



Vista Lakes Community Association, Inc.

**Meeting Minutes – Board of Directors Workshop
August 14, 2014 at 6:30 p.m.
Residents' Club**

- Resident Open Forum started at 6:30 p.m. There were 18 residents present. Resident Wayne Burroughs discussed his wife's snake bite injury and his concern for the increase in the number of snakes within Warwick. Mr. Burroughs introduced a representative from Second Chance Wildlife Sanctuary that removes snakes from properties. Other topics of discussion were zoning, communication alert networks, pool incident regarding number of lanes and swim team use, street parking in gated communities, review of the legal opinion regarding towing, covenant enforcement, adding additional Vista Lakes signage, portables at the church, stolen cars, camera installations, renter approvals, and the city traffic study.
- Establish quorum: Jerry Harris, Katherine Sebestyen, Gary Schuett, Christian Lau, Scott Fehringer, Bill Gompel and Israel Collazo were present.
- Call to Order and Proof of Notice: Meeting called to order at 8:08 p.m. and Proof of Notice verified by Sharon Eichorn.
- Approval of Prior Monthly Workshop Minutes: **Motion (Jerry/Bill) to approve the June 12, 2014 Board Meeting Minutes with corrections provided by Jerry Harris, Katherine Sebestyen and Christian Lau. All in Favor. Motion Carries, 7-0.**

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

- Community Director's Report (Sharon Eichorn):
Sharon stated she had distributed the July report prior to the meeting and asked if there were any questions. Sharon had stated that the soccer field goals had been vandalized and the cost to replace was \$5000. Sharon stated that another option recommended by the Amenities Committee was to split the soccer field into three fields by separating the fields with benches and/or landscaping material and users could provide their own goals. There was a consensus of the board to allow Christy to search the governing documents for references that would suggest the soccer field's size and description. Christy stated that she would pass on the information to the Directors, however, reminded them that an attorney opinion be obtained. There was discussion regarding including the soccer field split in a newsletter article for feedback purposes. The Board asked Sharon to contact the school regarding their opinion on changing the field. There was a consensus of the Board for Sharon to research the conservation, CDD, and city areas surrounding the snake incidents as well as contact the schools and report her findings back to the Board. Sharon stated that the Amenities Center was in need of roofing repairs totaling \$875.00.
Motion (Bill/Jerry) to hire Performance Roofing to fix the broken roof tiles at the Amenity Center not to exceed \$875.00. All in Favor. Motion Carries, 7-0.
Sharon recommended to the Board that a back up ID printer be purchased for \$17.17 with a 2500 card warranty. According to Sharon, the cost would be offset to operating account, general ledger line item 6085/small office equipment.
Motion (Bill/Gary) to purchase a user ID printer in the amount of \$17.17 from Advanced Identification Solutions with a warranty that covers the first 2500 cards. All in Favor. Motion Carries, 7-0.

Action Item: Sharon- contact the school regarding soccer field split and work with the Committee concerning ideas on how to split the field and deliver feedback to the Directors.

Action Item: Christy- search documents regarding soccer field and forward to the Board for input.

Action Item: Sharon- contact roofing company and authorize repair.

Action Item: Sharon- purchase back up ID printer.

- Community Coordinator Report (Monte Brown):
Monte stated that his report was submitted prior to the meeting and asked if there were any questions. There were no 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 stated that the audit was completed and asked if the Board was interested in signing the Kane & Co engagement letter or if the Board would like to review the contract after the election. There was a consensus to review after the annual meeting.

Christy discussed the landscaping reports provided by Servello, 4 All Season and Tom MacCubbin. Christy stated that the irrigation sensors were old and not working properly. Servello had quoted the replacement cost not to exceed \$750. Jerry stated that the CDD may be replacing the entire irrigation system.

Motion (Jerry/Bill) to authorize Servello to replace HOA irrigation sensors at the cost not to exceed \$750 pending approval of the horticulturalist. All in Favor. Motion Carries, 7-0.

Christy stated that there were 5 candidate intent forms received with 2 being invalid.

Christy stated there were 34 accounts, 30 dead sod and 4 exterior paint, that need to be forwarded to the attorney. There was a consensus of the Board to place the 4 exterior paint accounts on hold due to excessive rain and revisit next month.

Motion (Bill/Chris) to forward covenant enforcement accounts to the attorney based on covenant enforcement policy. All in Favor. Motion Carries, 7-0.

