



Board of Directors Workshop

November 8, 2018 at 6:30 pm

VLCA Residents' Club

Minutes by Emily Cooper, Assistant Community Manager

6:31PM – Open Forum

- Resident voiced concerns over long standing dispute regarding adjacent neighbor's property, requesting further action from the Board and the ARC, which was added to New Business
- Resident reported on two homes still in need of "self-help" and requested decision from Board, which was added to New Business
- Resident described common area sidewalks and roadway skirts overgrown with mold and mildew that need pressure washing, which was added to New Business
- Resident offered praise to the Board and the Residents for working together and for Event success

Meeting called to order by President Katherine Sebestyen

Establish Quorum: Katherine Sebestyen, John Daly, Monica Sanchez, Gary Mitchell, and Raiza Alicea were present

Proof of Notice was established

MOTION made by John to accept the September and October minutes as written, 2nd by Gary. All in favor. MOTION CARRIED.

President's Comments – Katherine Sebestyen

1. Katherine welcomed the New Board Members and encouraged them to fulfill their campaign propositions so as to serve Vista Lakes in the most efficient way possible. She thanked the Board and the Community and expressed that it had been a pleasure serving as a Board Member and as President.
2. After two treatments in Vista Lake, the hydrilla is dying. A test will be done to determine whether a third treatment will be required. Results should be visible by the end of January. The 900 carp have not been deposited yet, as the CDD is waiting to receive them from Fish and Wildlife.

Community Manager's Report – Monte Brown

- Submitted via email
- Gary expressed interest in receiving a graph to track trends of open violations
- Vista Lakes Elementary contacted Monte in regards to a 5K run, estimated to have a 500 person turnout with both Residents and Non-Residents being able to participate

MOTION made by John to allow the PTA to host the 5K through the Community, 2nd by Katherine. All in favor. MOTION CARRIED.



Community Manager's Report – cont.

- The AED arrived and Erg was purchased, expected delivery next week
- Pavers out on pool deck were repaired and replaced, Servello remitted payment to the Paver Contractor
- 4 false fire alarms were reported to OFD due to expired Air Duct Sensor, 2 of which the Association was charged \$250 (x2) for. Monte submitted those invoices to TYCO for payment.
- Dock repair and re-deck quotes requested, contractor making site visit next week
- Reserve Study starting in January
- Quotes for CPA presented to Board

MOTION made by John to use Cole and Associates for the Audit beginning next month, not to exceed \$7K, 2nd by Gary. All in favor. MOTION CARRIED.

Assistant Community Manager's Report – Kassie Kouvaras

- Submitted via email
- Action item A is requesting the Association to waive any fees possible. Interest is at \$157.75 and is the only item that is not a hard cost.

MOTION made by John to reduce the amount owed on the account by \$157.75 if paid by December 15th 2018, with the cost being reinstated if not paid by that date, 2nd by Katherine. All in favor. MOTION CARRIED.

- The board received an email from a Homeowner explaining a hardship and requesting any relief.
Discussion about supporting relief and burden of proof.

ACTION ITEM → Kassie will get breakdown of ledger, Monte will email the Homeowner by the end of next week to report that the Board will decide on the matter at the December 6th Board Workshop.

Assistant Community Manager's Report – Emily Cooper

- Pool attendance in September totaled 2366, October totaled 989
- There were 6 Pavilion rentals in September and 6 in October
- Fitness Center saw 332 unique users in September and 267 in October

Election of Officers of the Board of Directors

- MOTION made by Gary to nominate and accept John for the position of President, 2nd by Raiza. All in favor. MOTION CARRIED.
- MOTION made by John to nominate and accept Gary for the position of Vice President, 2nd by Raiza. All in favor. MOTION CARRIED.
- MOTION made by John to nominate and accept Raiza for the position of Treasurer, 2nd by Gary. All in favor. MOTION CARRIED.
- MOTION made by Katherine to nominate and accept Monica for the position of Secretary, 2nd by John. All in favor. MOTION CARRIED.

John takes over control of the meeting at 7:51PM and calls for a brief recess. Meeting continues at 7:57PM.



Financial Update – Treasurer

- Bill Pass submitted via email
- Question from Raiza about a ~\$4,500 postage charge from Castle Group in September
 - ▣ Marilyn from Castle pulled the invoice and determined it was due to late letters and default letters, some of which are sent via certified mail at a cost of \$6-\$7 per letter.
- John recommended having all Board Officers be made signers on banking accounts, allowing Katherine and Bill to continue until the signatures are updated, and to have an onboarding session between Castle Group and the new Board Members to familiarize them with Castle Click.
- Raiza raised a question regarding late notices piling up on individual accounts; Marilyn from Castle said she would look into it to report any findings.
- Discussion about interest rates being increased for both accounts handled with Iberia, and potentially moving funds to benefit from additional interest revenue without closing the existing BB&T accounts
- Discussion regarding several accounts being over FDIC limits

MOTION made by John to allow an official recording of Board Workshops to be made by Monica for Emily to transcribe minutes from, 2nd by Katherine. All in favor. MOTION CARRIED.

