



Vista Lakes Community Association, Inc.

Meeting Minutes - Board Workshop
February 11, 2016 at 6:30 pm
Residents' Club

- Resident Open Forum: There were 3 residents present. No comments from the residents.
- Establish Quorum: Ron Cumello, Katherine Sebestyen, Karl Brown, Israel Collazo, Scott Fehring, were present. Mary Ann Abernathy and Adam English were absent.
- Call to Order and Proof of Notice: Meeting called to order at 6:30 p.m. and Sharon verified Proof of Notice.
- Approval of Prior Meeting Minutes: Ron stated the dollar figure under his comments needed to be correct. Ron asked if there was a motion to approve the minutes. Motion made by Israel Collazo to approve the minutes and seconded Katherine Sebastian Motion carries 5-0.
- President's Comments: Ron stated he had received proposals from K.W. Management, Castle Group and AP Management from the RP they had sent out for accounting services. Adam English, Ron Cumello and Carol Schuett reviewed the proposals, received responses back. Ron, Carol and part of the staff had a meeting with KW Management on 2/8/2016. They will have a meeting with Castle Group on Friday 2/12/2016. Ron stated a demand letter was sent to the current accountant stating he had not performed his job, our records were inaccurate and we expected him to come up with a plan within 15 Days to fix the problems. Ron met with the accountant on 2/10/2016 and informed him the engagement between the association and the accountant was not working out and he would be replaced in the near future and asked what his plan to make us well is. The accountant committed to provide information to the association to include an updated Financial Statement for year end 2015 no later than 2/17/2016. The association expects the accountant's cooperation in the transition to the new accounting firm. The accountant may be responsible for financial burden the association may incur to recreate records to get well. There will be cost associated to getting financial records straightened out. Ron stated he spoke with the auditor regarding recreating 2015 records; it may cost a lot of money including legal fees. Ron received the list of items needed for the audit. The Audit is to be completed in April 2016. Ron added it will not be done. Ron has asked the staff to make folders of expense for 2015 and 2016 in the event we have to recreate expenses. We have two issues with bank accounts. One is we have \$247,000.00 in an Alliance Bank account that is under Leland's name, Leland found it and stated they will close it and send us a check so we can put it in our name. There is another missing account with Floridian bank it is \$187,000.00. We have to go to the Bank and say the last bank statement was 2014; we have nothing for 2015 Leland stated they have not received any for 2015 so we have to follow the trail to where the bank statements are going. They used to go to Leland but they claim they are not receiving them. We now have the full account number so we can change the address the statements will be sent to and change signature cards. Expenses look high for the year.

Ron has requested a closed Board meeting towards the end of the month. Ron stated the contracts committee would like to bring on a new accounting firm as early as March 1, 2015. Give a thirty day notice to the current accountant March 1, 2016 so there is an overlap in service. Cost to the association will be higher than budgeted for accounting services. Estopples were moved in house as title companies were complaining the accountant was taking too long to provide them. Expenses were high for 2015. Credit card charges appear to be high. Ron asked Kassie to look at how many estopples request were not paid and she found eight. The new accounting firm will do the estopples.

- Community Director's Report (Sharon Eichorn): Sharon stated she had sent her report out via Email and asked if there were any questions. Scott inquired as to the car accident involving the Fitness Center and fencing. Sharon stated the quotes have been sent to the insurance company and we are waiting on their response. Ron asked about the fence damaged at Amhurst Park if we had a date when it would be repaired? Sharon explained the fence company had ordered the fence, however the fence supplier had made a mistake with the order and was re-ordered. The fence should be here by the end of February. Ron stated it would be ok to pre order the fence for the fitness area as it is custom built. Discussion regarding the recent work and recommendation by the water slide company. Slide Renu recommended a complete recoating of the slide as it has deteriorated considerably. Monte is acquiring quotes for the project. Ron requested a copy of the narrative from the Reserve study regarding repairs/maintenance of the water slide.
- Community Managers Report (Monte Brown): Monte's report was sent out to the Board via Email. He asked if there were any questions. Ron asked about violation recommendations for the attorney. Monte stated there is one that may be resolved prior to mailing to the attorney. Monte stated Vista Lakes currently have two owners with the attorney at this time. Letters have been sent to the owners requesting the owners come into compliance and contact the attorney or the association. Monte stated Becker & Poliakoff reported the association had spent \$9,326.38 on attorney letters and were reimbursed for \$2,650.00. Monte stated the Gazebos were painted and the painters were in the touch up cleanup phase. Ron stated the payment comes out of the reserve account. Monte stated Ron had requested him to look at the HOA property to identify capital projects that need to be addressed in 2016 and 2017. Ron stated the action Item is to look at things to be fixed, prioritize the list, determine if it is consistent with the reserve study and the funds are available. If funds are not in the reserve study make a decision whether or not to build it into the 2017 Budget.
- Finance- Bank signature cards should be set up before the next Board Meeting.
- Ad Hoc- Zoning request was approved and sent to City Counsel. John Daly, Frank Sebestyen and Ron Cumello filed a petition with the city attorney for an appeal. The city attorney responded the Developer has Thirty (30) days to respond to it. This has stopped any work the Developer wanted to do.

- Amenities- Carol Schutte stated there were no comments from the committee at this time.
- ARC- Jim Shelton sent out his report to the Board via Email.
- Communications-Jerry sent out the report via Email. The April newsletter is underway and articles are due by February 15, 2016.
- Contracts- Looking at accounting Firms.
- HR- Ron and Gary are looking for a third member. Sharon supplied the Draft Employee Handbook via Email to the board for their review.
- Old Business
- Workers Comp Insurance- Sharon stated Vista Lakes was billed incorrectly as one of the dates on a form was filled in incorrectly. We are waiting on further information.
- [REDACTED] - Ron stated he was keeping it on the Agenda so it will not be forgotten. Not a high priority at the moment. Do we invest in the unit to receive income? There is some confusion as to full ownership or joint ownership.
- Job Descriptions- On hold until a Finance company is identified.
- 2015 Salary compensation- Sharon provided her recommendations to the Board; Ron stated he would like to review them in the upcoming closed Board meeting.
- Upcoming Closed Board meeting- February 25, 2016.
- Association Insurance renewal in April- Ron will contact them to address questions they have not provided answers for.
- Upgrades to Irrigation- The CDD is moving forward with the upgrades to the irrigation system. The HOA has received the estimate. The CDD will be reimbursed for the HOA expenses and hope to be completed within ninety days. Sharon asked if it would be a paid out of reserves. Ron stated it should, because it is a replacement of the system.
- Association Schedule- Sharon stated the only activity not on the 2016 HOA schedule is the Residents' Club will be used as a polling place March 15, August 30, and November 8, 2016. Ron requested Sharon to place the polling information on the next Calendar. Ron stated the audit is on the schedule but will not be completed as we have financial issues.
- Next Board Workshop- March 10, 2016.
- Neighborhood Rep election in May- The ballots will go out in the April newsletter. We are supposed to file the taxes; Ron stated it will not happen. We may receive a late filing fee. Sharon will add the taxes to the Calendar.
- Adjournment- Motion (Ron/Scott) to adjourn the meeting at 8:00. All in favor Motion carries.