Action Item: Christy- engagement letter discussion at November meeting.

Action Item: Christy- speak to Tom MacCubbin regarding sensor replacement and forward opinion to the Directors.

Action Item: Lauren- inspect 30 sod accounts again and if not in compliance, bring to Board in September.

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

- Amenities: Report provided to the Board prior to the meeting. Carol Schuett stated that the revised Resident's Club Rental was forwarded to the Board for review. **Motion (Scott/Christian) to implement the new Resident's Club rental agreement per the Amenities Committee recommendation. All in Favor. Motion Carries, 7-0.**

Carol stated that there was a request to provide a fitness equipment instructor for residents that didn't understand how to use the equipment. There was a consensus of the Board for Sharon to contact the manufacturer and inquire on instruction videos or links that could be passed on to the residents.

Carol requested that the landscaping walk thru be rescheduled with Tom MacCubbin, 4 All Season and Servello.

Action Item: Sharon- implement new agreement.

Action Item: Sharon- contact manufacturer and advise the board.

Action Item: Christy- reschedule landscaping meeting.

- 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 October newsletter was on track to be delivered by the end of September.
- Contracts: Report was submitted to the Board prior to the meeting. Carol stated that the Committee recommends that landscaping and legal be placed on hold and not be bid at this time, however, the Board should move forward with sending out the submitted RFP for management services. **Motion (Jerry/Christian) to accept the Contracts Committee recommendation. All in Favor. Motion Carries, 7-0.**

- Finance: Report was submitted to the Board prior to the meeting. The Treasurer, Scott Fehringer gave an overview of the financials.

Bill gave an overview of the budget process. Bill asked Christy if Kesha could provide a reconciliation of the HR reports. Sharon asked Christy if Monte was included in the workmans comp policy in regards to driving. Christy stated that she would verify with the agent. Bill inquired about offsetting the gate repair, Christy stated that the CPA should be contacted for guidance. Bill asked what the insurance agent recommended in regards to the budgeted increase. Christy stated that she would check and forward to the Committee.

Action Item: Christy- ask Kesha to send reconciliation of HR report.

Action Item: Christy- check with insurance agent regarding Monte and budget increase, forward to the Committee.

Action Item: Christy- check with CPA regarding gate repair offset/process, forward to the Committee.

- Old Business to be discussed

- Sidewalk Repairs (Gated)- Sharon stated that All Terrain Tractor Service provided a bid for \$12,751.22. Bill inquired who was responsible for the apron, Sharon stated she would research. **Motion (Christian/Jerry) to**

enter into contract with All Terrain Tractor Service for sidewalk repairs in the gated communities in the amount of \$12,751.22. All in Favor. Motion Carries, 7-0.

- Amhurst Fence Survey- Sharon stated that Ireland and Associates bid came in at \$1250. There was a consensus of the board to table the survey and the gate project. Sharon stated that the deposit for the gate was refundable.
- Covenant Enforcement- There was a discussion regarding the covenant enforcement policy as well as implementing a hearing committee and fining system. Jerry stated that there was minimal feedback generated due to the newsletter article with the majority of the input being that the policy remain the same which seemed more neighborhood friendly. There was a consensus of the board to revisit the policy after management services is decided.
- Swim A Thon- Sharon stated that the event was a success and there were no concerns to report.
- Resident Request- Sharon stated that a resident asked if the board would consider allowing her child to make up the swimming lessons on a Sunday morning. There was a consensus of the Board the resident must adhere to the existing policy.

Action Item: Sharon- implement contract, follow up on apron question and forward to the board.

Action Item: Sharon- obtain refundable gate deposit.

Action Item: Sharon- contact resident regarding Board decision.

- New Business to be discussed
 - Annual Meeting and Election- Due to schedule conflicts and quorum concerns, there was a consensus of the Board to change the meeting dates to as follows: Annual Meeting and Elections would be held on October 16; the October regular Board meeting would be held on October 2; Meet the Candidates will be held on October 9; and the September regular Board meeting will be held on September 18.
- Association Schedule
 - Next Scheduled Membership Meeting on September 18, 2014 at 6:30 PM at the Resident's Club.
- Adjournment **Motion (Jerry/Israel) to adjourn meeting at 11:50 p.m. All in Favor. Motion Carries, 7-0.**