



Vista Lakes Community Association, Inc.

**Meeting Minutes – Board of Directors Workshop
May 8, 2014 at 6:30 p.m.
Residents' Club**

- Resident Open Forum started at 6:36 p.m. There were 8 residents present. The topics of discussion were the CDD, community involvement, gate maintenance, Budget and Finance committee involvement, sign repairs and recent criminal activity within the community.
- Establish quorum: Jerry Harris, Christian Lau, Gary Schuett, Katherine Sebestyen, Scott Fehring and Israel Collazo were present. Bill Gompel was absent.
- Call to Order and Proof of Notice: Meeting called to order at 6:39 p.m. and Proof of Notice verified.
- Approval of Prior Monthly Workshop Minutes: **Motion (Jerry/Scott) to approve the April 10, 2014 Board Meeting Minutes with corrections provided by Jerry Harris. All in Favor. Motion Carries, 6-0.**

Action Item: Christy- forward to Jerry for website posting.

- Community Director's Report (Sharon Eichorn):
Sharon stated she had been in jury duty and would forward her report once it was completed. Sharon discussed a security breach that occurred at the fitness center. Sharon answered questions regarding the Warwick gate repair not being effective. She stated they would investigate the matter further and do what was necessary so owners could view the screen.

Action Item: Sharon- fix Warwick gate screen.

Action Item: Sharon- forward report to the Board.

- Community Coordinator Report (Monte Brown):
Monte stated that his report was submitted prior to the meeting and asked if there were any questions.
- 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 explained the attorney's response regarding Sharon's argument against the emotional support service animals opinion. Christy stated that she had distributed the response to the Directors which stated that the association must follow FHA law while Sharon was referring to ADA which refers to public pools. There was a consensus with the Board to follow the attorney's opinion.
Christy discussed the new landscaping reports that were distributed to the Board prior to the meeting.
Christy discussed the new Becker & Poliakoff agreement due to the Taylor & Carls/Becker & Poliakoff merger. There was a consensus of the Board to review additional bids from other law firms for consideration.
Christy stated that the reserve study was completed and distributed to the Board. Christy stated that she believed that the road and sidewalk pressure washing was an operational expense. She stated that she will send the new reserve study to Kane & Co for their opinion and report back to the Board.
Monte stated that the trees on the side of the Resident's Club needed trimming. Christy stated that she would speak to Servello.
Jerry stated that Kesha or an alternate needed to make sure that the delinquency report was forwarded to Sharon every Friday.
Sharon stated that the standard homeowner report needed to be forwarded on a consistent basis instead of as needed when requested. Sharon also asked if the lease expiration dates could be added. Christy agreed that she would send the report on a monthly basis and stated that she would check on the lease dates and get back to her. Christy asked if the lease dates were on the Renter ID cards and Sharon confirmed that they were on the cards.
Christy reported that 26 covenant enforcement accounts were sent to the attorney per the Board's direction.
Christy announced the election results for the Neighborhood Representatives being: Avon- Linda Marcelle, Carlisle- Toni Campbell, Colonie- Jose Perez, Melrose- Jim Shelton, Newport- Mary Ann Abernathy, Pembroke- Andres Bernal, Warwick- Scott Fehring, Waverly- No representative, Windsor- David Waife, Champlain- No representative, Amhurst- Carol Schuett, Gentry Park- Patty Kenny, Central Park- Pablo Campos, and Horizons- James Deller.

Action Item: Christy- forward attorney recommendations to the Contract Committee.

Action Item: Christy- speak to Servello regarding tree trimming at the Resident's Club.

Action Item: Christy- speak to Keshia regarding delinquency report.

Action Item: Christy- send Reserve Study to Kane & Co. for direction regarding street and sidewalk maintenance.

Action Item: Christy- complete Neighborhood Rep contact sheet and forward to the Board and Jim Shelton.

