



Vista Lakes Community Association, Inc.

**Meeting Minutes – Board of Directors Workshop  
May 10, 2012 at 6:30 p.m.  
VLCA Resident’s Center**

- Resident Open Forum starts at 6:30 p.m. 9 residents were present. The topics discussed were pool rules concerning weather and toys, canoe rules, Warwick landscaping concerns, Avon lots, light post down at Avon, Progress Energy, clarification regarding lake aerators and fountains, loud noises from remote control boats in ponds, neighbors not picking up after dogs, no bags in doggie stations, and children jumping the wall between Newport and Avon.
- Fitness Center Committee Report 3 committee members present- Christina Foreman, Carlton Martin & Gaury Hernandez presented the report on behalf of the Fitness Center Committee. They researched the cost of leasing and purchasing new equipment, which includes 3 treadmills, 1 bicycle, 2 elliptical, 1 multi-machine, free weights, and matting, as well as the cost to maintain the equipment. They received pricing from four companies with one being located in Sanford. The recommendation was to utilize the local company, Matrix, a national company that has been in business for 20 years, which would save the community on the cost of freight, for the cost of new equipment totaling approximately \$35,980 with the 1<sup>st</sup> three years of preventative maintenance included in the cost. The following preventative maintenance plan would cost \$170 per visit and \$75 an hour for labor. The committee also recommended a key card security system that allows for 24/7 access. The cost of this system is estimated at \$3000 and would track the users. There would be cleaning wipes and products provided with the expectation that users would clean up after themselves. Additional recommendations include two televisions with cable service, wall mirror, and water fountain. A list of rules has been drafted and will be forwarded to Sharon for review.

*Action Item: Committee- forward rules to Sharon.*

*Action Item: Sharon- forward rules to the Board for review.*

- Establish quorum: Ron Cumello, Jerry Harris, Gary Schuett, Israel Collazo, Christian Lau and Katherine Sebestyen and Bill Gompel were present.
- Call to Order and Proof of Notice: Meeting called to order at 7:40 p.m. and Proof of Notice verified.
- Approval of Prior Monthly Workshop Minutes: **Motion (Gary/Ron to approve the March 8, 2012 Board Meeting Minutes. All in Favor. Motion Carries, 7-0.**

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

- Community Director’s Report (Sharon Eichorn):  
Sharon stated that the landscaping improvements in the parks have been satisfactorily completed and inspected by the Amenities Committee. She stated that their only concern were a few plants in Vista Parks in which they have notified the agronomist to monitor. Sharon stated that the sidewalk repairs are completed with the exception of one slab that was scheduled for repair on Monday. Currently, there were 85 slabs repaired in the gated communities. The non-gated community sidewalk issues were being reporting to the City of Orlando.  
Sharon stated that the children’s pool was in need of resurfacing and provided a proposal from SPIES Pool to repair for \$2395. Bill stated that there was a crack and asked if this repair could be included with the resurfacing. Ron stated that the resurfacing was included in the capital plan and could be taken from the reserve account. **Motion (Ron/Bill) to move forward with the repair that is to be funded by the reserves, to the children’s pool with the service provider, SPIES POOL. All in Favor. Motion Carries, 7-0.**

Sharon stated that the City of Orlando off duty representative is requesting a trespassing policy from the Board of Directors. Ron stated that they needed to review the City of Orlando policy and decide whether to adopt the policy or create a rule. Sharon also stated that they had a

concern regarding the lack of gates on the entrance to Amhurst Park and whether not they can arrest trespassers. There was a consensus of the Board that the correct rule, which is posted on the signage, is for the off duty police to ask them to leave if they are at the park after dark.

*Action Item: Sharon- contact SPIES and move forward with pool repair.*

*Action Item: Sharon- distribute trespassing policy for further review.*

- Association Manager's Report (Christy Borden):

Christy stated that there were no items for enforcement for the Board to review for the month. There were currently 51 re-sod violation accounts in the system, of which recommendations for non-compliance will be given to the Board in July per the covenant enforcement policy.

Christy stated that there were 94 trees that have been trimmed by the association per the self help policy. All accounts have been billed and a status of the collections would be provided to the Board.

Christy stated that according to the Taylor & Carls report, there are 3 payment plans, 2 pay-off requests, 1 bankruptcy, and 4 in litigation.

