



Vista Lakes Community Association, Inc.

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

- Resident Open Forum starts at 6:34 p.m. 6 residents were present. Sharon Eichorn welcomed Commissioner Gray, City of Orlando Neighborhood Relations Manager Susan Harris, Public Works Collection Manager Jonathan Guillian, and Recycling Manager Ben Reddick. Mr. Guillian presented the new recycling program to the attendees which included a new pick up schedule and a new 95 gallon cart that allows for recycling item numbers 1 -7. Commissioner Gray gave an update on the traffic study and stated that the light at the intersection of Vista Lakes Blvd. and Econlockhatchee was now on for a longer length of time. There was a concern from a resident addressed involving speeding in the Avon community and adding speed humps. Commissioner Gray stated that it was a two part study, he stated that they could place OPD in the area to issue tickets and add the flashing lights to try to slow them down. He also stated that if the Avon residents wanted speed humps, they would have to present a petition to his office notating the request for further investigation. Sharon gave an update on the renovation and stated that the survey was completed and the building was 19 inches above flood elevation, however, the association would have to wait for a response from FEMA in order to proceed with the renovations. An Avon resident expressed concern about the CDD wall deteriorating and drainage on his lot. Sharon stated that the CDD addressed the wall concern at the meeting and a plan was underway.
- Establish quorum: Jerry Harris, Israel Collazo, Gary Schuett, Katherine Sebestyen, Bill Gompel, and Scott Fehringer were present. Christian Lau was absent.
- Call to Order and Proof of Notice: Meeting called to order at 7:15 p.m. and Proof of Notice verified.
- Approval of Prior Monthly Workshop Minutes: **Motion (Bill/Israel) to approve the September 13, 2012 Board Meeting Minutes. All in Favor. Motion Carries, 6-0.**

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

- Election of Board Officials: Jerry Harris explained the officers responsibility to the Directors. **Motion (Bill/Gary) to nominate Jerry Harris for President to the Board of Directors. All in Favor. Motion Carries, 6-0. Jerry Harris accepted the position.** **Motion (Jerry/Bill) to nominate Gary Schuett for Secretary to the Board of Directors. All in Favor. Motion Carries, 6-0. Gary Schuett accepted the position.** **Motion (Jerry/Gary) to nominate Bill Gompel for Treasurer to the Board of Directors. All in Favor. Motion Carries, 6-0. Bill Gompel accepted the position.** **Motion (Jerry/Israel) to nominate Katherine Sebestyen for Vice President to the Board of Directors. All in Favor. Motion Carries, 6-0. Katherine Sebestyen accepted the position.**

Action Item: Christy & Officers- sign new signature cards. Update Sunbiz.

- Community Director’s Report (Sharon Eichorn): Sharon stated that her report was submitted prior to the meeting and asked if there were any questions. Gary Schuett asked for clarification on the pool hours. Sharon stated that the pool hours were weekends only from 10 am – 4 pm thru February. She stated that there were no concerns reported from OPD. Sharon gave an update on the rubber surfacing at the parks stating that Amhurst would be completed tomorrow, Newport was prepped for pouring on Thursday, and Vista Park was scheduled for

Monday. Israel Collazo expressed concern with the prep work at Newport stating that there was diesel fuel on the park and cleaning concerns. Sharon stated that she had spoken to the contractor and it would be cleaned up properly. Katherine Sebestyen inquired about the complaint of fumes from the resident in open forum at the last workshop. Sharon stated that she researched the complaint and found that fumes were typically caused by older poured rubber that was made with recycled tires or the earth underneath.

Jerry Harris inquired about a clothing collection box. Sharon stated that she had left a message regarding authorization and had not heard back from them as well as reported the matter to CDD Manager, Gary Moyer. She stated that maintenance would be removing the box.

