



Vista Lakes Community Association, Inc.

**Meeting Minutes – Board of Directors Workshop  
July 22, 2013 at 6:30 p.m.  
Residents' Club**

- Resident Open Forum started at 6:36 p.m. There were 7 residents present. The topics of discussion were the meeting schedule, neighborhood representatives, increase in vandalism at the parks, broken gates and benches in Amhurst Park, behavior incidents with teenagers at the parks, misuse of basketball hoops and tables, request to increase off duty police presence, checking identification cards to verify residency, calling the police to report behavior issues and property misuse, a need for fencing for effective enforcement, motion sensor lights, street lights out at Vista Park, theft/targeting of empty homes, and sign replacement.
- Establish quorum: Jerry Harris, Israel Collazo, Katherine Sebestyen, Bill Gompel, and Scott Fehringer were present. Christian Lau and Gary Schuett were absent.
- Call to Order and Proof of Notice: Meeting called to order at 7:12 p.m. and Proof of Notice verified.
- Approval of Prior Monthly Workshop Minutes: **Motion (Jerry/Israel) to approve the May 16, 2013 Board Meeting Minutes with corrections provided by Jerry Harris. All in Favor. Motion Carries, 5-0.**

*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 submitted one proposal to the Directors from Doug Chapman to remove and replace old drains from Amhurst in the amount of \$2685.00 and Newport in the amount of \$2075.00. **Motion (Bill/Katherine) to enter into contract with Doug Chapman to replace the drainage system at Amhurst and Newport parks totaling \$4760.00 in which the funds would be offset to the reserve account. All in Favor. Motion Carries, 5-0.**  
Sharon introduced Tiffany with Splish N Splash who asked the Board for consideration to utilize the pool on August 10 from 10 AM to 1 PM (with event actually occurring from 10:30 am – 12:30 pm) prior to the DJ party for a swimathon charity event. **Motion (Jerry/Bill) to allow Splish N Splash to utilize the pool on August 10 from 10 AM – 1 PM to conduct a swimathon. All in Favor. Motion Carries, 5-0.**  
Sharon stated that there was a proposal from tennis instructor, Luis Cespedes to conduct a kid's tennis clinic open to Vista Lakes residents from August 5 – 9 from 6pm to 8pm and August 10 from 8pm to 12pm. Jerry expressed concern for parking on the 10<sup>th</sup> due to multiple events. Bill stated that he thought there would be a maximum of 10 children attending the camp and that car pooling would be encouraged. Bill stated that the Board should review the cost to expand the parking lot during the budget review process. **Motion (Bill/Israel) to allow Luis Cespedes to utilize the tennis court on August 5 - 9 from 6pm to 8pm and August 10 from 8pm to 12pm to conduct a kid's tennis clinic for Vista Lakes residents. All in Favor. Motion Carries, 5-0.**  
Sharon distributed information to the Directors regarding a request to utilize the soccer field from Inter-Global United. The Directors unanimously consented that the request be denied.  
Sharon discussed the need for the association to purchase a laptop for the Community Director and Community Coordinator positions. Jerry asked Sharon to produce a proposal to the Board to purchase the laptops.  
Sharon stated that the Melrose gate access system's chips were recently replaced and the database was being rebuilt. She reported that the system should be running within a week.

*Action Item: Sharon- contact Doug Chapman to start the drainage work.*

*Action Item: Sharon- contact Inter-Global regarding denial.*

*Action Item: Sharon- provide laptop proposals.*

- Community Coordinator Report (Connie Siu):

Connie was not present at the meeting. Jerry Harris reported on her behalf. Jerry stated that Connie's report was distributed prior to the meeting. Jerry stated that he had conducted Connie's 90 day review and had given Connie a few directives.

- 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 the landscaping renovation at the Resident's Club had been completed per the Agronomist's recommendations. Christy asked the Directors if the work was acceptable and if the invoice could be paid. There was a consensus of the Board to pay the invoice. Sharon stated that there was an irrigation and sod issue by the double gates near the maintenance area and recommended hiring Doug Chapman to repair. Christy stated that she would contact Derek regarding the repair and replacement of the sod and if their irrigation specialist states there isn't an irrigation issue yet there appears to be a problem, Sharon could contact Doug Chapman to verify and Christy would circle back to Servello for an explanation.

