



Vista Lakes Community Association, Inc.

**Meeting Minutes – Board of Directors Workshop
May 16, 2013 at 6:30 p.m.
Residents' Club**

- Resident Open Forum starts at 6:30 p.m. There were 4 residents present. The topics of discussion were the berm area in Carlisle, concern for the condition of the trees that appear to be dying in the CDD areas.
- Establish quorum: Jerry Harris, Christian Lau, Gary Schuett, Katherine Sebestyen, Bill Gompel, and Scott Fehringer were present. Israel Collazo was absent.
- Call to Order and Proof of Notice: Meeting called to order at 7:02 p.m. and Proof of Notice verified. Jerry Harris welcomed and introduced Connie Sui, the new Community Coordinator.
- Approval of Prior Monthly Workshop Minutes: **Motion (Bill/Katherine) to approve the March 14, 2013 Board Meeting Minutes with corrections provided by Jerry Harris. All in Favor. Motion Carries, 6-0.**

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. Katherine inquired about the CDD fence repairs and Sharon stated that the wooden privacy fence was being repaired immediately as well as there was a repair schedule that was going to be posted.

Sharon provided repair information from Steppi Roofing. Bill stated that he was concerned about the repair work affecting the new construction and ensuring the validity of the warranty. Sharon stated that she would check with the construction coordinator, Ron Cumello. **Motion (Jerry/Bill) to enter into contract with Steppi Roofing who will complete roofing repairs in the amount of \$1150.00 All in Favor. Motion Carries, 6-0.**

Sharon proposed the installation of a snack and soda machines at the Resident's Club. The signed agreement would allow vendor, Bob Kelsey, to install snack and soda machines, who would provide proof of insurance and bond, with Vista Lakes added as an additional insured, his response time would be within an hour, he would be responsible for any reimbursements, there would be no cost to the association and all funds would be going to Bob Kelsey. If the association decided to remove the machine, they would be retrieved within 3 days. There was a consensus of the Board to allow Bob Kelsey to install the snack and soda machines at the Resident's Club.

Sharon stated that the Resident's Club kitchen and restroom's needed to undergo maintenance items such as new tile, wall paper, paint and repair. She stated that the estimated cost of this project would not exceed \$1000 and included labor and materials. There was a consensus of the Board to allow Sharon to complete maintenance on the kitchen and restrooms at the Resident's Club for \$1000 to \$1500 per the budget.

Sharon stated that there were three offers to purchase the golf cart for \$1200. There was a consensus of the Board for Sharon to sell the golf cart to the highest bid for no less than \$1000.

Sharon stated that there would be a Trunk or Treat in October at the Resident's Club. She stated that each neighborhood would sponsor a vehicle as well as she was soliciting local businesses.

Sharon stated that the OPD had asked to utilize the lap pool for training exercises from 8 AM – 11 AM on June 3 and 24. She said they would sign a liability release form and there was no need to staff this event. There was a consensus of the Board to allow the OPD to utilize the lap pool for training.

Sharon stated that there was a pool party scheduled for every 2nd Saturday and a Dive In movie every last Saturday sponsored by Tiffany.

Sharon stated that a resident had asked if more than 25 guests could be invited to attend a party at the pavilion. There was a consensus of the Board to deny an exception.

Bill inquired about the status of the temporary CO for the Resident's Club. Sharon stated that it was McCree's responsibility to pursue a permanent CO.

Sharon stated that Weststaff had requested to conduct a survey in the parking lot of the Resident's Club concerning child safety seats. There was a consensus of the Board to decline the request.

Action Item: Sharon- move forward with roof repair.

Action Item: Sharon- move forward with snack and soda machine installation.

Action Item: Sharon-move forward with kitchen and restroom repair and maintenance.

Action Item: Sharon- move forward with the sale of the golf cart.

Action Item: Sharon- contact OPD to allow for the train with sign off of liability.

Action Item: Sharon- contact resident regarding no exception rule.

Action Item: Sharon- contact Weststaff regarding denial of solicitation/survey

- Community Coordinator Report (Connie Sui): Connie reported that she had a spreadsheet created of returned newsletters. She stated that she had researched the names and addresses by utilizing the county tax records. She stated that there were approximately 45 names that did not match the Leland database. Christy explained that all information entered in the Leland system is based off legal documents provided by the closing attorney and that sometimes the county tax records differ based on the situation such as joint tenants in common. Jerry stated that Connie should work with Christy to assist in cleaning up and verifying the list as well as providing a number for newsletter printing.

Action Item: Connie- forward list to Christy.

Action Item: Christy- forward list to Assessment & Billing to research, report back to the Board.

Action Item: Connie- provide approximate newsletter printing information based on investigation.

- 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 inquired about a concern for new owners that visit the pool that are denied access because the closing documents had not been received by the attorney and a balance is being shown on the account that is due from the old owner. Christy explained that there would be an "e" next to the name when an estoppel has been requested. Christy stated that all balances have to be satisfied at closing in order to release the lien and asked if the new owners could produce a closing statement showing proof of ownership to the staff and an "e" is beside the old owner's name if the Board would consider allowing access to the pool to the new owner. **Motion (Bill/Jerry) to implement the new owner process for amenities access if settlement statements are provided and there is proof of an estoppel on the delinquency report. All in Favor. Motion Carries, 6 – 0.**

Christy stated that she was still awaiting feedback from the CDD Engineer regarding the drainage at Vista Park.

