



Vista Lakes Community Association, Inc.

**Meeting Minutes – Board of Directors Workshop
January 9, 2014 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 the soccer field guidelines, a resident's request to make an exception for organized play, a consideration for a league user fee, holiday decorations for 2014, HOA and CDD responsibilities, landscaping around the Melrose gate, CDD reporting in the HOA newsletter, long term landscaping plan, and sign replacement.
- 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 7:45 p.m. and Proof of Notice verified.
- Approval of Prior Monthly Workshop Minutes: **Motion (Jerry/Bill) to approve the November 14, 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 stated that the drop cameras needed a wifi booster and was working with Brighthouse. She stated that the connection went offline in December and a technician was fixing the problem.
- 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 collections, the audit, financial review and Leland operations meeting and covenant enforcement for December.
Motion (Jerry/Scott) to waive all small balances under \$10 that are not assessments. All in Favor. Motion Carries, 7-0.
Motion (Christian/Gary) to send presented covenant enforcement accounts to the attorney. All in Favor. Motion Carries, 7-0.

Action Item: Christy- waive small balances for December financial.

Action Item: Christy- monitor/work with Sharon on Melrose flat tire issue. Send fence account to the attorney.

Action Item: Christy- set up financial/operations meeting with Keshia, coordinate with Jerry, Gary and Scott.

- Committee Updates (to be provided via email, prior to the meeting).
 - Amenities: Report provided to the Board prior to the meeting.
 - Palms at Pool Gazebo- Carol stated that the committee recommends cutting down the palms that surround the gazebo due to the diseased soil per the agronomist's recommendation. She stated that Sharon would be obtaining bids as Servello's bid of \$175 per tree was too high.
 - Phase Two of Park Enhancements- Carol stated that the total bid for all park enhancements were \$3400. The committee recommends tabling the enhancements until 2015. Bill recommended that some of the board members be present during the agronomist's inspection in February and requested it be held on a Saturday. Christy stated that she would speak to Larry Smith regarding this request.
 - Entrance to Vista Park- Carol stated that the bid for the Vista Park enhancement was \$1654.50. Bill requested that there were no bee attracting plants, Carol stated she would verify with Larry Smith. There was a consensus to revisit this recommendation at the February workshop.
 - Swim Team and Lessons- Carol stated that the committee recommended that the schedules stayed the same however they would like to honor the request for an earlier opening that equated to an additional 1200 hours.

Action Item: Sharon- work with the Committee on obtaining bids for palm trees.

Action Item: Board- review Vista Park enhancement recommendation at February workshop.

Action Item: Christy- set up meeting with select Directors and Larry Smith.

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

- Communications: Report was submitted to the Board prior to the meeting. Jerry stated that he would communicate with PIP regarding standard ad size.

- Contracts: (not active at this time)

- Engineering: (not active at this time)

- Finance: Bill stated that he will work with Scott on the financial transition.

- HR Committee: (not active at this time)

- Old Business to be discussed
 - Golf Cart- Sharon stated that the Easy Go engine was not available and a Honda engine was being researched. Bill stated that Sharon should ensure that the engine have a warranty included.
 - House Colors- Jerry stated that the ARC submitted changes to the approved colors and additional research was being conducted. Jerry stated that this would be revisited at the next workshop.
 - Fencing for Amhurst Park- Sharon provided to proposals for fencing to the Directors, one from Fence Outlet for 11,675 and the second from Performance Gates for 21,180. There was a consensus of the Board to revisit this item at the next workshop.
 - Covenant Enforcement Committee- Christy stated that she had provided the attorney opinion to the Directors and discussed the process based on the opinion letter that follows the association's governing documents. Christy stated that Leland LCAM Lauren Waite would be providing covenant enforcement services bi-monthly with no additional charge to the association. This service would include pictures of violations that would be included on the letters and used for future reference if needed. Christy stated that she would provide a draft of a revised covenant enforcement policy that included a hearing and fining process for Board review at the next workshop. Christy suggested that a survey of the community be conducted for feedback on fining and the Board then consider the policy based on the results.

Action Item: Sharon- report back to the Board regarding the engine.

Action Item: Board- revisit house colors and ARC recommendations.

Action Item: Sharon- revisit Amhurst fencing.

Action Item: Christy- provide a draft of a covenant enforcement policy that includes the fining and hearing process.

Action Item: Jerry/Christy- include covenant enforcement article/survey in newsletter.

- New Business to be discussed
 - HOA Owned Roads and Sidewalks- Sharon stated that the association's fert and pest contractor, 4 All Seasons, provided a quote of \$1600 a year to treat the weeds growing in the streets of the gated communities.
Motion (Jerry/Christian) to approve the weed control program at the cost of \$1600 annually for the streets with 4 All Seasons. All in Favor. Motion Carries, 7-0.
Sharon stated she is obtaining bids for the sidewalk, kiosk and street cleaning and will be presented at the next workshop.
 - Annual Staff Reviews- Sharon stated that the pool guards and supervisors rates were sufficient. Sharon recommended that Greg's salary be increased to \$16 an hour and it was included in the approved budget. There was a consensus of the Board to allow for this raise.
 - Maintenance Personnel- Sharon stated that she was reviewing resumes for this position.
Community Coordinator- Sharon recommend that the association hire Monty, an experienced licensed community association manager. There was a consensus of the Board to hire Monty at the rate of \$16.50 per hour with a 90 day review to consider a \$1 increase if successful per Sharon's recommendation. There was discussion regarding hiring Vista Lakes residents. **Motion (Bill/Scott) to allow Vista Lakes residents to be considered for employment. There were 2 Directors in Favor and 5 Against. Motion Fails, 5-2.**
 - Administrative Office Assistant- Sharon recommended that Richard be promoted to this position. There was a consensus of the Board to promote Richard based on Sharon's recommendation.
 - Reserve Study- Jerry stated that the reserve study be updated. Christy stated that she would contact reserve advisors for a quote and provide to the Board at the next workshop.

Action Item: Sharon- implement weed control program, provide bids for pressure washing.

Action Item: Sharon- implement raises, hirings, and promotions.

Action Item: Christy- obtain reserve study update quote, distribute to board at next workshop.

Action Item: Sharon-

- Association Schedule
 - Next Scheduled Membership Meeting on January 21 at 6:00 PM at the Resident's Club.
- Adjournment **Motion (Jerry/Israel) to adjourn meeting at 11:31 p.m. All in Favor. Motion Carries, 7-0.**

APPROVED