



Vista Lakes Community Association, Inc.

**Meeting Minutes – Board of Directors Workshop
October 2, 2014 at 6:30 p.m.
Residents' Club**

- Resident Open Forum started at 6:30 p.m. There were 8 residents present. The topics of discussion were the drainage issues in Windsor and Newport, violation process, holiday decorations, and lights that were not working.
- 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 7:21 p.m. and Proof of Notice verified by Sharon Eichorn.
- Approval of Prior Monthly Workshop Minutes: **Motion (Gary/Katherine) to approve the September 18, 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 she that had received one bid from Smithson Electric to repair the 6 lights that were located by the tennis court and pool.
Motion (Bill/Israel) to move forward with Smithson Electric to the repair of the 6 lights by the tennis court and pool with the cost not to exceed \$2500.00. All in Favor. Motion Carries, 7-0.
Sharon stated that she had two bids from Chapman and All Terrain for drainage work at Amhurst Park as well as adding dirt to repair the holes at softball field. Sharon also mentioned an additional drainage issue at Newport that was still under investigation. Israel stated that the timers at Newport Park need to be adjusted due to the time change.
Motion (Jerry/Scott) to move forward with Chapman on the drainage by the sidewalk and fountain at Amhurst Park as well as softball field repairs with the cost not to exceed \$2500.00. All in Favor. Motion Carries, 7-0.

Action Item: Sharon- contact Smithson and move forward with the repair.

Action Item: Sharon- adjust timers at Newport Park.

Action Item: Sharon- contact Chapman and move forward on drainage and field repairs at Amhurst.

Action Item: Sharon- report back to the Board regarding Newport drainage concerns.

- Community Coordinator Report (Monte Brown):
Monte stated that the newsletters were mailed and the new ARC application was implemented.
 - Association Manager's Report (Christy Borden):
Christy gave an update regarding exterior paint violations that were pending. She stated that out of the 4 violations, 1 was now in compliance. There was a consensus of the board to revisit the remaining 3 violations at the Annual Meeting.
- Action Item: Christy/Lauren- revisit 3 paint violations at Annual Meeting.*
- Committee Updates (to be provided via email, prior to the meeting).
 - Amenities: Committee Chair Carol Schuett stated that the next scheduled meeting is October 7 where they will review soccer field recommendations and landscaping. Bill asked the Committee to forward any budget considerations as soon as possible for review.

Action Item: Sharon- forward budget recommendations to Bill regarding the soccer field.

- ARC: Monte stated that the new form was implemented, compliance inspections continuing and the approved colors were to be added to the website.

- Communications: Jerry stated that the newsletter was delivered.
- Contracts: Committee Chair Carol Schuett stated that the recommendations were forwarded to the Board.
- Finance: Bill gave a detailed overview of the draft budget with specific discussions concerning recommended changes for 2015. Christian inquired about the guideline update process and whether it was accounted for in the 2015 budget. Bill stated that the operating contingency line could be utilized for mailing and legal costs associated with changing the guidelines.
- Old Business to be discussed
 - Amhurst Park- Sharon stated that she was waiting on the addendum review to be completed by OCPS. Sharon also stated that a school may want the damaged soccer goals.
 - OCPS Bus Access- Jerry stated that he was waiting for legal counsel to finish review of the agreement.
 - Warwick and Carlisle Gate Repairs- Sharon stated that the repair was completed and an invoice forwarded to the CDD. Sharon stated that she needed to complete a mailing to the owners and tenants asking them to verify access codes and devices. Sharon estimated the cost of the mailing to be approximately \$300.

Action Item: Sharon- update the board regarding the Amhurst Park agreement with the school.

Action Item: Jerry- update the board regarding OCPS attorney review/recommendations.

Action Item: Sharon- complete mailing, update system, inform the board.

- New Business to be discussed
 - Road Repair in Windsor- Monte reported that there was a leak in the sewer system that caused a part of the road to wash away and start sinking. He stated that the county was responsible for the repair and work was underway.
 - Contracts Committee RFP Review- Committee Chair Carol Schuett stated the contracts committee had reviewed the RFP's and were prepared to make their recommendations to the Board. The Contracts Committee recommended bringing the management of Vista lakes Community Association in house. Carol Schuett stated the Contracts committee is recommending the Board of Directors to enter into contracts with AlphaStaff, Tops and Craig Rastello CPA.
 - Motion (Bill/Gary) to contract Craig Rastello CPA as the Association CPA.**
 - All in Favor. Motion Carries, 7-0.**
 - Motion (Christian/Israel) to contract AlphStaff as HR-PEO Services.**
 - All in Favor. Motion Carries, 7-0**
 - Motion (Gary/Israel) to contract Property Management Software with TOPS Software.**
 - All in Favor. Motion Carries, 7-0**
 - Motion (Bill/Christian) to create a position for a full time Admin. Clerk at \$14.00 per HR. with an increase to \$15.00 per HR. after successfully completing a 90 day probationary period. Promote Kassie Kouvaras to the new Admin. Clerk position.**
 - All in Favor. Motion Carries 7-0.**
- Association Schedule
 - Next Scheduled Membership Meeting on October 16, 2014 at 6:30 PM at the Resident's Club.
- Adjournment- **Motion (Jerry/Christian) to adjourn meeting at 11:44 p.m.**
- All in Favor. Motion Carries, 7-0.**