



Vista Lakes Community Association, Inc.

**Meeting Minutes – Board of Directors Workshop
September 12, 2013 at 6:30 p.m.
Residents' Club**

- Resident Open Forum started at 6:39 p.m. There were 5 residents present. The topics of discussion were leagues charging players to utilize the association's soccer field and concern regarding the number of accidents at the Lake Avon entrance.
- Establish quorum: Jerry Harris, Israel Collazo, Katherine Sebestyen, Bill Gompel, Scott Fehringer, Christian Lau and Gary Schuett were present.
- Call to Order and Proof of Notice: Meeting called to order at 6:48 p.m. and Proof of Notice verified.
- Approval of Prior Monthly Workshop Minutes: **Motion (Jerry/Gary) to approve the July 22, 2013 Board Meeting Minutes with corrections provided by Jerry Harris. 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 informed the Directors that Commissioner Gray and Vice President of Florida East Coast Industry, Rusty Roberts would be speaking at the Annual Meeting. She stated that Rusty Roberts would specifically be presenting information regarding the new high speed rail. There was discussion concerning moving the meeting to Odyssey Middle School, however it was decided to hold the meeting at the Resident's Club at 6:00 pm. Sharon proposed that Meet the Candidates be held on October 1 or October 3. She asked the Directors to check their calendars and advise so a date could be scheduled. Jerry stated that the job description for the new administrative position was forwarded to the Board via email for review and asked for the Director's to forward any input. Gary stated that the current job description for the Community Coordinator needed to be revised to reflect and duties that were transferred to the new position as well as the Coordinator being supervised by the Community Director.

Action Item: Sharon- schedule Meet the Candidates.

Action Item: Jerry- update job descriptions.

- Community Coordinator Report (Connie Siu):
Connie stated that her report was submitted prior to the meeting and asked if there were any questions. Connie stated that the ARC is meeting on the 1st and 3rd Wednesday of every month.
- 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 gave an update on the collections for August.
- Financial Update – Treasurer (Bill Gompel):
Bill distributed the draft budget for 2014. Bill asked that the Directors review the draft and advise of any questions or changes. Bill highlighted some areas that had changed and specifically discussed irrigation charges, equipment insurance deductible, and pool operation hours. Sharon stated that the Amenities Committee recommended closing the pool from November – February due to the lack of attendance at the pool. She stated that the difference in the budget would be \$2500. There was a consensus of the Board to keep the pool open during that time.
- Committee Updates (to be provided via email, prior to the meeting).

- Amenities: Report provided to the Board prior to the meeting. Carol Schuett distributed the draft agreement for the Resident's Club rental. Carol stated that there was one change which was to require security, via OPD, a proposed security company, or Central Park security, with OPD being first choice and the others as a back up, to be present during the time of the rental. Carol asked the Directors to decide on the liability insurance requirements in which the owner would have to present to rent the Resident's Club. **Motion (Bill/Jerry) to implement a rule that require an owner that is renting the Resident's Club for a private event has to provide an insurance certificate reflecting \$1 million in liability coverage from an insurance carrier with an A rating or greater according to AM Best guidelines. All in Favor. Motion Carries, 7-0.** There was a consensus of the Directors that the draft rules would be reviewed and discussed at the November meeting.

Action Item: Board of Directors- review Resident Club rental rules.

- ARC: Report provided to the Board prior to the meeting. Jerry stated that there have been concerns expressed regarding the approval of colors and schemes in the neighborhoods. Jim Shelton was present to discuss the history of the house paint colors and schemes approved by the ARC. Jerry asked if the ARC could review the color books and schemes to see if any of the approved colors and/or schemes needs to be removed and to report back to the Board. Jim asked if the Board could assist with reviewing the color and schemes and report back to the ARC any colors they feel need to be removed. Christy stated that the Board should ask Toni Campbell to assist with the process.

Action Item: Board of Directors and ARC- review color books and advise which colors and/or schemes need to be recommended for removal.

- Communications: Report was submitted to the Board prior to the meeting. Jerry stated that newsletter was in production and scheduled to be delivered during the last week of September. Jerry stated that there was an issue with the company that hosted the website. Jerry stated that the website was moved to a new host who could provide a dedicated IP address.
- Contracts: (not active at this time)
- Engineering: (not active at this time)
- Finance: Report given during Treasurer's Report.
- HR Committee: (not active at this time)
- Old Business to be discussed
 - Drainage at Amhurst Park- Sharon stated that the work was completed and the system was working fine.
 - Laptop Proposals- There was a consensus of the Board to allow Sharon to spend up to 1500.00 for two laptops and software.
 - Irrigation Issue/Sod Replacement- Christy stated that Servello's irrigation technician found a leak in the system, the leak was repaired and the sod had recovered.
 - Sidewalk Cleaning Responsibility- Christy stated that the pressure washing maintenance of the sidewalks in the gated communities were the responsibility of the association according to a legal opinion provided by Taylor & Carls. Sharon stated that the pressure washing maintenance of the sidewalks in the non-gated communities were the responsibility of the owner. Sharon stated that this was cited in a city ordinance and she was preparing a flyer for distribution.
 - Fitness Center- Monitoring/Penalties- Jerry discussed the results of his meeting with Harry Carls, the association's legal counsel. Jerry reported that the attorney's opinion was as follows:
The association can install camera equipment to monitor the facility and its equipment, however, the purpose of the camera is not for security or the safety of the users. Signage would need to be purchased and placed on the property stating this purpose. Any video that is recorded becomes a part of the official records, however, there is no requirement regarding saving and storing the video.
The association can suspend the rights to use the facility if the owner is over 90 days past due on their assessments. The association cannot suspend the rights to use the facility for misbehavior unless there is a hearing process and committee in place.

