



Vista Lakes Community Association, Inc.

**Meeting Minutes – Board of Directors Workshop  
March 8, 2012 at 6:30 p.m.  
VLCA Resident’s Center**

- Resident Open Forum starts at 6:30 p.m. No residents present.
- Establish quorum: Ron Cumello, Jerry Harris, Gary Schuett, Israel Collazo, Christian Lau and Katherine Sebestyen were present. Bill Gompel was absent.
- Call to Order and Proof of Notice: Meeting called to order at 6:44 p.m. and Proof of Notice verified.
- Approval of Prior Monthly Workshop Minutes: **Motion (Gary/Israel) to approve the January 12, 2012 Board Meeting Minutes. All in Favor. Motion Carries, 6-0.**

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

- Community Director’s Report (Sharon Eichorn):  
Ron gave the Board an overview of the capital plan. Sharon distributed the capital plan based on the reserve study with recommendations concerning the implementation of each item.  
Ron reported that the CDD Board decided that if there was a sidewalk in need of repair on CDD property, Sharon was to contact the CDD District Manager for approval to fix the sidewalk. Once approval is obtained, then the HOA could move forward with the repair and bill the cost back to the CDD.  
Sharon discussed the landscaping proposals and committee recommendation to move forward with the park improvements with the cost of irrigation being offset to the reserve account. **Motion: (Ron/Gary) to accept the Amenities Committee’s recommendation to begin the budgeted landscaping improvements as presented with the cost of the irrigation offset to the reserve account. All in Favor. Motion Carries, 6-0.**  
Sharon discussed the issues with the Amenities Center lighting. Sharon provided the cost of the bulbs based on a one or three year warranty as well as the cost of the lift. **Motion: (Ron/Jerry) to replace 3 lights with a 1 year warranty with reconsideration of replacement of all 16 during next budgeting period. All in Favor. Motion Carries, 6-0.**  
Ron stated that the Fitness Committee was created and the purpose of the Committee is to research the cost of a fitness center and report findings back to the Board. Ron asked Israel if he would be a liaison to the Committee. Israel stated he would get back to the Board regarding taking on this task.

*Action Item: Sharon- contact the Amenities Committee regarding landscaping approval.  
Action Item: Sharon- complete repair on lighting. Plan to include in draft budget for 2013.*

- Association Manager’s Report (Christy Borden):  
Christy stated that there were no items for enforcement for the Board to review for the month. Landscaping violations that were on hold from December – February per the agronomist’s recommendation have now commenced. Currently, there is one account in litigation regarding re-soding.  
Christy reported that there have been 80 streets in which the association has exercised self help per the policy. Each account has been assessed \$50 per tree per the association’s policy.  
Christy gave an update of the collections report and an overview of the attorney’s actions.

**Motion: (Ron/Jerry) to waive small balances under \$10 on the delinquency report unless the charge is for an assessment. All in Favor. Motion Carries, 6-0.**

Christy gave an overview of the past year's insurance claims.

*Action Item: Christy- waive small balances on accounts under \$10 unless the cost is for a past due assessment.*

- 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. Ron reported that the audit draft should be completed by the end of March. A year end financial notice will be included in the next newsletter.

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

- Amenities: Report was submitted to the Board prior to the meeting. The Amenities Committee recommended that the pool hours should be changed to open at 9:00 AM during the summer months in 2012 with no additional cost to the association due to the pool closing in the fall months because of the renovations. This would allow Splish Splash to begin their program at 9:00 AM as well. **Motion: (Ron/Israel) to move forward with the Amenities Committee recommendation to open the pool at 9 AM during the 2012 summer months at no charge to the association due to the pool closings in the fall months because of the renovation. All in Favor. Motion Carries, 6-0.**

*Action Item: Sharon- change pool hours, notify committee, staff and vendors.*

- ARC: Report provided to the Board prior to the meeting. Ron stated that the ARC was working on revising the guidelines and would be submitted to the Board for review.

*Action Item: Ron- set up meeting with the ARC and the Board. The ARC would explain the revisions to the Board.*

- Communications: Report was submitted to the Board prior to the meeting. Jerry reported on the status of the April newsletter. There was discussion regarding the advertising of the "Relay for Life" in the newsletter. **Motion: (Jerry/Katherine) to advertise the Relay for Life event as an alert to the residents to inform them concerning the traffic that will be in the area. Vote- 4 For, 2 Against. Motion Carries.** There was a consensus of the Board that any future requests from non-profit corporations must be brought before the Board for approval.

- Contracts: Report was submitted to the Board prior to the meeting. Ron stated that the Committee has met with a local architectural and construction firm. The Committee recommends moving forward with the next phase of the renovation which would involve this firm to convert the preliminary plans in order to bid the construction costs. It was estimated that the cost would be \$6500.00 plus 8% of the construction costs. **Motion: (Ron/Gary) to move forward with the recommendation of the Contracts Committee by signing an agreement with McCree General Contractors, Inc. All in Favor. Motion Carries, 6-0.**

Ron stated that the CDD has contracted Servello and Sons for landscaping and irrigation maintenance and Four All Seasons for pest and fertilization beginning on March 1, 2012. **Motion (Ron/Israel) to contract with Servello and Sons for landscaping and irrigation maintenance and Four All Seasons for pest and fertilization beginning on March 1, 2012. All in Favor. Motion Carries, 6-0.**

*Action Item: Ron- sign contract with architectural firm.*

*Action Item: Christy- move forward with landscaping contracts.*

- Engineering: (not active at this time)

- Finance: No discussion regarding report.

- HR Committee: Ron stated that the HR Committee reviewed approximately 150 resumes for the Community Coordinator position and narrowed down the candidates from 19 to 5. These resumes will be provided to Leland for screening, application completion, and scheduling interviews between March 28 and the first week in April. The selected candidate would then train with Kelly for two weeks.

*Action Item: Christy- provide candidate lists and scheduling to the HR Committee.*

- **Old Business to be discussed**

- Ron provided the action items list to the Board prior to the meeting. There was a brief overview of the list.

- **New Business**

- Ron gave a brief overview of the Neighborhood Representative election. The candidate forms are included in the April newsletter with the deadline being April 16<sup>th</sup>. Leland will then complete a mailing of the ballots with the deadline being May 7<sup>th</sup>. A tally of the election results will be delivered to the Board for review at the May 10<sup>th</sup> workshop.

*Action Item: Sharon- collect neighborhood candidate forms.*

*Action Item: Christy- pick up candidate forms, mail ballots to owner, tally votes, submit results to the Board at May workshop.*

- Ron stated that a Communications Consulting Group had contacted the association regarding generating funds by negotiating with the cable company the cost of utilizing the association's easement. There was a consensus of the Board to table the matter until further research could be provided.

*Action Item: Christy- research matter and report back to the Board.*

- Israel stated that the gazebo in Newport did not have any lights and requested a motion sensor light be installed. There was a consensus of the Board to authorize Sharon to install a light at the gazebo if the cost was under \$500.

*Action Item: Sharon- set up installation of motion sensor light at gazebo in Newport park.*

- **Association Schedule**

- Next scheduled meeting is the May 10, 2012 at the Resident's Club.

- **Adjournment Motion (Israel/Gary) to adjourn meeting at 9:10 p.m. All in Favor, (5-0). Motion Carries.**

APPROVED