

Vista Lakes Board of Directors Meeting, May 19, 2016
Minutes by Mary Ann Abernathy, Secretary

Resident Open Forum: 6:33 P.M., 9 Residents in attendance

Discussion regarding Sharon's job resignation. Vista Lakes has no leave policy. Job policy was discussed. Discussion on Castle Group estoppel charges. Discussion regarding Real Estate signs and Board meeting signage. Discussion regarding applicants for Community Director position. Request for Swim-A-Thon for Baby DJ fund discussed.

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

Call to Order: The meeting was called to order by president, Ron Cumello at 7:50 P.M., Proof of notice was established.

Approval of Minutes: MOTION made by Scott Fehringer and second by Karl Brown to accept minutes from the March 10, 2016 Board meeting. All in favor, motion passed.

President's Comments:

Castle Group has recreated January and February financial statements and issued the March statement. Castle Group trained Monte and Kassie on accounts payable using Castle Click program. The program requires two Board officials to approve payments (Adam, Katherine or Ron). Castle Group has assumed responsibility for estoppels (March) and collections (April). Financial controls regarding credit card transactions, expenses over \$500 and the approved budget are still being worked on. The TOPS contract will be terminated with Monte using Jenark for enforcements. The transition is nearing completion. The Association insurance was renewed on April 10th. The 2015 Audit is still waiting on draft report with a possible 2015 Tax extension filed.

Community Director's Report:

No report at this time

Community Manager's Report:

Monte submitted report via email prior to vacation. The IRS has requested salary records of the off duty police. No recommendations at this time for Enforcement or Capital Projects. MOTION by Karl Brown and second by Israel Collazo to repair the lap pool equipment per the estimate. All in favor, motion passed. A recommendation was presented to begin lien foreclose for 8209 Westcott Shore Dr., no motion was made.

Financial Report:

Adam English summarized the report that he had previously emailed all Board members. The association is currently under expense budget prior to receiving April expenses. The receivables are currently the lowest of record.

Ad Hoc Committee Report:

A Vista Park appeal meeting was held May 18 with the concerns from Vista Lakes of storm water management, schools, traffic and the size of retail space not viable.

Amenities Committee:

MOTION made by Adam English and second by Israel Collazo for the Swim-A-Thon for Baby DJ Fund to take place from 10:00 to 12:30 on June 25 in the lap pool. All in favor, motion passed.

MOTION made by Ron Cumello and second by Karl Brown for the Amenities Committee to purchase temporary shade covers for the picnic table areas not to exceed \$800. All in favor, motion passed.

Ron reported that the lap pool had been closed several times recently do to imbalances in the chemicals. Ron suggested the amenities committee track the maintenance issues to report at the July meeting.

Architectural Review Committee:

Revised Architecture guidelines were presented and approval was requested. MOTION was made by Mary Ann Abernathy and second by Karl Brown to approve the revised guidelines as written subject to update Real Estate signage. In favor, Mary Ann Abernathy, Adam English, Karl Brown. Against, Scott Fehringer, Ron Cumello, Israel Collazo. Motion failed.

MOTION made by Adam English, second by Israel Collazo to accept the new guidelines subject to keeping the present use restriction language regarding parking and subject to updating Real Estate signage. All in favor, motion passed.

Communication Committee:

No report. Volunteers requested for committee.

Contracts Committee:

No report

Finance Committee:

Report by Adam English

Human Resources Committee:

Resumes are being collected for Community Director position. Employee benefits are competitive at Vista Lakes. MOTION made by Ron Cumello, second by Israel Collazo to award bonuses of \$2,000 to Monte, \$1,000 to Kassie and \$1,000 to Richard effective on May 26th pay. All in favor, motion passed.

Old Business:

Workman Compensation Insurance with Leland Management has been closed. No decision regarding [REDACTED] at this time. No decision on Employee job description at this time.

New Business:

MOTION made by Ron Cumello and second by Adam English to accept the list of unopposed candidates for Neighborhood Representatives. All in favor, motion passed.

MOTION made by Ron Cumello and second by Mary Ann Abernathy for an Events Committee chaired by Kady English to work with Kassie. All in favor, motion passed.

Adjournment:

MOTION made by Ron Cumello and second by Scott Fehringer to adjourn meeting at 10:00 P.M.