



Vista Lakes Community Association, Inc.

**Meeting Minutes – Board of Directors Workshop
November 14, 2013 at 6:30 p.m.
Residents' Club**

- Resident Open Forum started at 6:30 p.m. There were 7 residents present. The topics of discussion were Newport painting concerns, the current covenant enforcement policy, implementing a fining and hearing committee for stricter enforcement, estoppel fees, holiday decorations on gated entrances, and animal control guidelines pertaining to alligators.
- 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 7:27 p.m. and Proof of Notice verified.
- Election of Board Officials: Gary nominated Jerry Harris for President, seconded by Israel. All in Favor. Motion Carries, 7-0. Gary nominated Scott Fehringer for Treasurer, seconded by Jerry. All in Favor. Motion Carries, 7-0. Chris nominated Katherine Sebestyen for Vice President, seconded by Jerry. All in Favor. Motion Carries, 7-0. Bill nominated Gary Schuett for Secretary, seconded by Katherine. All in Favor. Motion Carries, 7-0.
- Approval of Prior Monthly Workshop Minutes: **Motion (Jerry/Gary) to approve the September 12, 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. Gary inquired about the fight at the soccer field. Sharon stated that all owners wishing to reserve the field had to come to the Resident's Club and sign a form. She also stated that the Board may want to consider including a fee for OPD monitoring with all soccer field reservations.
Sharon stated that Central Park would like the Board to consider contributing the \$7 per door totaling \$2,072 to the Neighborhood party fund as it was budgeted for in the past. **Motion (Bill/Israel) to approve the request made by Central Park for \$2,072 for their Neighborhood Party. All in Favor. Motion Carries, 7-0.**

Action Item: Sharon- contact Central Park regarding decision and issue a check request for funds.

- Community Coordinator Report (Connie Siu):
Jerry stated that her report was submitted prior to the meeting and asked if there were any questions. Jerry stated that Connie has given her notice and her last day would be no later than December 31.
- 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 discussed landscaping proposals over \$500 provided by Servello and Son that were approved by the Amenities Committee and recommended by the agronomist. There was a consensus of the Board to move forward with the proposals. Christy discussed three covenant enforcement accounts for the board consideration to move forward with attorney action. There was a consensus of the board to send two violation accounts to the attorney and one fence violation to correct by January 15th due to the contractor's schedule. The Board also authorized the attorney to review the language in the rules and regulations regarding playground placement and toys in the rear yard and advise.

Action Item: Christy- contact Servello regarding proposal approval.

Action Item: Christy- contact association attorney regarding violation accounts. Contact owner regarding Jan. 15th deadline and note/monitor the account.

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

Amenities: Report provided to the Board prior to the meeting. Committee Chair, Carol Schuett stated that the soccer field rules and regulations were provided to the Directors prior to the meeting for review. Carol also stated that the committee recommends security monitoring, a usage fee that offsets the maintenance and a security deposit. Carol also stated that the Resident's Club rental agreement and guidelines was provided to the Directors prior to the meeting for review with the recommendation to implement beginning January 2, 2014. **Motion (Chris/Bill) to implement the soccer field and Resident's Club rental agreements, rules and regulations, fees and deposits as proposed by the Amenities Committee. All in Favor. Motion Carries, 7-0.** Carol Schuett stated that the Committee recommends that the pavilion agreement be consistent with the other amenity rentals which requires cashier checks or money orders due to issues with NSF checks. **Motion (Jerry/Bill) to implement the same requirement for pavilion rental in order to remain consistent with the rental policies of the other amenities. All in Favor. Motion Carries, 7-0.** Dottie Cumello discussed the Committee's recommendation to improve one of the entrance areas of landscaping in Vista Park that had deteriorated and was recently replaced with sod. There was a consensus of the Board to revisit the proposals and options provided by Servello in March.

Action Item: Sharon- implement new rules and processes.

- ARC: Report provided to the Board prior to the meeting. Jerry stated the Board needed to review the proposed guidelines for further discussion.

