

Vista Lakes Board of Directors Meeting, November 12, 2015

Minutes by Mary Ann Abernathy, Secretary

Resident Open Forum

10 residents in attendance with discussion regarding Vista Parks, street lights and solicitation in Melrose.

Establish Quorum: Israel Collazo, Scott Fehringer, Katherine Sebestyen, Adam English, Ron Cumello and Mary Ann Abernathy. Absent: Karl Brown

Call to Order: Meeting was called to order at 6:30 pm by HOA vice-president Katherine Sebestyen. Proof of notice was verified.

Approval of Prior Meeting Minutes: MOTION made by Israel Collazo and was second by Adam English to approve the minutes from the October 8, 2015 meeting with the following spelling changes from page 2: misspelling of the word "deteriorating" and the separation of "maintenance salary". All in favor, motion passed.

Community Director's Report: No report as Sharon Eichorn was not available. Monte Brown reported per Sharon's request that the pool is now only open on the weekends and December 10, 2015 she will provide a pool attendance report and the mailing coupons have been updated.

Community Manager's Report: Ron questioned Monte regarding code violation enforcement, attorney accounts and policy on accounts to be turned over to the attorney. Monte reported 30 accounts with the attorney, 21 letters have been sent and 4 accounts have been collected. He reported to have requested the attorney's office to generate tracking reports on progress of final violation letters. MOTION made by Ron and second by Israel for Monte to represent the Board at mediation for violations. All in favor, motion passed. Further research will be done to clarify the fining process of assessments and fines. MOTION made by Ron and second by Scott Fehringer for an Action Item Committee or Action Item Person to be included in the minutes. All in favor, motion passed. Monte presented Violations For Board Review Report. MOTION was made by Ron and second by Scott to send violated properties at [REDACTED] and [REDACTED] to the attorney. All in favor, motion passed. Gazebo painter was injured and will be returning paint deposit and another painter will be hired. Mulching will currently take place. ACTION ITEM – identify new painter.

Committee Updates

Ad-Hoc: Vista Park discussion during open forum

Amenities: No Report

ARC: Jim Shelton reported on the recommendations of the attorney for the guideline changes. The final guideline documents for change will be submitted to the Board for approval after Jim meets with the attorney in person. Jim previously submitted via email the ARC reports. MOTION made by Ron and second by Israel to appoint resident William Pass to the ARC. All in favor, motion passed.

Communication: Jerry Harris previously submitted report to the Board via email. New Board members will submit short bios and Monte will take head shots for newsletter.

Finance: Scott reported that Vista Lakes is almost \$21,000 in the black. MOTION made by Ron and second by Scott to move funds to reserve accounts to a bank or credit union. All in favor, passed. Accountant, Craig, will submit a monthly report to the treasurer between the 15<sup>th</sup> and 20<sup>th</sup> of every month. Craig will be responsible to collect delinquent HOA dues with interest being added. Forgiving interest rates less than \$10.00 was discussed. ACTION ITEM – Check delinquent HOA accounts for additional charges. MOTION made by Ron and second by Scott for a recommendation to accept the audit. All in favor, motion passed. Coupon books are awaiting addresses, amounts and 2016 budget to proof. Discussion for employee Holiday bonuses will be tabled until the minutes from last year are reviewed for amounts.

#### Old Business

Job descriptions are still under review as an OPEN ACTION ITEM. ACTION ITEM to send out hire package to board members. Proposed ARC guidelines were discussed during the ARC report. Policy and procedures for collections were discussed previously. No decision yet from the insurance company regarding the workers comp audit. The neighborhoods of Melrose (\$300), Central Park (\$2072) and Warwick (\$756) have requested funds. This is allowed in the budget contingent upon receipts submitted for reimbursement.

#### New Business

MOTION made by Ron and second by Israel to do necessary repairs at Amhurst Park from automobile accident. All in favor, motion passed. MOTION made by Ron and second by Scott to cancel December Board meeting due to the holidays and for the Board to meet every other month beginning January, 2016. All in favor, motion passed. MOTION made by Ron and second by Scott to authorize end of year bonuses not to exceed \$500 per employee. To be determined by officers of the Board. All in favor, motion passed. MOTION made by Ron and second by Scott for responsible Board member for staff has the latitude to change reporting structure on a temporary basis. Five in favor, one opposed (Adam English), motion passed. MOTION made by Mary Ann Abernathy, second by Ron to name the following Board members to the office of: President: Ron Cumello

Vice President: Katherine Sebestyen

Treasurer: Adam English

Secretary: Mary Ann Abernathy

The Treasurer will have authority to sign checks with back-up authority to President and Vice-President.

Tree roots and sidewalks will be discussed at the January, 2016 Board meeting.

Adjournment: MOTION made by Israel and second by Adam to adjourn at 12:00 midnight.

Next meeting: January 14, 2016