



Vista Lakes Community Association, Inc.

**Meeting Minutes – Board of Directors Workshop
January 10, 2013 at 6:30 p.m.
Central Park Clubhouse**

- Resident Open Forum starts at 6:30 p.m. There were 2 residents present. The topics of discussion were holiday banners proposal made to the CDD for 2013, accessibility to electricity for holiday lights, and vandalism.
- Establish quorum: Jerry Harris, Israel Collazo, Christian Lau, Gary Schuett, Katherine Sebestyen, Bill Gompel, and Scott Fehringer were present.
- Call to Order and Proof of Notice: Meeting called to order at 6:42 p.m. and Proof of Notice verified.
- Approval of Prior Monthly Workshop Minutes: **Motion (Jerry/Bill) to approve the November 8, 2012 Board Meeting Minutes with one spelling error correction as noted. 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 her report was submitted prior to the meeting and asked if there were any questions. Sharon stated that they were currently working out of the pool office during the renovation.

Bill asked if there was a recommendation from the committee regarding the purchase or lease of the equipment and confirmed that there was 40K budgeted for equipment. Sharon stated that she was waiting for the chair person on the committee as well as for Ron's return from vacation.

Sharon presented the approved color selections chosen by McCree's interior designer for the interior of the clubhouse. Katherine inquired about drinking fountains needed at the tennis court. Sharon stated that a water fountain for the tennis court was investigated in the past and that Board decided not to install, however, they could revisit the request.

Bill inquired about the current pool office and what would its function be after the renovations were completed. He stated that the original plan was supposed to allow restroom access afterhours to the tennis players. Sharon stated that she thought the pool office was going to be used for storage purposes and restrooms would be accessible after hours if the Board chose to open them.

Katherine inquired about the canopy over the benches on the tennis court was not low enough for it to provide adequate shade. Bill stated that there needs to be an additional light added to the tennis court. Sharon stated that she would look into canopy options as well as the cost for an additional light.

Katherine inquired about the tire tracks at the playground. Christy stated that Larry did address the issue in his report and Servello was following the agronomist's plans to fix the area.

Sharon stated that the fountain pump in the HOA pond in front of the Resident's Club was vandalized. Sharon collected bids for repair. **Motion (Chris/Bill) to enter into contract with Vermana to replace the pump at the cost of \$1099.00. All in Favor. Motion Carries, 7-0.**

Sharon stated that she recommends that gate administration should be moved from Leland Management to being an onsite function performed by the Community Director and/or the Community Coordinator for the convenience of the owners. She stated that the software was relatively inexpensive and the Leland fee was \$50 a month. Christy inquired about the current back up system, computer and antivirus software to ensure there was proper back up and protection if the association decided to manage the gates onsite. The Board agreed to bring gate management in-house once Sharon verified adequate anti-virus protection and data back-up. Sharon stated that there were issues with people wearing metal cleats on the soccer field resulting in the need to treat, restore and possibly shut down for short periods of time per the agronomist's recommendations. Jerry inquired about those reserving the field, Sharon stated that there were 4 groups that typically reserved the field 5 days a week in two hour intervals. Israel stated that there were people utilizing the soccer field that was not owners and asked about enforcement. Sharon stated that OPD monitors the parks and asks for identification. Christy inquired about the reservation process including fee, contract, and rules and regulations. Sharon stated that currently there were no fees, the owner would ask to reserve the field and would forward the roster to Sharon. Jerry asked Sharon to forward the schedule to him for review. Bill asked Christy to check with other associations and provide proposed rules for sports fields utilized in their community for Board review and revisions.

Sharon stated that there were three dog stations that were rusted and in need of replacement. The cost of each station would be \$400. There was a consensus of the Board to replace the dog stations totaling \$1200 as this cost is included in the approved budget.

Sharon discussed the wage recommendations of the lifeguard supervisors, returning lifeguards, new lifeguards and maintenance personnel. Jerry asked Sharon about her self-evaluation, Sharon stated she would complete it and forward to him. **Motion (Gary/Jerry) to move forward with the proposed budgeted salary increases effective January 1, 2013 as presented by Sharon. All in Favor. Motion Carries, 7-0.**

Bill inquired about the status of the Community Coordinator open position. Christy suggested that a copy of the advertisement be forwarded to the committee for review with a list of the publications utilized. Christy also suggested that a licensed CAM be considered for the position as part of the duties was with the ARC. Christy stated that she would also go thru resumes of newly licensed CAMs that had been sent to Leland to see if there were any candidates that could be passed on to the committee for review.

Jerry stated that he would work on obtaining pictures and bios of maintenance and pool staff once the staff is in place for the summer season to post on the website and at the Residents' Club. Christy asked if the staff wore name tags, Sharon stated that only the supervisors wore name tags.

Sharon stated that the theme pool needed to be resurfaced per the capital budget. She also stated that the pumps needed to be coated and resealed during the resurfacing. Sharon stated that the association's current contractor, SPIES gave a bid of \$69,000 for resurfacing and \$1500 for pump recoating with a 5 year warranty. **Motion (Bill/Gary) to enter into contract with SPIES for the resurfacing of the theme pool and resealing of pumps not to exceed \$72,000 that will be offset to the capital budget. All in Favor. Motion Carries, 7-0.**

Sharon stated that Avon is requesting a second doggie station for the west side of the property. There was a consensus of the Board to purchase an additional doggie station.