Committee Updates

AD-HOC - No additional updates

MOTION made by Gary to approve the Treasurer's Report as submitted, 2nd by John. All in favor. MOTION CARRIED.

AMENITIES – Update from Carla and Toni regarding items brought to CDD. Reporting that all new landscaping and plants will be installed by December 1st.

MOTION made by John to authorize \$500 for Holiday Decorations specifically for use in the Clubhouse, 2nd by Monica. All in favor. MOTION CARRIED.

John expressed continued interest in fully funding the Neighborhood Events line, Raiza will look into the budget and report back findings.

ARC – Included in Monte's Manager Report. Update on existing fence issue, resolved with Homeowners.

COMMUNICATIONS – Jerry submitted via email. Discussion about Newsletter efficacy and whether or not to utilize a digital version instead. Katherine recommends keeping the physical copy. Raiza voiced concern over the website's aesthetic and it not being user-friendly.

MOTION made by John to establish Aaron Simmons (Communication Committee member) as co-chair of the Communications Committee, permitting they are both willing to accept, so as to update the Vista Lakes' website, ensure the information posted is accurate, and that the information is posted in a timely and efficient manner, 2nd by Raiza. All in favor. MOTION CARRIED.

EVENTS – Toni Campbell resigned as Chair. Report given by Assistant Manager Kassie, who will resume Events responsibilities. Holiday Wrapping and Ornament Decorating Party scheduled for Dec 16th. Chili, Cars, and Cakes event moved to Jan 12th. Sweetheart Dance planned for February 13th. Trunk or Treat event was resounding success.



CONTRACTS – Discussion about Payroll Contract with Alphastaff. Renews in 5 days, Raiza will explore additional quotes and report back in 6 months.

HR – Different benefits packages will be explored by Raiza while researching Payroll Companies.

COVENANT ENFORCEMENT – Unofficial first meeting held. Those in attendance appointed Roxanne Krywacz as the acting Chair, to serve until the 2019 Neighborhood Representative Election, at which point a new Chair will be elected. Katherine reminded the Committee that a maximum of 7 members may serve, and that any additional interested Residents would only be considered as replacements, not alternates. The Board requested a 1 page policy proposal, as well as a parking and towing policy for gated communities, for submission to Legal for review by December 1st.

Old Business

1. No updates

MOTION made by Gary to accept Roxanne as the Covenants Enforcement Committee Chair, 2nd by Katherine. All in favor. MOTION CARRIED.

New Business

1. Gary expressed interest in hosting a “social” before Board Workshops with light refreshments, beginning at 6PM and ending when open forum begins at 6:30PM. Discussion regarding “consent agenda” to condense non-action items and shorten the meeting lengths. John and Gary agreed to work together and use the December 6th meeting agenda as a guinea pig.

MOTION made by John to host a “meet and greet” from 6PM-6:30PM before the next Board Workshop on December 6th 2018 with up to \$50 worth of light refreshments, 2nd by Raiza. All in favor. MOTION CARRIED.

ACTION ITEM → Notice about the meet and greet will be posted on the website and via social media by next Tuesday, November 13th.

2. Continuation of Resident concerns regarding adjacent neighbor, specifically in accordance with Architectural Guideline 2.3.1.1. Board agreed to request the ARC to conduct a site visit after Thanksgiving and before December 6th, accompanied by Gary as a representative for the Board, with all parties involved allowed to be present, in order to discuss HOA pertinent issues.

3. Self-help for homes in Warwick and Avon.

MOTION made by Gary to enact self-help for the Warwick address up to \$500, 2nd by Raiza. All in favor. MOTION CARRIED.

4. Pressure washing issue raised during open forum.

ACTION ITEM → Monte will reach out to Code Enforcement regarding the safety issue the mold and mildew on the sidewalks pose to see if they will issue a citation to the rightful owner, and will also reach out to the City regarding the Avon self-help address.



MOTION made by John to enact self-help on the Avon address up to \$500 for lawn maintenance and boarding exposed windows, provided the city indicates they will take no action on the home, 2nd by Gary. All in favor. MOTION CARRIED.

ACTION ITEM → Monte will confer with legal regarding boarding the windows.

Association Schedule

Next meeting scheduled for December 6th 2018

MOTION made by Katherine to adjourn the meeting, 2nd by Gary. All in favor. MOTION CARRIED.

MEETING ADJOURNED AT 10:03PM