



Vista Lakes Community Association, Inc.

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

- Resident Open Forum starts at 6:30 p.m. 3 residents were present. The topics discussed were the fitness center poll process, neighborhood representative responsibilities, speeding, cost of painting a white stop line at stop signs in gated communities, issue and policy regarding picking up after your pet, area of land within Avon owned by the CDD to be considered for a park.
- Establish quorum: Ron Cumello, Jerry Harris, Gary Schuett, Christian Lau, Katherine Sebestyen and Bill Gompel were present. Israel Collazo was absent.
- Call to Order and Proof of Notice: Meeting called to order at 7:00 p.m. and Proof of Notice verified.
- Approval of Prior Monthly Workshop Minutes: **Motion (Gary/Christian) to approve the May 10, 2012 Board Meeting Minutes. All in Favor. Motion Carries, 6-0. Motion (Jerry/Bill) to approve the May 22, 2012 Special 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 stated that Sharon was on vacation. Ron reported to the board a complaint regarding access to the pool. He also stated that the motor for the lap pool was in need of replacement and was covered under the manufacturer warranty.
- Association Manager's Report (Christy Borden):
Recommendations for Enforcement- There were 12 violations presented for recommendation per the covenant enforcement policy two of which were decided to send to the attorney for enforcement.
Update on Tree **Trimming** Self Help- Christy stated that the total collected year to date was \$2,303.54 with the total billed being 4600.00. There was a consensus of the Board to start the collections process on all outstanding balances for the street tree self help.
Status of Approved Attorney Actions- Mediation was discussed regarding a covenant enforcement matter.
Status of Liability Claims- General discussion regarding outstanding claim.
Update on Collections- Christy stated there was \$17,975.08 collected in past due assessments in June. Ron gave an overview of the Taylor & Carls status report concerning foreclosures. Ron stated that a meeting with Harry Carls would be scheduled.
Aged Accounts Reports- General discussion regarding accounts receivable reports and current policy. **Motion (Ron/Bill) that effective July 23, 2012, the policy for pool staff is to not collect any past due balances at the window and refer all residents to Leland Management's Billing and Assessments Dept. All in Favor. Motion Carries, 6-0.**
Landscaping- Jerry had inquired about the landscaping at Vista Park. Christy stated she would check the agronomist report and provide the information pertaining to cutting back the plants. Ron asked Christy to check the mulch application at Vista Park.

Action Item: Christy- forward enforcement accounts to attorney.

Action Item: Christy- contact Kesha regarding the implementation of new report for pool staff and moving forward on collections for self help outstanding balances.

Action Item: Christy-check landscaping report and Vista Park, follow up with Ron and Jerry.

- 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 was completed and the financial was signed. Ron stated that the 2013 budget process will begin at the Finance & Budget Committee meeting on July 17, 2012 at 6:00 pm at the Residents Club.

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

- Amenities: Report was submitted to the Board prior to the meeting. Ron reported on the Committee's behalf. He stated that the Committee was working on submitting suggestions for the Warwick Islands as well as looking into options pertaining to the parks in regards to mulch or alternatives.

Action Item: Sharon- bring recommendation to the board regarding Warwick island enhancements and park playground mulch or alternative.

- ARC: Report provided to the Board prior to the meeting. New guideline draft has been distributed. Ron asked all Directors to review the guidelines and submit changes. A special meeting may be needed to finalize the draft in the future. The Board would have the final vote on the final guidelines prior to adoption.

Action Item: Directors- Review draft guidelines, note changes, discuss if meeting needs to be planned to discuss.

- Communications: Report was submitted to the Board prior to the meeting. Jerry also reported that the website usage has **decreased slightly from last month, but is up significantly over the same month last year.**

- Contracts: Report was submitted to the Board prior to the meeting. Ron stated that the final plans, permitting, drawings, schedule, quotes from sub contractors and cost is expected be submitted for review in September. The construction is scheduled to begin on October 1.

- Engineering: (not active at this time)

- Finance: Ron stated that a kick off meeting is scheduled in July with additional meetings being held in August, September, and then submitted to the Board for approval at the September workshop and then approved in October at the Annual Meeting. He reminded the Board that the last reserve study was completed in 2009 and an update is needed in 2013. He asked the Board for guidance regarding the budget items as well as the future assessment. The Committee will be reviewing the bad debt and operating cash collected from past dues from prior years. Ron asked for the AR summary report to be submitted to the committee for review.

Action Item: Christy- provide AR summary report to Committee.

- HR Committee: (not active at this time)

- Old Business to be discussed

- Neighborhood Representative for Avon- Ron stated that the current representative was a resident in Avon, not an owner. Christy stated that there was an alternate for the community that was an owner, Mr. Mark Hamilton. The Board agreed that Mark should be the representative for Avon.

Action Item: Christy- Contact Mark Hamilton and Jim Shelton regarding new representative for Avon.

- New Business

- Jerry Harris stated that he would like the management reports received earlier than the Tuesday prior to the meeting. Ron stated he would ask managers and committees to try to submit the reports by Monday.

- Association Schedule

- Next scheduled meeting is the September 13, 2012.

- Adjournment **Motion (Gary/Bill) to adjourn meeting at 9:09 p.m. All in Favor. Motion Carries, 6-0.**