Christy submitted two covenant enforcement accounts regarding sod to the Directors for approval to submit to the attorney to send an attorney demand letter. There was a consensus of the Board to forward the accounts after final verification.

There was a question from a resident regarding sidewalk pressure washing maintenance responsibilities. Christy stated that she would research the responsibility for the gated communities. Sharon stated she would contact the city regarding the non-gated communities.

*Action Item: Christy- contact Servello regarding sod/irrigation issue.*

*Action Item: Christy- verify and send enforcement accounts to Taylor & Carls.*

*Action Item: Christy- research sidewalk responsibility and maintenance for gated communities.*

*Action Item: Sharon- contact city regarding responsibility of sidewalk maintenance for non gated communities.*

- Financial Update – Treasurer (Bill Gompel):

Bill stated that there were no big concerns with the financials. Bill stated he needed to follow up on transferring of funds, a workmans comp entry, fitness/instruction coding, administration and pool staff coding and electricity. Bill stated that the Finance Committee would be meeting on one day during the week of August 2 to 9 to start the budget process; Christy stated the draft budget should be ready for review by August 1.

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

- Amenities: Report provided to the Board prior to the meeting. Jerry inquired about the committee helping to develop the long term landscaping plan, working with the Agronomist and landscaping company, but agreed that as most of the landscaping was on CDD rather than HOA property, it was largely beyond the Committee's authority.

- ARC: Report provided to the Board prior to the meeting. Jerry stated that the revised guidelines would be reviewed after the October election.

- Communications: Report was submitted to the Board prior to the meeting. Jerry stated that the association had a new Twitter account which was effective in cutting down the calls to the Resident's Club concerning pool openings/closings due to inclement weather.

- Contracts: (not active at this time)

- Engineering: (not active at this time)

- Finance: Bill stated that the committee would be meeting to work on the draft budget.

- HR Committee: (not active at this time)

- Old Business to be discussed

- Fitness Center Equipment/Operation- Sharon reported that there were over 500 cards issued, recording almost 2,000 uses in June, with around 200 equipment wipes utilized. Issues with the electrical supply ar ebbeing worked out with McCree. Bill inquired about the equipment maintenance agreement and asked when the equipment would be serviced. Sharon stated that there were around 10 confiscations of cards due to misuse or conduct incidents. Jerry stated that he would check with the association's attorney regarding

suspension. Sharon discussed the cameras that were recommended for the fitness center. Bill inquired about a liability concern. Jerry stated that he would check with the association's attorney regarding the utilization of cameras to protect association property, not for security purposes.

*Action Item: Jerry- to discuss suspension of use of the fitness center in cases of misuse or conduct incidents as well as installing cameras with Harry Carls.*

- **New Business to be discussed**

- Administrative Assistant- Sharon stated that there was a need to hire a full time administrative assistant that would assist the Community Director, Community Coordinator and the pool staff. Sharon proposed hiring former lifeguard Kassie Kouvaras at \$13.50 per hour plus benefits. **Motion (Bill/Scott) to grant the request for a new, full time administrative assistant position at 13.50 per hour plus benefits effective August 5, 2013 with a 90 day review and a job description provided by Sharon. All in Favor. Motion Carries, 5-0.**
- Charging to Resident's Accounts- Sharon reported that there was a request for owner's to charge to their accounts. There was a consensus of the Board to deny this request.
- Parking Issues- Sharon stated that there are on average 40 vehicles parked in the field on weekends. Bill stated that the expansion of the parking lot needed to be considered during the budgeting process.
- Reporting Structure- There was a consensus of the Board to allow the Community Coordinator to take direction and be supervised by the Community Director.
- House Colors- There was discussion regarding the approved painting colors and schemes.

*Action Item: Sharon- move forward with hiring of Admin Assistant, provide job description to the board.*

- **Association Schedule**

- Next Scheduled Board Workshop on September 12, 2013 at 6:30 PM at the Resident's Club.

- **Adjournment Motion (Jerry/Israel) to adjourn meeting at 10:53 p.m. All in Favor. Motion Carries, 5-0.**

APPROVED