



Vista Lakes Community Association, Inc.

**Meeting Minutes – Board of Directors Workshop
December 9, 2010 at 6:30 p.m.
VLCA Resident’s Center**

Board of Directors: Kent Campbell, Debbie Salerno, Jim Shelton, Ron Cumello, Gary Schuett, Bill Gompel, Israel Collazo

- **Resident Open Forum starts at 6:30 p.m. (Approximately 30 Minutes):** 2 residents in attendance. No questions or comments came before the Board.
- **Establish quorum: Kent Campbell, Debbie Salerno, Jim Shelton, Ron Cumello, Gary Schuett, Bill Gompel, and Israel Collazo; All present.**
- **Call to Order and Proof of Notice: Called to order at 6:55 PM.**
- **Approval of Prior Monthly Workshop (held December 10, 2010) Minutes: Motion (Ron/Debbie) to approve November 11, 2010 minutes with one correction- submitted minutes state “Motion (Jim/Ron) to establish a full time position of Administrative Assistant to the CD” should read “Motion (Jim/Ron) to establish a temporary full time position of Administrative Assistant to the CD.” Motion Carries, 7-0.**

Action Item: Leland- correct minutes as stated and forward to the Board of Directors for approval.

- **Election of VLCA Secretary: Motion (Jim/Kent) to nominate Gary as association secretary. Motion Carries, 7-0.**
- **Community Director’s Report (Sharon Eichorn),** report provided to board via email.
General discussion on tracking progress being made on completing items on the \$65,000.00 make-up maintenance item list. Direction given to Sharon to include in her monthly report the status of make-up maintenance actions underway and include costs expended for each item.
Direction given that Leland Management CAM, Vista Lakes CD, and VL Committees continue to submit monthly reports, even during months that the Board does not convene a meeting.
Direction given that Action Items will be accumulated from the monthly management and committee reports.
Sharon discussed the speed monitoring equipment which is not available to gated communities and is still awaiting a traffic study provided by the city per the commissioner.
Traffic calming devices such as speed bumps were discussed; Sharon will obtain bids as well as future cost to maintain.
Sharon discussed a light needed at the Newport cul-de-sac by the playground. She stated that Progress Energy was contacted and will submit a plan to the Board. Once this information is received, the plan will be forwarded to the CDD.
Sharon stated that she is completing the annual staff reviews.
Kent discussed Sharon paying \$204.00 out of pocket for continuing education expense mandated by the state in order for Sharon to stay in compliance for her CAM license. **Motion (Jim/Debbie) for Vista Lakes to reimburse Sharon in the amount of \$204.00 for education expense. All in favor. Motion Carries, 7-0.**

Action Item: Sharon- Track maintenance items including current and year to date expenses as well as explanation and include in her monthly report.

Action Item: Sharon- obtains traffic study from the city as well as 3 bids for speed bumps.

Action Item: Sharon- collects report from Progress Energy regarding Newport street light by the playground and forward to CDD.

- **Association Manager’s Report (Gary van der Laan),** report provided to Board via email.
Violations and the enforcement process were discussed. Specific concerns such as above ground pool (reported removed) however trailer still remains and an air conditioning unit requires further investigation.
Discussion regarding a shed issue on Waverly is being investigated via the ARC reports as well as a hurricane shutter repair item at the same residence. Ron suggested that enforcement reports being given to the

Neighborhood Representatives for additional input regarding reoccurring problems and general issues. Gary stated that management would continue to work with the Board in order to produce the information requested. Servello was replacing a tree in Vista Park. All sod (30 pallets) should be installed by December 30th. Soccer Field plan was sent to Agronomist. Servello is trying different fertilizers and believes that the field will recover.

Gary introduced the new Community Association Manager, Christy Borden, to the Board of Directors. Gary stated that Christy will be the transitioning manager for Leland Management however Gary will still be in an advisory role due to the CDD issues and fountain repairs in order to provide proper continuity during the transition.

Action Item: Leland- contact attorney regarding speeding up the foreclosure process.

Action Item: Leland- work with Ron/Kent/Jim on improving the collections and violation reports and writing process descriptions.