Christy reported the election results for the 2013-2014 Neighborhood Representatives as follows: Avon- Rachel Pan, Carlisle- Randy Young, Colonie- Jose Perez, Melrose- Jim Shelton, Newport- Mary Ann Abernathy, Pembroke- Andres Bernal, Warwick- Beverly Simmons Henry, Waverly- Vacant, Windsor- Jeff Gomez, Champlain- Judy Smeltzer, Amhurst- Lexido Taveras, Gentry Park- Michael Smith, Central Park- Vacant, Horizons- Sonia Bosinger.

Christy provided the attorney enforcement list with pictures to the Board for approval to send to the attorney for enforcement. There was a consensus of the Board to move forward with attorney enforcement regarding the fence. Jerry asked about the tree trimming enforcement. Christy stated that the tree trimming enforcement with self help was placed on hold based on the last direction given by the Board with the reason being monitoring the reimbursements for self help. Jerry stated that notices could be sent but not to move forward with self help.

Action Item: Sharon- discuss and implement new process with pool staff.

Action Item: Christy- provide list of Neighborhood Reps.

Action Item: Christy- meet with CDD Engineer Barry Roy regarding Vista Park drainage, report findings back to the Board.

Action Item: Christy- forward account to attorney for enforcement.

Action Item: Christy- Implement tree trimming notices without self help.

- Financial Update – Treasurer (Bill Gompel):

Bill stated that he had forwarded the financials to the Board. He stated that he was concerned with the offset of the construction items and he was meeting with the construction coordinator, Ron Cumello to review and would forward the reallocations to the account manager. Bill stated that the collections were on track and he was reviewing the legal expenses, receivables, and reserves modification. He stated that the budget committee would meet the end of July or beginning of August.

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

- Amenities: Report provided to the Board prior to the meeting.

Carol Schuett discussed the landscaping concerns at the Resident's Club and asked Christy to discuss with the Larry the placement of the 13 plants that are due to the association. Christy expressed her concern with the entrance area where the left side didn't match the right. The committee agreed that Christy should speak to Larry about cutting back the sod and putting in matching plants.

Carol discussed the drainage work that was supposed to be completed in Newport Park but was not completed due to the concrete structure surrounding the gazebo. Carol stated that the committee would research options and get back to the Board. Sharon stated she would contact Doug Chapman regarding a plan as well. Carol asked if Christy could contact Servello regarding the hole that was left which would be a liability as it needed to be filled immediately. Christy stated she would contact Derek.

Carol stated that the committee was discussing options regarding the renting of the Resident's Club for parties. She stated that once the rules and regulations are written and approved by the attorney, that a security should be present during the parties as this is the way Central Park conducts rentals. Carol stated that the Board does not move forward with this process until September. Bill stated that there should be an article in the next newsletter that discusses the rental process.

Sharon stated that the fitness center will open June 1 and she is issuing cards. She stated that she was concerned about the parking.

Action Item: Christy- contact Larry regarding 13 plants placement and Resident's Club entrance. Report back to the Committee.

Action Item: Sharon- contact Doug Chapman regarding Newport plan, report back to the Committee.

- ARC: Report provided to the Board prior to the meeting. Jerry stated that there was a second request for a french drain on CDD property in a gated neighborhood. Jerry stated that the ARC approved the application, however, it would be up to the city to approve and provide the permit.

There was so discussion regarding the concern for paint schemes.

Jerry stated that Randy had stepped down from the ARC and the committee recommended Gary Schuett. There was a consensus of the Board to allow Gary Schuett to be a member of the ARC.

Connie discussed the tree removal application process. She stated that the guidelines need to be clarified. Jerry stated that there would be a guideline review in July and that the finance committee would need to budget for attorney fees.

- Communications: Report was submitted to the Board prior to the meeting.

- Contracts: (not active at this time)

- Engineering: (not active at this time)

- Finance: Report was submitted to the Board by the Treasurer.

- HR Committee: (not active at this time)

- Old Business to be discussed

- Fitness Center Equipment/Operation

Sharon provided an update on the fitness center. She stated that the outlets were installed, the cable was scheduled to be installed, and she attempted to purchase the televisions, however, the order was rejected by the bank. She stated that she would contact the bank tomorrow regarding the purchase. She stated that the keypad locks were on the bathrooms, she had ordered locked wall units for the wipes, two ellipticals were shipped, the rules and regulation signs would be posted and the fitness center would be ready and open by June 1.

- Meeting Room Rental

This item was discussed in the Amenities Committee report.

- Soccer Field Rules

Sharon stated that the soccer field was closed longer than expected, however, it was now opened. She stated that the sod in front of the goal was higher than needed and wasn't set properly. Christy stated that she would contact Servello to fix the sod.

Action Item: Christy- contact Servello regarding soccer field sod issue.

- New Business to be discussed

- Dual Foreclosures with Horizons

Jerry discussed the conference call with Taylor & Carls. Christy explained the dual foreclosure process and the benefits of using the Taylor & Carls instead of Andy Reiff on the Horizons accounts.

- Workshop Meetings
Katherine asked that the signage for the meetings include “welcome residents” and possibly some bullet points regarding topics. She also asked that the agenda be posted on the website.

- Association Schedule

- Next Scheduled Quarterly Membership Meeting will be held on June 18, 2013 at 6:30 PM at the Resident’s Club. Commissioner Jennifer Thompson would be attending.

- Adjournment **Motion (Jerry/Gary) to adjourn meeting at 9:32 p.m. All in Favor. Motion Carries, 6-0.**

APPROVED