Action Item: Sharon- purchase laptops.

- New Business to be discussed
 - Fitness Center- Maintenance Contract- Sharon reported that Lloyds Exercise Equipment would begin maintaining the equipment effective January 1, 2014. The visits would be on a quarterly basis at \$170 per visit and there was no contractual obligation.

- Fitness Center Rubber Mats- Sharon stated that rubber mats were needed to go under the exercise equipment because the equipment was damaging the floor. Sharon stated that the total cost of the mats were \$450- \$500. The Board agreed that the Treasurer authorize the purchase and the offset of the expense.
- Fitness Center Window Tinting- Sharon distributed a sample of the window tint to the Board. Sharon stated that the tinting reduces the electricity use by an estimated 30%. The tinting would also assist in preventing the alarm from activating due to activity outside the windows, the owners complain about not being able to see the television screens due to excessive light as well as causing the room to be hot. **Motion (Gary/Chris) to move forward with the window tinting of the Fitness Center at an estimated cost of \$1250.00 All in Favor. Motion Carries, 7-0.**
- Residents Club Window Tinting **Motion (Gary/Chris) to move forward with the window tinting of the Residents Club at an estimated cost of \$1750.00. All in Favor. Motion Carries, 7-0.**
- Residents Club Furniture- Sharon stated that she would like the Board to consider purchasing 4 new tables totaling \$360.00 and 50 new padded chairs at \$20 each for the Resident's Club. She stated that the total cost for the furniture would be \$1360.00. The Board agreed that the Treasurer authorize the purchase and the offset of the expense.
- Residents Club Presentation/Movie Screen- Sharon stated that she would like the Board to consider the purchase of a screen for the Resident's Club at the cost of \$175.00 and a projector at the estimated cost of \$350 - \$750. The Board agreed that the Treasurer authorize the purchase and the offset of the expense.
- Amenities Center Benches- Sharon stated that she would like the Board to consider the purchase of additional benches between the outside fence and the check in window. Sharon distributed pictures of the proposed seating. Sharon stated the cost was estimated at \$775. The Board agreed that the Treasurer authorize the purchase and the offset of the expense.
- Resident's Requests- Sharon presented two requests made by residents to the Directors. The first request was for a scale in the fitness center. The second request was for showers to be added to the restrooms. After further discussion and consideration, there was a consensus of the Board to deny both requests.
- Amenities Center Parking Lot Curb Stops- Sharon stated that the parking lot curb stops were in need of replacement and the cost was estimated at \$1220. She said that this would be a reserve item. Bill suggested that since resurfacing and consideration to expand the parking lot was to be in the next budget year that the curb stops should be replaced during that time.
- Tennis Courts- Sharon stated that she would like the Board to consider replacing some of the damaged windscreens with the cost estimated at \$2079.00. The Board agreed that the Treasurer authorize the purchase and the offset of the expense.
- Bathroom and Kitchen- Sharon distributed samples of tile and counter samples to the Directors with all samples being approved by the Amenities Committee. Sharon stated that the maintenance staff would provide the labor for the installation and had the equipment necessary to complete the job. Sharon stated that the Board originally approved \$1000 for the materials, however after further research; the estimated cost would be \$1300. **Motion (Jerry/Bill) to increase the budget not to exceed \$1500 to renovate the bathroom and kitchen. All in Favor. Motion Carries, 7-0.**

Action Item: Sharon- implement maintenance equipment service.

Action Item: Sharon- purchase rubber mats after Treasurer's authorization.

Action Item: Sharon- implement window tinting at Fitness Center and Resident's Club.

Action Item: Sharon- purchase benches after Treasurer's authorization.

Action Item: Sharon- purchase screen and projector after Treasurer's authorization.

Action Item: Sharon- contact resident's regarding board decision to their inquiries.

Action Item: Sharon- purchase and install windscreens after Treasurer's authorization.

Action Item: Sharon- implement bathroom and kitchen renovation, purchase approved materials.

- Association Schedule
 - Next Scheduled Annual Meeting on October 15 at 6:00 PM at the Resident's Club.
- Adjournment **Motion (Jerry/Scott) to adjourn meeting at 10:35 p.m. All in Favor. Motion Carries, 7-0.**