



Vista Lakes Community Association, Inc.

**Meeting Minutes – Board of Directors Workshop  
January 12, 2012 at 6:30 p.m.  
VLCA Resident's Center**

- Resident Open Forum starts at 6:30 p.m. (Approximately 30 minutes): 8 residents in attendance. New owners in Warwick were welcomed to the community. Topics discussed were the signature wall lights, street lights, the difference between the HOA and CDD maintenance responsibilities, Warwick landscaping, ARC guidelines for gutters, and the resident's club renovation plan. There was a question proposed regarding a fitness center to be added as part of the renovation and whether residents would have to pay to use the fitness center. It was agreed that the Board is considering a fitness center based on community feedback, however, in the past there was an exercise program offered and there was little participation and support by the residents. There was also a concern regarding the surrounding fitness facilities, equipment maintenance, and impact on future assessments to be considered. Tiffany proposed to the Directors a new swim schedule for 2012 that will be reviewed by the Community Director, Sharon Eichorn and a recommendation made to the Board by the Amenities Committee in February.
- Establish quorum: Ron Cumello, Jerry Harris, Gary Schuett, Israel Collazo and Bill Gompel were present.
- Call to Order and Proof of Notice: Meeting called to order at 7:09 p.m. and Proof of Notice verified.
- Approval of Prior Monthly Workshop Minutes: **Motion (Gary/Bill) to approve the November 10, 2011 Board Meeting Minutes. All in Favor. Motion Carries, 5-0.**

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

- Community Director's Report (Sharon Eichorn):  
Sharon discussed the Community Director cell phone with data plan would be \$249.00/residential rate with a 2 year contract. There were no objections by the Directors; the President agreed that she could proceed with the purchase of the phone and the new contract.  
Sharon suggested that the Directors consider a time limit concerning turning in receipts for reimbursement of the neighborhood events due to issues caused by representatives turning in receipts from the previous fiscal year for reimbursement. **Motion (Gary/Jerry) to amend the reimbursement policy to reflect the new time frame of receipts turned in no later than 30 days from the date of the event for reimbursement. All in Favor. Motion Carries, 5-0.**  
Sharon stated that there was a concern regarding the Champlain entrance regarding the fencing and the pavers. She stated that residents would like the fencing that was removed from the past road repairs be replaced and there were pavers that needed to be repaired and replaced. Sharon stated that she has called the city twice but had not heard back regarding this issue. Ron stated that Sharon should review the map to determine if these items were the responsibility of the CDD.  
Sharon stated that the pedestrian gates in Melrose were in need of repair and submitted bids ranging from \$480 - \$1700 to the Board of Directors. Ron stated that the Melrose gate maintenance was budgeted at \$1600. Sharon stated that her recommended contractor would be either QC or Chapman. **Motion (Ron/Bill) to move forward with the pedestrian gate repair in Melrose. All in Favor. Motion Carries, 5-0.**  
Sharon discussed the renewal of the Aquatech pool cleaning contract. The Directors agreed to move forward with the pool cleaning contract and to stay within the budgeted allowance for pool cleaning.

*Action Item: Sharon- purchase phone and activate 2 year contract.*

*Action Item: Sharon- update reimbursement policy.*

*Action Item: Sharon- determine entity responsible for Champlain fence and pavers.*

*Action Item: Sharon- move forward with Melrose pedestrian gate repair.*

*Action Item: Sharon- determine pool cleaning schedule, move forward with contract within the budgeted allowance.*

- Association Manager's Report (Christy Borden):

Christy provided a general overview of the 2 covenant violation issues (basketball goal at the sidewalk and "pod" in driveway) to be considered for attorney demand per the policy. It was agreed that further communication was needed with the owners due to basketball policy was not easily enforced and the "pod" was located at a home that had recently foreclosed.

Christy discussed the issue with trash cans and repeat offenders within the community. The Directors agreed that the trash can violations were difficult to enforce and didn't believe that the violation was worthy of the expense to litigate as well as the questionable position of the association in court. It was agreed to continue with the covenant enforcement policy as written in regards to trash cans.

Christy stated that there were 322 in violation for tree trimming with 158 being on second notice. The final inspection to determine if self help is utilized will occur on Monday, January 23, 2012.

Christy gave a general update regarding the aged delinquency report for December 2011.

Christy stated that out of the 11 landscaping companies that submitted bids to the association and CDD, 7 returned the signed agreement to proposal pricing based on the statement of work. The CDD meets in February to discuss the proposals and choose a landscaping company, therefore, the HOA Directors agreed to table the decision until the February 21<sup>st</sup> Quarterly Meeting.

*Action Item: Christy- contact owners/mortgage company/pod service for resolution.*

*Action Item: Christy- complete tree inspections, inform board of number in self help.*

- Financial Update – Treasurer (Ron Cumello):

Ron distributed the Treasurer report based on the most current financials. There was general discussion regarding the current financial status of the Association.

*Action Item: Ron- meeting with Leland account manager, Steve Frechette, Director of Finance, Angie Middleton and Christy Borden to set up capital budget tracking, discuss receivables tracking and CD renewal dates.*

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

- Amenities: Carol Schuett expressed the Committee's concern regarding the landscaping contractor. She stated that the Servello did not cover any of the plants when the temperatures dropped below freezing. Ron stated that he was equally concerned as he had to ask the status of the plan instead of a status reported ahead of time. He stated that Servello's typical plan is to just turn off the irrigation system and they do not cover the plants. Christy stated that she would discuss this problem with Larry Smith, the association's Agronomist as well as with Servello at the following day's landscaping meeting. Christy invited the Amenities Committee to the meeting if they would like to attend to discuss any concerns.