Action Item: Board of Directors- review proposed guidelines.

- Communications: Report was submitted to the Board prior to the meeting.
- Contracts: (not active at this time)
- Engineering: (not active at this time)
- Finance: Bill stated that he was working with Ron on some journal entries that would need to be completed to reclass some items that were posted to the wrong general ledger line item as well as transfer cash from one bank account to another. Bill stated that once this has been completed, the capital budget would be ready for distribution and Leland could order the coupon books.

Action Item: Bill- provide journal entries and budget.

Action Item: Christy/Kesha- complete entries, order coupons from BB&T.

- HR Committee: (not active at this time)
- **Old Business to be discussed**
 - Laptops- Sharon stated that she is shopping for lap tops.
 - Dropcam- Sharon stated that the cameras are functionally and the issue with Brighthouse was corrected.
 - Mats- Sharon stated that the mats were installed and being utilized.
 - Window Tinting- Sharon stated that the window tinting has been completed.

Action Item: Sharon- purchase laptops.

- **New Business to be discussed**
 - Meeting Schedule- Jerry stated that the Board will be meeting every second Thursday of every month and the membership meetings would be held every third Tuesday of a quarterly basis. There was a consensus of the Board to accept the new meeting schedule.
 - Gate Remote Controls- Sharon stated that the cost of the gate remotes have increased and asked if the Board would consider an increase of \$30 to cover this cost. **Motion (Jerry/Gary) to increase the charge of gate remotes to \$30 each to the residents. All in Favor. Motion Carries, 7-0.**
 - Storm Drain Camera- Sharon stated that the storm drain by the Resident's Club that has been repaired in the past is sinking again. She stated that it was recommended to run a camera down the drain in order to understand the issue so the problem could be fixed. The cost of the camera work would be \$575. There was a consensus of the Board to move forward with the camera work.

- Golf Cart- Sharon stated that the golf cart utilized by the maintenance staff needed a new engine. She stated that the HOA would be responsible for 40% of the repair and the CDD would pay 60%. **Motion (Chris/Israel) to move forward with the engine replacement with the cost not to exceed \$2500. All in Favor. Motion Carries, 7-0.**
- Staff Bonus- Jerry reminded the Board of the holiday bonus that has been paid in previous years and discussed a similar payment for this year. **Motion (Jerry/Israel) to move forward with the budgeted holiday bonuses that consist of \$250 to the Community Director, \$150 to maintenance personnel and \$100 to pool staff supervisors. All in Favor. Motion Carries, 7-0.** Jerry stated that the Community Coordinator position was going to be open and Sharon suggested that former employee Kassie Kouvaras be interviewed for the position. Christy stated that there was a concern that the Community Coordinator meets with the ARC and therefore should have a Florida CAM license. Sharon stated that Kassie has expressed interested in earning her CAM license. There was a consensus of the Board that the Board interview Cassie and if satisfied, hire her to fill the position in order for her to be trained prior to Connie leaving.
- Winter Plant Maintenance- Sharon discussed the winter temperatures and asked if the maintenance staff was responsible to cover the plants. There was a consensus of the Board for the maintenance staff not to cover the plants because there was concern that it would cost more to cover the plants then to replace the few that may not live.
- Request from the City of Orlando- Jerry stated that the City of Orlando has requested to use the Resident's Club as a polling place on April 8 and ,if a run off is required, May 6. There was a consensus of the Board to allow the City as it has utilized the Resident's Club in the past.

Action Item: Sharon- implement gate remote costs.

Action Item: Sharon- move forward with drain repair.

Action Item: Sharon- move forward with golf cart engine replacement.

Action Item: Sharon- forward check request for holiday bonus to Leland.

Action Item: Sharon- contact city regarding agreement to allow for polling at Resident's Club.

- Association Schedule
 - Next Scheduled Board Workshop is on December 12 at 6:30 PM at the Resident's Club.
- Adjournment **Motion (Jerry/Israel) to adjourn meeting at 10:27 p.m. All in Favor. Motion Carries, 7-0.**