- **Financial Update – Treasurer (Jim Shelton)**, Discussion regarding the current financial status of the association.
Annual audit was discussed; request for proposal was executed by Leland/approved by the Treasurer, three engagement letters received by Cole & Associates with an approximate bid of \$5,250.00, Joseph R. Michalak at \$4,800.00, and Kane and Company at \$4,500.00. An additional bid will be submitted by CPA Bernie Mapili. Once all bids are submitted, Jim will forward a copy to the Board of Directors. **Motion (Ron/Jim) to authorize the Treasurer to choose the auditor with the cost not to exceed \$5300.00. All in favor. Motion Carries, 7-0.**

Action Item: Leland- contact Bernie Mapili for additional proposal and forward to Jim.

- **Committee Updates**

- **Amenities:** report provided to the Board. Sharon stated that the city is conducting a survey and may offer park improvements.
- **ARC:** Gary stated that there were 17 applications approved and 2 not approved at the last meeting. A committee charter was created and further discussion by the committee is needed. Approved charter by committee should be completed and submitted to the Board at the January meeting.

Action Item: Jim- submit charter to the Board for approval.

- **Communications:** Newsletter was a little behind schedule but underway and expected to be distributed by the end of the month. Kent requested that the members of the Board review the updated VL website home page and provide recommendations for any information/content that should be specifically located (not linked to) on the home page, and forward those recommendations to Jerry Harris.

Action Item: Jim to pass request that Jerry to update the homepage that will include current events.

- **Contracts:** No meeting in December however discussed slide repair proposals. Previous proposal did not include taxes which added approximately \$1200.00 and travel at approximately and additional 10% to the total cost. Motion (Ron/Debbie) to move forward with the theme pool slide repair work with White Water not to exceed \$20,500.00. All in favor. Motion Carries, 7-0. The target completion date is March 2011(weather pending), deposit of 50% (\$10,000.00) will be sent prior to December 31st in order to receive 10% discount off of entire project.

Action Item: Leland- cut check for \$10,000.00 to White Water prior to December 31st deadline and offset to 7915- Turnover Funds.

- **Engineering:** No Activity.
- **Events:** Discussion regarding lack of community volunteers for the Events Committee and its future existence. Additional efforts will be acted on to promote community involvement such as suggestion boxes at the pool, comments in newsletters and adding website link encouraging input will be implemented.

Motion (Kent/Debbie) to dissolve Events Committee, and update the Community Director's current job description to eliminate references to the Events Committee. All in Favor. Motion Carries, 7-0.

Action Item: Jim- add a comments link to the website that would allow residents to forward events ideas via email, ask for community input in newsletter.

- Finance: No Activity.

- **Old Business to be discussed**

- Meeting with Leland Management (Ron, Kent, Jim) Ron discussed the meeting with Leland Management regarding reporting of violations and collections. Suggestions made regarding new reporting format as well as the Board creating a policy to be utilized as an enforcement tool. Dialogue regarding collections, particularly foreclosures, was discussed with attorney. Overall process will be determined and policy created and submitted to the Board at the next scheduled meeting.
- Organizational issues (Ron, Kent) Kent emailed information to the Board last month concerning operational concerns with feedback requested. Ron discussed clarification of administrative assistant position and its duties. Sharon stated that two bids were submitted for the kiosk/parcel boxes with the first bid being \$7,785.00. This item will be submitted to the Board once all bids are received.

Action Item: Sharon- collect bids and submit to the Board at next meeting.

- Discussion of Official Records. Kent suggested that all supporting information regarding agenda topics should be distributed to all Board members prior to Board meetings to reduce discussion time, provide for better board time management, and enable each Board Director to be adequately informed to make responsible decisions or ask necessary questions. Jim recommended that all Board approved documents, including but not limited to pool rules, charters, governing documents, etc. be posted to the website for easy retrieval by Board members. Leland Management agrees to forward a list of all Official Records to the Board prior to the next scheduled Board meeting. The Board is contemplating creating an Official Record retention policy.

Action Item: Leland- provide a complete list of all VL Official Records retained at LM to the Board of Directors.