Carol stated that Larry Smith would be working on a plan for the parks which is in the 2012 budget. These plans would be submitted to the Committee and once approved by the Committee, would be forwarded to the Board for final approval.

Sharon stated that the Committee would review Tiffany's proposal for the 2012 swim lesson hours and junior life guard request and then pass on their recommendation to the Board of Directors at the February 21<sup>st</sup> Quarterly Meeting.

*Action Item: Sharon- submit recommended landscaping plan to the Board of Directors for approval.*

*Action Item: Christy- meet with Larry Smith and Servello regarding cold weather plan and notification.*

*Action Item: Sharon- submit recommendation regarding 2012 swim lesson hours and junior lifeguard plan at March meeting.*

- ARC: Report provided to the Board prior to the meeting. A recommendation was made to change the guidelines to allow for no quorum requirement with a minimum number of 3 ARC members present at every meeting. The Directors

agreed that further review of the governing documents as well as Florida Statute 720 would be needed in order to make a decision.

Ron stated that Kelly Allen, the Community Coordinator recommended an addendum to the ARC form that would help owners better understand what items are needed for a complete ARC submittal.

*Action Item: Jim- review governing documents and 720 for clarification, then resubmit recommendation.*

*Action Item: Kelly- complete addendum, committee approve, forward to the Board of Directors for final approval.*

- **Communications:** Report was submitted to the Board prior to the meeting. Jerry stated that the next newsletter meeting would occur the last week in January.
- **Contracts:** Report was submitted to the Board prior to the meeting. Ron stated that they were waiting on a revised proposal from the architect.
- **Engineering:** (*not active at this time*)
- **Finance:** No discussion regarding report.
- **HR Committee:** The employee performance reviews were discussed in detail. **Motion (Ron/Bill) to increase the Community Director's pay by the budgeted amount of 3% and the maintenance position held by Greg Blackwell by .75 an hour. All in Favor. Motion Carries, 5-0.**
- **Old Business to be discussed**
  - **Results of Sidewalk Repair Activity:** Ron reported that the Melrose sidewalk repairs were completed and there were no problems or complaints from the residents reported.  
Ron stated that during repairs, it is noted that some areas that belong to the CDD could be included in the repairs if there was an agreement to maintain and then bill back the CDD for the cost of the repairs. There was a consensus of the Board that this was acceptable. Ron stated that he would speak to the CDD regarding this offer.  
*Action Item: Ron- speak to the CDD regarding the proposed repair and reimburse policy.*
  - **Plan to Address the Capital Budget Items:** Sharon discussed the capital plan based on the last reserve study. Sharon stated that she was reviewing all items and meeting with contractors to look at list of improvements, provide recommendations as well as bids if applicable. Ron asked Sharon to consider the renovation when working on this plan as well as prioritize and provide a timeline of which quarter each improvement would occur in when writing her plan for the Board to review at the March Board Meeting.  
*Action Item: Sharon- provide capital plan with timeline, priority, contractor recommendation, and proposals at March Board Meeting.*
  - **Review of action items:** Christy stated that the City of Orlando did not require that sidewalks be completed on unimproved lots in the non-gated communities. She also stated that she had not received any response from Jacksonville Landco, the owners of the 11 lots in Avon.  
Ron inquired about the status of the tenant lease violation in Carlisle. Christy stated that the owner had stated that there was only one family living at the address and all other tenants had already moved out. Taylor and Carls had recommended that this issue was now settled. All attorney fees for this matter would be passed on to the owner.  
*Action Item: Christy- monitor Carlisle account for compliance and payment.*
- **New Business**
  - **Replacement for Kelly Allen:** Ron stated that he had met with Kelly and she had said she was moving and would be resigning from her position in May. Ron stated that the HR Committee would be reviewing the Community Coordinator advertisement and recommended running the ad by early February. It was agreed that the newly selected Community Coordinator start two weeks prior to Kelly's last day for training purposes. There was discussion regarding the starting budgeted pay and the possibility of hiring a licensed community association manager for this position.  
*Action Item: Ron and Bill- review and revise advertisement for position.*  
*Action Item: Christy- place approved ad and forward resumes.*
  - **D&O Insurance Renewal:** Christy recommended that the D&O Insurance be placed with the one insurance agent, Brown & Brown, in order for the association to benefit by having an additional \$5 million umbrella policy covering the D&O Insurance at the same renewal cost, \$1505, from Caple Howden. Bill stated that he would like a copy of the association's insurance policies for review. There was a consensus of the Directors to transfer the D&O policy to Brown & Brown with further review prior to the renewal in April.  
*Action Item: Christy- cancel policy with Caple Howden, contact Brown & Brown concerning D&O coverage, forward policies to Bill.*

- Consideration of New Board Member: Ron stated that an owner of 10 years has expressed interest in being on the Board of Directors. There was a consensus of the Directors that the Board needed to be an odd number, therefore, there needed to be consideration of an additional board member.

*Action Item: All Directors- submit any considerations for seventh director for review and decision in March.*

- Association Schedule
  - Next scheduled meeting is the Quarterly Meeting on February 21, 2012 at Odyssey Middle School.
- Adjournment **Motion (Gary/Bill) to adjourn meeting at 10:16 p.m. All in Favor, (5-0). Motion Carries.**

APPROVED