that the landscaping proposals were provided to the Contracts Committee and the CDD had not made a decision concerning the landscaping contract. Ron stated that the proposals did not mention the statement of work. Christy stated that the statement of work was attached to the invitation to bid and the proposals were based on the statement of work. An email was sent to all bidding contractors reminding them that the proposal was to be based on the statement of work, attached the statement of work, and asked them to review the statement of work and proposal to insure that the price was correct as it would be part of the landscaping contract in which they would have to agree to and sign. Christy stated that there had been no responses to the email. Ron stated that each bidder should have to provide a signed document stating that they agree to the statement of work.

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

Action Item: Christy- create agreement document and forward to landscaping bidders. Forward to Board once received.

- Financial Update – Treasurer (Ron Cumello):

Discussion regarding the current financial status of the Association.

Christy provided signature cards to the new officers to complete.

Action Item: Christy- forward new signature cards to the account manager to file with the proper financial institution.

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

- Amenities: Sharon stated that there was a lack of attendance at the pool and advised that weekday closings should be implemented in October 2012.

- ARC: Ron reported that Gary Schuett had resigned from the ARC and thanked him for his many years of service. The ARC recommended that Gary be replaced by Becky Carlson. There was a consensus of the Board to approve Becky Carlson as the new member of the ARC. The ARC recommended to add earthtone colors to the approved paint books. There was a consensus of the Board to approve the ARC recommendation to add earthtone colors.

- Communications: The Board reviewed the website guidelines draft sent prior to the meeting via email. **Motion (Jerry/Gary) to approve proposed guidelines with corrections. All in Favor, (4-0). Motion Carries.**

Action Item: Jerry- post guidelines on the Board access section of the website.

- Contracts: Ron distributed the renovation plans provided by Basham and Lucas to the Board for discussion. **Motion: (Ron/Gary) to move forward with Item A which entails architectural drawings and plans, permits, and contract request for proposals. All in Favor, (4-0). Motion Carries.**

Action Item: Sharon- contact architect regarding project, forward architect contract to the President for signature.

- Engineering: (not active at this time)

- Finance: No discussion regarding report.

- HR Committee: Ron stated that performance reviews of the staff would be conducted with recommendations to the Board in January. Ron stated that he would need assistance with Sharon and Kelly's reviews. Bill stated that he would assist.

- Old Business to be discussed

- Street Trees Guidelines: The street tree guidelines were distributed via email prior to the meeting. **Motion (Gary/Ron) to approve the street tree guidelines with corrections. All in Favor, (4-0). Motion Carries.**

Action Item: Jerry- add guidelines to the website for resident access.

- Review of action items: Sharon distributed the food vendor report. The three month trial had failed.
- **New Business**
 - Size of the Board: There was discussion regarding the reducing the Board from 5 to 7 Directors due to lack of candidates. It was verified that the Bylaws agreed with the reduction of Directors. **Motion (Ron/Bill) to reduce the Board from 5 to 7 Directors for this year's term. All in Favor, (4-0). Motion Carries.**
 - 2012 Reserve Study Items in Capital Budget: There was a consensus of the Board that Sharon had the responsibility for handling the reserve maintenance item and as such, she would report to the Board items in need of repair or items that can be delayed.
- **Association Schedule**
 - Next scheduled meeting is the Board Workshop on January 12, 2012.
 - Mailing of Bank coupon books by December 31, 2011.
- **Adjournment Motion (Ron/Gary) to adjourn meeting at 9:50 p.m. All in Favor, (4-0). Motion Carries.**

APPROVED