- Committee Updates (to be provided via email, prior to the meeting).
- Amenities: Report provided to the Board prior to the meeting. The Committee Chair explained the drainage issue at Vista Park as well as the safety concern. **Motion (Jerry/Christian) to move forward with the french drain work as dictated in the proposal as long as there is approval to drain the water into the conservation area. All in Favor. Motion Carries, 6-0.** The Committee Chair stated that there was a safety concerns reported due to the height of the oleander and the lack of visibility at the dock. There was a consensus of the board to cut back the oleander. The Committee Chair stated that they recommend they replace the dragonfly with a sidewalk at Amhurst Park. **Motion (Christian/Scott) to add the sidewalk per the Committee recommendation for \$490. All in Favor. Motion Carries, 6-0.** The Committee Chair stated that the soccer field at Amhurst Park would be opened on May 19th and a meeting would be held after the Memorial Day holiday on the 27th to assess the field. She said in addition, the committee recommends not aerating the field as part of the program as they did not see a difference in the sod in the sampled area. Jerry Harris stated that the CDD had hired Horticulturist Tom MacCubbin to consult on a biannual basis. There was a consensus of the board that the Committee Chair make contact with Mr. MacCubbin to obtain pricing for the HOA. The Committee Chair stated that there were two additional proposals generated from the landscaping meeting, one for \$185 to replace the birds of paradise plants that were missing in Warwick and the other to replace the dead plants behind the fitness center for \$149.50. There was a consensus of the board to move forward with the replacement, however, Christy stated that she would ask Servello if they can warranty the Residents Club plants as the warranty date is very close.

Action Item: Christy- direct Servello on approved proposals, ensure proper approval for drainage into conservation area prior to commencement, ask Servello to warranty Residents Club plants.

Action Item: Sharon- manage sidewalk installation at Amhurst Park.

Action Item: Amenities Committee- contact Tom MacCubbin for quote for the HOA.

- ARC: Report provided to the Board prior to the meeting.
- Communications: Report was submitted to the Board prior to the meeting. Jerry stated that the July newsletter deadline was May 13th. Monte inquired about the number of newsletters. Christy stated that when there are election materials, budget or an audit or annual meeting announcement is made, the newsletters must be mailed to all owners per the governing documents and/or Florida statute.
- Contracts: Jerry had tasked the Contracts Committee to gather at least three bids for the following services: landscaping, fertilizer & pest control, legal services, collections, and management company. Sharon had stated that the Board should consider self management. Christy stated that Leland could also propose an accounting and human resources bid as well as full service. There was a consensus of the board to not request proposals from the insurance agent, cable, cell phone service or pool equipment maintenance. Sharon stated she would submit bids for pool maintenance.

Action Item: Sharon- submit three bids for pool maintenance.

Action Item: Contracts Committee- gather at least three bids for landscaping, fertilizer & pest control, legal, collections and management.

- Engineering: (not active at this time)
- Finance: Report was submitted to the Board prior to the meeting. Former Director and Resident's Club Renovation Construction Coordinator, Ron Cumello, stated that he had been in contact with the auditor who had advised the association to reclass the entries that were made to the general ledger concerning the renovation. Ron also stated that there was approximately \$157,000 that was in an operating contingency account that needed to be part of the reclass that should come out of operating and placed into reserves in order to be in compliance with Florida statute. There was a consensus of the board to follow the auditor's recommendation. Jerry stated that based on the reserve study update, there was a decrease in funding from 25 – 50% in future years for each of the accounts.

Scott stated that there were accounts that were over the FDIC limit and recommended that the funds be placed with Old Florida as recommended by Kesha as they had the highest interest rate. **Motion (Jerry/Gary) to open an Old Florida account in order to meet FDIC guidelines. All in Favor. Motion Carries, 6-0.**

Action Item: Christy- direct Kesha to reclass per the auditors instructions.

Action Item: Christy- direct Kesha to open up Old Florida account.

- HR Committee: (not active at this time)

- **Old Business to be discussed**

- Street & Sidewalk Cleaning- Christy stated that she will forward the new reserve study to Kane & Company for guidance and forward opinion to the Board. Christy also recommended sending this question to the attorney if needed.
- Public access to CDD property- Jerry had stated that the CDD attorney had said they could prevent non-owners from gaining access thru the gates. After further debate, it was decided to table this item.

Action Item: Christy- obtain advice from Kane & Co regarding street and sidewalk cleaning.

- **New Business to be discussed**

- Joint maintenance agreement with the CDD- Sharon stated that she had provided the requested information to the CDD. Jerry stated that this matter is tabled as it wasn't approved at the CDD meeting.
- HOA Liaison to the CDD- There was a consensus of the Board to allow Linda Marcelle to be the HOA Liaison to the CDD. Jerry stated that she would attend the CDD Meeting and report back to the Board on a monthly basis. Jerry said she would also have an email address for resident inquiries.

- **Association Schedule**

- Next Scheduled Membership Meeting on June 12, 2014 at 6:30 PM at the Resident's Club.

- **Adjournment Motion (Jerry/Israel) to adjourn meeting at 9:40 p.m. All in Favor. Motion Carries, 6-0.**