- Parking Code for RV issue (Jim) Discussion regarding RV Parking pertaining to Orlando city parking regulations. Board advises that Leland check into the matter and report findings at next scheduled board meeting.

Action Item: Jim- forward information to Leland.

Action Item: Leland- check documents and advise Board regarding enforcement.

- Status of staff evaluation and recommendation (Kent) Gary will discuss recreation, administrative, and maintenance staff salaries with Jim concerning budget. Recommendation will be made to the Board at next scheduled meeting.

Action Item: Sharon, Gary and Jim- recommend/distribute supporting information to Board regarding 2011 raises.

- Review of action items (all) Proposed action item list was reviewed by the Board. The list was a composed of items that were previous motions from past minutes. The Board agreed that an updated action item list would be a productive tool to ensure that no items were forgotten and the directors would be informed of what actions were being taken by management and volunteers. The action item list would be a spreadsheet with current and past tabs, each person responsible for their item would keep it updated, email addresses would be added next to the responsible party's name for easy email access due to questions

pertaining to the item that may arise, and it will be easily accessible via the board only portion of the website. The action item list will be briefly reviewed at the board meetings.

Action Item: Leland/Sharon/Ron- maintain action item list, forward list to Jim, Jim will give to Jerry to post on the board only portion of the website.

- **New Business**

Discussion of CD Review (Jim, Gary, Kent).

Motion (Kent/Jim) for CD Compensation in 2011 is the following: The CD to continue at the current pay rate and continue as a salaried, exempt employee. Pay rate is set at the current annual 2010 rate. This pay rate, effective December 1, 2010 to be continued through December 31, 2011.

The CD to be provided a 2.5% VLCA Appreciation award for dedicated work during 2010. To be paid in the next regular pay check.

VLCA to offer the Current CD a letter offer of 3 years (Calendar Years 2011, 2012, 2013) to remain at Vista Lakes as CD. Terms as follows:

a. Pay Rates:

2011: Pay rate (Same as 2010)

2012: Base Pay rate (Same as 2011 + 3%) [See d, e]

2013: Base Pay rate (Same as 2012 + 3%) [See d, e]

b. The Current CD Job Description and Working Hours will be clarified within the letter offer so that the current CD may consider all terms associated with the offer.

c. During 2011, a maximum of 3% of the base pay may be offered as a bonus, to be based on Board of Directors action to award such a bonus resulting from actions the CD takes to benefit the Community that are considered either exemplary or "over and above" expectations.

d. Pay rates in #1 to remain in effect, providing CD job performance remains acceptable, with NO "needs improvement" items noted in the Annual review.

e. If subsequent annual reviews include and "needs improvement" comments, the CD base pay would remain at the previous year's base pay level. The CD would remain "bonus eligible", in the event the Board approved such an action.

f. In the event CD job performance is unsatisfactory, the VLCA may dismiss the CD from the current position either permanently or offer the CD a different position, if one is available, at Vista Lakes. The Letter Offer of employment is not a 36 month guarantee of employment.

g. In the event conditions warrant, the CD agrees to provide a 30 day notice to step down from the CD position. The VLCA Board of Directors is not required to provide advance notice in the event discipline or termination is required.

h. The Letter Offer should be offered to the CD no later than January 14th, 2011. The CD will have 14 days from receipt to accept. In the event the CD does not accept the letter offer as presented, the Board of Director's will provide the CD with a 30 day termination notice, and a hiring action will be undertaken to fill the CD position. The current CD may be asked to stay on until the position can be filled, at current pay rates, but there is no guarantee the Board of Directors will offer the current CD to stay on during the hiring process if that process takes longer than 30 days.

Motion failed (Vote 6-1).

Motion (Jim/Ron) for CD Compensation that was included in the budget for a 4% increase in 2011. Motion carries (Vote 4-3).

- **Association Schedule**

- Next scheduled meeting January 13, 2011

- **Adjournment. Motion (Kent/Ron) to adjourn meeting. All in Favor. Motion Carries, 7-0.**

Meeting adjourned at 10:55 PM.