



Vista Lakes Community Association, Inc.

**Meeting Minutes – Board of Directors Workshop  
March 20, 2014 at 6:30 p.m.  
Residents' Club**

- Resident Open Forum started at 6:33 p.m. There were 8 residents present. The topics of discussion were covenant enforcement, street lights, street cleaning in the gated communities, CDD maintenance, suspicious activity, security cameras at the gates and gate and lake access to the public.
- Establish quorum: Jerry Harris, Katherine Sebestyen, Bill Gompel, Christian Lau ,Gary Schuett, Israel Collazo and Scott Fehringer were present..
- Call to Order and Proof of Notice: Meeting called to order at 7:47 p.m. and Proof of Notice verified.
- Approval of Prior Monthly Workshop Minutes: Motion (Jerry/Gary) to approve the February 13, 2014 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 it was not necessary to close the baseball and basketball fields. Sharon stated that she was in the process of hiring lifeguards and Jerry asked her to submit photographs and a bio for the lifeguards to be posted on the website. Sharon stated that there were 5 inquiries thus far to rent the Resident's Club but no rentals.

*Action Item: Sharon- send pool staff photos/bios to Jerry when hired.*

- Community Coordinator Report (Monte Brown):  
Monte stated that his report was submitted prior to the meeting and asked if there were any questions. Monte stated that he has begun the compliance investigations, but need clarification from the attorney regarding access rights to inspect properties for compliance, and that the newsletter was completed.

- 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 audit, landscaping, reserve study, and covenant enforcement. Sharon inquired about the palm tree trimming.  
**Motion (Jerry/Gary) to forward covenant enforcement account to the attorney. All in Favor. Motion Carries, 7-0.**

*Action Item: Christy- send enforcement account to attorney.*

*Action Item: Christy- schedule and coordinate palm tree trimming.*

*Action Item: Christy- forward legal opinion on service dogs to Board/staff when received (expected End of March).*

*Action Item: Christy- forward Reserve Study to Board/staff when received (expected early April).*

*Action Item: Jerry- write letter to CDD regarding agronomist.*

- Committee Updates (to be provided via email, prior to the meeting).
  - Amenities: Report provided to the Board prior to the meeting.  
Soccer Field Reservation Rules- Carol stated that the committee distributed the recommendation for the soccer filed reservation rules to the Directors prior to the meeting. She stated that these recommendations were based on similar communities. Christy suggested that the Association's insurance agent verify the insurance requirement in the proposed rules.

**Motion (Christian/Gary) to adopt the soccer field reservation rules as recommended by the Amenities Committee with one stipulation that insurance requirement be accepted or amended based on the insurance agent's recommendation. All in Favor. Motion Carries, 7-0.**

*Action Item: Christy- contact insurance agent and report findings to the Board.*

- ARC: Report provided to the Board prior to the meeting. Monte stated that they will be changing the application to reflect the compliance inspection.

*Action Item: Monte- update application and forward to Jerry for website posting and Christy for Leland records.*

- Communications: Report was submitted to the Board prior to the meeting. Jerry stated that the spring issue of the newsletter was completed and on the website.
- Contracts: (not active at this time)
- Engineering: (not active at this time)
- Finance: Scott stated that the audit was still in process and 75,000 was moved into a higher interest earning account.
- HR Committee: (not active at this time)
- Old Business to be discussed
  - Street and Sidewalk Cleaning- Sharon stated that she was awaiting clarification of payment.
  - Golf Cart- Sharon stated that the parts were ordered to repair the golf cart.
  - Covenant Enforcement- Christy stated that the attorney research was completed, the association could choose which violations to fine as long as the rule was applied to every owner.

*Action Item: Christy- check reserve study update for street, curb and sidewalk cleaning maintenance and report to the board.*

*Action Item: Sharon- update the directors regarding the status of the golf cart.*

- New Business to be discussed
  - District 1 Election- Jerry stated that the election was uncontested and as such, the Residents Club facility would not be needed for voting.
  - Pressure Washing of the Kiosks- Sharon stated that she has collected bids for the pressure washing of the kiosks. Sharon stated that the company that is completing the street cleaning also included the kiosks in their bid. Christy stated that the company needed to provide a breakdown of the cost so the expense would be allocated appropriately amongst the gated and non-gated communities.
  - Ball Field Repair- Sharon stated that the ball field was in need of maintenance. Sharon recommended that Doug Chapman complete the repair by bringing in 20 yards of clay to repair the infield, reset the bases, and set the mound. She said it would take 2 to 3 days, in which the field would be shut down, and the cost to be \$4000 (I thought it was \$2,500) with the funds being taken from reserves.  
**Motion (Bill/Christian) to hire Doug Chapman to repair the ball field based on Sharon's recommendation. All in Favor. Motion Carries, 7-0.**
  - Sharon Review- Jerry stated that he had complete the review process for Sharon.  
**Motion (Jerry/Bill) to grant Sharon Eichorn a pay raise of 3% effective January 1, 2014 that was included in the budget. All in Favor. Motion Carries, 7-0.**
  - Amhurst Park Fencing- Sharon stated that she had received quotes on the Amhurst Park gate from Fence Outlet that could be opened at dawn and locked closed at dusk on a daily basis with the cost estimated at \$5,429. Sharon stated that the association could utilize maintenance, the school, OPD and a private security company when needed to manage the gate.  
**Motion (Jerry/Christian) to enter into contract with Fence Outlet to install gate at Amhurst Park entrances and utilize the association's and the school's maintenance personnel, OPD as well as enter into contract with a private security company that can manage the gate when the other sources are not available. All in Favor. Motion Carries, 7-0.**
  - Warwick Gate- Scott had stated that the Warwick Gate system needed a new piece of glass as it was difficult to read the screen.

*Action Item: Sharon- contract with Doug Chapman on ball field repair.*

*Action Item: Sharon- contract with security company on Amhurst gate opening and closings.*

*Action Item: Sharon- contract with Fence Outlet for Amhurst Park gates.*

*Action Item: Sharon- replace glass at Warwick gate.*

- Association Schedule
  - Next Scheduled Membership Meeting on April 10, 2014 at 6:30 PM at the Resident's Club.
- Adjournment **Motion (Jerry/Scott) to adjourn meeting at 9:43 p.m. All in Favor. Motion Carries, 7-0.**

APPROVED