Sharon asked Christy if there was anything that she could do in regards to missing trees in Avon not planted by the builder. Christy stated that was an issue between the owner and the builder.

Sharon stated that she could purchase the ant treatment chemicals from 4 All Seasons so the maintenance staff could treat. Christy stated that there could be potential liability placed on the association as the maintenance personnel are not licensed to perform this duty. There was a consensus of the Board to contact 4 All Seasons to treat all ant beds.

Sharon stated that there were three residents in Warwick that were complaining about the modulars at the church and requested that the HOA Board take action to have them removed. There was consensus of the Board that the church went thru the proper permitting process with the city, the modular were temporary and would be removed after construction was completed, they were shielded to be less noticeable and the HOA had no authority to take any action.

Sharon stated that the fire department would like to give a presentation at the next membership meeting in February. There was an agreement with the Board.

Action Item: Renovation/Gym Committee- Submit information to the Board regarding equipment for gym.

Action Item: Sharon- investigate tennis court canopy concern, provide quotes if needed.

Action Item: Sharon- provide quotes on additional light installed at tennis court.

Action Item: Sharon- provide soccer field reservations to Jerry for review.

Action Item: Christy- research sport field rules and regulations and provide to the Board for review.

Action Item: Sharon-replace lake fountain pump.

Action Item: Sharon and Jerry- check current back up and anti virus for association computers/database before bringing gate management in-house.

Action Item: Sharon- order and install 4 doggie stations (replace 3 rusted, order 1 new for Avon).

Action Item: Christy- forward pay rate information for 2013 to HR to implement effective January 1.

Action Item: Christy- forward copy of community coordinator ad and publications to HR committee for review prior to posting. Research resumes submitted to Leland for newly licensed LCAMs, forward to the committee for consideration.

Action Item: Jerry- obtain pictures and bios of maintenance and pool staff to post on the websites and kiosks at the Residents' Club

Action Item: Sharon- contact SPIES to complete the capital budget items for the pool.

Action Item: Sharon- invite fire department to February meeting for presentation.

- **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 sod violations would resume in March per the agronomist. Christy stated that the violations that had been turned over to the attorney for enforcement have been corrected. Christy stated that the monthly landscaping meeting was on the 11th with the main concerns being the soccer field, irrigation repairs, and changing the timer for the islands in Warwick. Christy confirmed that Sunbiz was updated with the new directors listed in November. Christy confirmed that the small balances were waived and would be reflected in the December financials.

- Financial Update – Treasurer (Bill Gompel):
Bill stated that the year end financials should be available to review next week and there was currently 322K in receivables. Bill stated that the engagement letter was signed for Kane & Company and the audit would commence in the near future.

- Committee Updates (to be provided via email, prior to the meeting).
 - Amenities: Report provided to the Board prior to the meeting. Sharon stated that the committee recommended that swim lessons on Saturday and Sunday run no later than 11 am. Sharon stated that there were no changes regarding tennis lessons. **Motion (Bill/Gary) to move forward per the committee's recommendation that all swimming lessons on the weekend end prior to 11 AM. All in Favor. Motion Carries, 7-0.**

Action Item: Sharon- update rules, notify swim instructors and staff.
 - ARC: Report provided to the Board prior to the meeting. Jerry stated that Jim would provide the draft guidelines with notes regarding any changes as well as check the governing documents to ensure that they are consistent and do not contradict each other for board review at the March workshop. Jerry reported that two members of the ARC resigned and the committee recommended Karen Babcock to one of the open positions on the ARC. **Motion (Jerry/Israel) to appoint Karen Babcock to the Architectural Request Committee. All in Favor. Motion Carries, 7-0.**
 - Communications: Report was submitted to the Board prior to the meeting. The newsletter was mailed out the end of December with the budget included as BB&T had made an error by not including the budget in with the coupon books. BB&T sent out a letter of apology and will credit the association for the additional cost. The credit should be reflected in January. Katherine inquired about a bragging page for the newsletter and website. Jerry stated he would discuss it with the committee. Katherine asked if there could be an article asking parents to speak to their children about being courteous while skateboarding and biking.

Action Item: Christy- verify and report the credit from BB&T to the Board.
Action Item: Jerry- speak to the committee about a bragging page and article.
 - Contracts: Report was submitted to the Board prior to the meeting.
 - Engineering: (not active at this time)
 - Finance: Report was submitted to the Board by the Treasurer.
 - HR Committee: Report discussed in Community Director's report.

- Old Business to be discussed
 - Signature cards signed by officers (Jerry, Katherine, Bill and Gary) Christy stated that she would resend the instructions to the Officers regarding the signature cards for the capital reserve accounts.
 - Golf Cart (Sharon) Sharon stated that she did not have an answer yet regarding the CDD's responsibility for the golf cart maintenance and cost.

Action Item: Christy- forward signature card instructions to the officers.
Action Item: Officers- complete and update signature card process.
Action Item: Sharon- research golf cart question and report to the Board.

- Association Schedule
 - Next Scheduled Quarterly Meeting on February 19, 2013 at 6:30 PM at Odyssey Middle School.

- Adjournment **Motion (Jerry/Gary) to adjourn meeting at 9:25 p.m. All in Favor. Motion Carries, 7-0.**