

Vista Lakes Board of Directors Meeting, September 15, 2016  
Minutes by Mary Ann Abernathy, Secretary

Resident Forum: 6:30 P.M., 10 residents in attendance. Discussion regarding cameras on gates, pool rules, pavilion rental rules, alcohol, float toys, BBQ grills and ants at the pool. Questions regarding sidewalk pressure washing as an assessment and the schedule. Concerns regarding communication with the residents was mentioned. The pool rules were displayed for the forum. Residents were told to make suggestions to the Amenities Committee.

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

Call To Order: The meeting was called to order by President, Ron Cumello at 8:00 P.M.. Proof of notice was established.

Approval of Minutes: MOTION was made by Ron Cumello, second by Adam English to approve the July 14, 2016 minutes with the following changes:

Phase II will be organization and recommendations.

Spelling correction: Ron Cumello under AD HOC Committee report.

Correction under HR Committee Report: Recommendation for the Community Manager to run the operations and the Assistant Community Manager to run finances.

President's Comments: Phase II Organization is to be completed with the finalization of the Association Management Model Document. The 2015 financial audit is complete. The Home Depot credit card has been cancelled. The Capital One credit card will be replaced with a BB&T card. The 2017 Budget is being established with no assessment increases. Comments and /or closure needed on Capital projects funding, employee job descriptions and the new ARC document format and resident meeting.

Community Manager Report (Monte Brown): The report had been sent to all Board members via email. Reported that residents have been receptive to violation letters. One violation is currently with the Attorney. There is money reported in the budget for capital improvements. MOTION made by Mary Ann Abernathy, second by Katherine Sebestyen to approve up to \$25,000 of existing operating funds with repairs having priority. All in favor, MOTION passed. It was reported that closure on the insurance issue was resolved by the square footage being re measured and the necessary correction made.

Financial Update by Treasurer (Adam English): Reported that we are mostly under budget on the online expense items. Collections are at \$186,860. The 2017 preliminary budget was presented with no assessment changes. The Operational

Budget will be presented to residents at the October 18, 2016 annual Board meeting.

#### Committee Reports:

AD HOC (John Daly): The city of Orlando are allowing developers to move forward with zoning changes for Vista Park. There have been some location changes since a year ago. The bomb cleanup is continually being monitored. The AD HOC Committee will continue to monitor the progress.

Amenities (Carol Schuett): Report sent to Board members via email. The pool will be closed the month of February. The Amenities Committee and the Board will revisit the possibility of other changes for the pool schedule at the November, 2016 meeting. New community signs will be added to Vista Lakes. MOTION made by Adam English, second by Israel Collazo to add tennis court hours to the new signs. All in favor, MOTION passed. MOTION made by Ron, second by Adam to make the following changes to the Fitness Room Rules and Regulations:

Add an "amended date under the title"

Add "A valid Vista Lakes ID and access card is required for the fitness room".

Add "The use of the fitness room is limited to residents only".

All in favor, MOTION passed.

A decision to add "wood strapping" at a cost of \$352 to act as an awning for the pool pergola was made. Playground and extra parking was decided not to be added due to the expense. A decision to repair the pool ship and rail netting at an approximate cost of \$700 was made. Two pool umbrellas will be replaced per year. The tennis court hours of 7:00 A.M. to 11:00 P.M. will be added to the new signage. Sidewalks will be replaced in Melrose and Carlisle from reserve funds where necessary. The future of "Yard of the Quarter" has been tabled.

ARC (Jim Shelton): Report was sent to Board members via email. The new "Guidelines" are ready for publication and mailing with a meeting to be scheduled for the members to voice concerns. MOTION was made by Mary Ann Abernathy, second by Ron for the guidelines to be printed on paper with three holes and ties and not to exceed \$6500.00 for printing costs. All in favor, MOTION passed. Jim Shelton will prepare a cover letter.

Communication: No report

Contracts: No report

Events (Adam English) Trunk Or Treat is being planned for October 29, 2016.

Finance: Reported by Adam English

HR (Ron Cumello): MOTION by Ron Cumello, second by Katherine Sebestyen to accept the operational structure for the operational and financial responsibilities. All in favor, MOTION passed.

MOTION made by Ron Cumello, second by Israel Collazo to change the job descriptions of the Community Manager, Assistant Community Manager and the Pool Staff Senior Supervisor. All in favor, MOTION passed.

MOTION made by Ron Cumello, second by Israel Collazo to accept the updated Pay Scale Market Report. All in favor, MOTION passed.

MOTION made by Ron Cumello, second by Adam English to use the Base Pay and Bonus approach for job compensation from August to September for Administration and January to December for Maintenance. The Community Manager and Assistant Community Manager are "exempt employees" exempt from overtime. The Pool Supervisor is an hourly employee. Israel Collazo, Ron Cumello and Adam English voted in favor. Katherine Sebestyen and Mary Ann Abernathy voted against. MOTION passed.

MOTION made by Ron Cumello, second by Israel Collazo to award bonuses from a semi-annual performance evaluation. All in favor, MOTION passed.

The draft of the updated employee handbook will be reviewed at a future date.

Old Business: The Horizons Unit located at [REDACTED] will be reviewed at a future meeting.

New Business: MOTION made by Ron Cumello, second by Mary Ann Abernathy for pool staff to deny entrance to the pool and events if resident rights have been suspended due to past due assessments. All in favor, MOTION passed.

It was decided to close out the \$50 late fee that Castle Group imposed on a resident.

October 12, 2016 is the tentative date for "Meet the Candidate" night.

Documents will be checked for the procedure for "special assessments"

MOTION made by Ron Cumello, second by Katherine Sebestyen to begin the process for estimates for gate cameras. All in favor, MOTION passed.

Association Schedule: Next Board meeting is scheduled for October 18, 2016 Annual Meeting.

Adjournment: MOTION made by Ron Cumello, second by Israel Collazo to adjourn at 11:00 P.M. All in favor, MOTION passed.