Christy gave a general synopsis of liability claims that have been turned over to our agent. The agent has reported that no claims have been paid out as of today. One claim was turned over to the city as the association is no liable for non-gated sidewalk issues.

*Action Item: Christy- forward status updates on street tree trimming reimbursement to the Board for further review.*

- 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 was completed. Ron distributed the Community Coordinator report by outgoing personnel Kelly Allen, to the Directors and introduced the new Community Coordinator, Norene Rodrigues, who was present at the meeting.

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

- Amenities: Report was submitted to the Board prior to the meeting. Sharon reported on the Committee's behalf. She stated that there were 8 new chairs in the gazebo that have been ordered and was on hold until the parks were completed, new trash cans have been purchased and mulch ordered by Christy to complete the parks. Ron had asked if all items have been completed that were on the capital plan, Sharon stated that a proposal was needed to seal and paint the basketball court but it wasn't in this year's budget and needed to be revisited in the future. Ron requested that the committee look at the 3 HOA islands in Warwick for landscaping recommendations. Christy invited all those present as well as the committee to the landscaping meeting that begins at Amhurst Park was Monday at 9 AM.

*Action Item: Sharon- proposal for sealing and painting the basketball court.*

- ARC: Report provided to the Board prior to the meeting. Jim Shelton was present on behalf of the ARC to discuss the proposed guideline process. Jim stated that the draft, new drawings, and an outline of the draft would be provided to the Board for review prior to the next meeting.

*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 and July newsletter. The July newsletter would be ready for Board review by June 7 and for the first time, an article submitted by an owner would be included in this issue. Jerry also reported that the website usage has increased.
- Contracts: Report was submitted to the Board prior to the meeting. Ron stated that the preliminary plans from the architect has been received and distributed the latest floor plan to the Board. The next step in the process was for the Board to complete part 1 of the renovation plan by approving the architect to move forward with formalizing the construction plans and begin the bid process which typically takes 2 -3 months with the estimated cost being approximately \$40,000 plus the cost of permits in order to stay on track with an estimated completion date of April 1, 2013. There was a general discussion regarding the cost of the project and the elements of the building. Bill, Katherine, and Christian expressed concern regarding the building components as well as cost per square footage. **Motion (Bill/Israel) to postpone project on the table and reconvene for further discussion to determine building details. All in Favor. Motion Carries, 7-0.**

*Action Item: Jerry and Bill- determine meeting date and time with the Directors. Ron would be out of town however it was requested that he attend via conference call.*

*Action Item: Sharon- notice the Special Meeting.*

- Engineering: (not active at this time)
- Finance: Ron requested that if there was any interest regarding joining the Committee to please contact him. The 2013 budget planning will begin in July.
- HR Committee: Report was submitted prior to the Board meeting.
  
- **Old Business to be discussed**
  - Neighborhood Representation Election- Christy reported the election results for the 2012-2013 Neighborhood Representatives as follows:  
Avon- Zumela Felix, Carlisle- Randy Young, Colonie- Jose Perez, Melrose- Jim Shelton, Newport- Israel Collazo, Pembroke- Flor Taveras, Warwick- Scott Fehringer, Waverly- Shannon Mas, Windsor- Eric Garcia, Champlain- Judy Smeltzer, Amhurst- Alex Martinez, Gentry Park- Ronald Seals, Central Park- No Candidates, Horizons- Nicholas Montuori. **Motion (Ron/Israel) to accept the results of the election. All in Favor. Motion Carries, 7-0.**
  
- **New Business**
  - 2013 Budget Activities- Ron reported that Leland would provide a draft of the 2013 budget in July, the Budget & Finance Committee needs to be finalized, the budget draft will be forwarded to the Board for the September meeting to finalize then voted on, approved and presented to the residents at the October Annual Meeting with coupon books delivered by December 1.
  
- **Association Schedule**
  - Next scheduled meeting is the June 19, 2012. Ron stated that he will not be available for the meeting. Jerry confirmed that he would be available.  
  
*Action Item: Sharon- determine if the middle school is available for the meeting or if the meeting will be held at the Resident's Club then report back to the Board.*
  
- **Adjournment Motion (Gary/Ron) to adjourn meeting at 10:20 p.m. All in Favor. Motion Carries, 7-0.**