- Association Manager's Report (Christy Borden):

Christy stated that her report was submitted prior to the meeting and asked if there were any questions. Christy stated that \$13,639 collected in past due assessments in October, there were 9 closings with no write offs to bad debt, the 3 violation accounts submitted to the attorney were in the process of being compliant, the mediation for lien foreclosure was successful as the owner agreed to a payment plan, no sod enforcement accounts will be submitted until March per agronomist, the landscaping meeting is held on a monthly basis and the Vista Park issues would be addressed, and the budget was submitted to BB&T with the coupons scheduled to be mailed to the residents by December 1. Christy explained the collection's policy and interest process to the Directors.

Motion (Bill/Israel) to waive interest balances under \$10 for the 2012 year. All in Favor. Motion Carries, 6-0.

Action Item: Christy- contact account manager regarding decision to waive small balances.

- Financial Update – Treasurer (Bill Gompel):

Bill gave a report based on the past Treasurer, Ron Cumello for the previous month. Bill tasked the Directors to review the report and financials and email suggestions, if any, to include in his monthly report.

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

- Amenities: Report provided to the Board prior to the meeting. Christy stated that the Warwick islands were completed and the inside CDD wall would be the last area in need of renovation. Sharon stated that some of the chairs have arrived, however, they would be stored in the boxes until the renovation was completed.
- ARC: Report provided to the Board prior to the meeting. New guideline draft will be forwarded for review. There was concern regarding the tracking of changes. Sharon stated that Kelly had created a red line version and would check to see if it were on her computer. There was a consensus of the Board to schedule a special meeting in January to review the revised guidelines.

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. The newsletter was underway with the deadline for articles tomorrow, the board would review the draft around the middle of December and scheduled to be mailed last week December or first week of January.
- Contracts: Report was submitted to the Board prior to the meeting.
- Engineering: (not active at this time)
- Finance: Bill stated that the members of the Committee were going to remain the same including himself, Ron Cumello, and Christian Lau.
- HR Committee: Bill stated that they had narrowed down the resumes to 4 candidates for the Community Coordinator position. There was a consensus of the Board to allow Sharon to participate in the interviewing and selection process.

- Old Business to be discussed
 - Golf Cart- Sharon stated that a new cart purchased and the old cart was being stored on pool deck and in need of a repair estimated at \$575, the sale value would be around \$1000 after repair and the CDD shared in 60% of the purchase. She stated that the association could utilize it as a spare cart but had an issue with housing the cart and suggested possibly a tarp or rent a garage. She said she would check with CDD regarding their interest. **Motion (Bill/Israel) to move forward with the repair of the golf cart. All in Favor. Motion Carries, 6-0.**
 - Fountain by Tennis Courts- Sharon stated that the fountain was replaced and the cost came in \$1200 less than proposal sent to board.
 - Accounts Receivable Interest Rate Issue- Christy stated that the adjustments were completed and will be reflected on the financial report. Bill stated that a detailed report should be compiled for the upcoming audit. Christy confirmed that detailed reports of the adjustments would be supplied to the auditor.
 - \$50k Transfer to Reserves- Christy stated that the transfer would be completed once new signature cards were filed with the bank.
 - Suspension of Rights for Balances Under \$10- Christy stated that AR reports were supplied on a weekly basis to the pool staff.
 - Ants at Pool- Sharon stated that the ant problem was being treated at the pool and Four All Seasons has asked that they be contacted instead of the maintenance staff treating them.
 - Water Pressure on Slide- Sharon stated that they had increased pressure on the slide and would continue to monitor.
- New Business
 - Construction Coordinator Position- Jerry stated that former President Ron Cumello had volunteered to be liaison between architect/construction firms and the Board of Directors.
Motion (Jerry/Gary) for Ron Cumello to act as Construction Coordinator on behalf of the association. All in Favor. Motion Carries, 6-0.
- Association Schedule
 - Next Scheduled Board Meeting on January 10, 2013
 - Next Scheduled Quarterly Meeting on February 19, 2013
- Adjournment **Motion (Jerry/Gary) to adjourn meeting at 8:25 p.m. All in Favor. Motion Carries, 6-0.**