

## **Board of Directors/Budget Meeting Minutes**

**January 28, 2016 6:00pm**

**Meeting Location: Master Clubhouse  
2530 Key Vista Blvd.**

**Call to Order:** Ron Mastrodonato convened the meeting of the Master Association BOD at 6:00PM.

**Proof of Notice of the Meeting:** Notice was posted 48 hours in advance of the meeting at both Clubhouses, on two (2) signs at both of the entrances. Proof of Notice was established.

**Proof of Quorum:** Ron Mastrodonato, Joe Harris, Carole Smink, Jim Acheson, Chuck Newman, Tri Morocco and Rich Miccio were present. A quorum was established.

**Reading of the previous meeting's minutes:** Minutes of December 10, 2015 and January 19, 2016 Board of Directors Meetings were read. Joe made a motion to accept, seconded by Carole, all in favor.

**Old Business:** Clyde Watson discussed the cutbacks and informed the board that there has not been any significant progress since the last meeting in which the cutbacks were discussed. This was due to the weather. Clyde will look into gathering proposals from other vendors to complete the work with smaller equipment than the current vendor.

Clyde then discussed the updates for the work to be completed on Bayfield Court. Clyde announced that Dunedin Electric was acquiring the permits required for the work. Clyde also discussed that the easement of access for the Association is beside 2551 Wood Pointe Dr. No other easement exists on Bayfield Court.

The Storage Lot was discussed. Clyde announced that the paving of the second half of the storage lot was to be completed on either Monday February 1, 2016 or Tuesday February 2, 2016 pending the weather. Motion made by Rich to approved the proposal from Duke Energy to update the lights at the storage lot, seconded by Jim, all in favor.

Elaine Miller from the Communication's Committee spoke on behalf of the committee. She then presented questions developed by the committee members to the board of directors. The board will review the questions submitted and advise the committee of any additional questions from the board of directors. The board will send any questions to Ron, and Ron will facilitate the questions to the committee.

**New Business:** The board discussed a lien foreclosure request from the Mankin Law Group regarding 2328 Wood Pointe Dr. Motion made by Joe to move forward with foreclosing on the lien, seconded by Chuck, all in favor.

The board discussed creating a committee to investigate the delinquent accounts for the Association and look into alternatives to foreclosing on liens. Motion made by Ron to create the Delinquent Account Committee, seconded by Rich, all in favor.

The board discussed the option of installing solar panels at the clubhouse for both the clubhouse and the pool. Clyde will research vendors, product and pricing and report back to the board at the next board meeting.

Clyde discussed the current rust control contract with the board of directors. Clyde advised that he reached out to the vendor and other professionals in the rust control field and was advised that the additive used is very costly and that it would not be economical for the Association to complete this work in house. Clyde will continue to look into other options and report back to the board of directors.

The board discussed the following contracts for the Association as well: Landscaping contract, waterway maintenance contract, fire inspection contract and the active security alarm contract. The board members will review each contract and advise at the next meeting if they have any questions or concerns regarding the current contracts. Motion made by Ron to contact Austin Outdoor to inquire about amending the current contract in regards to the prorated service charges. The amendment will remove the prorated charge from the contract and the Association would pay for any additional service at the time it is completed. The motion was seconded by Joe, all in favor.

The easement along ponds 30 and 33 was discussed. There is only one easement of access currently accessible by vendors of the Association due to another easement being blocked by a homeowner's fence. Due to the erosion and damage to the land along the easement that abuts the pond, Austin Outdoors is no longer able to access the area due to safety concerns. The board will research the blocked easement and contact the homeowners instructing them to remove the fence(s) blocking the easement.

Motion made by Rich to approve the action without a meeting for the storage lot paving proposal that was approved by the board, seconded by Joe, all in favor.

The board discussed creating committees for the landscaping. The committee will conduct monthly walkthroughs, and advise the board of current landscaping concerns. Motion made by Ron to create a landscaping committee, seconded by Joe, all in favor.

The board discussed creating a roads committee. The committee will be tasked with creating an RFP for the road repaving, solicit bids from vendors, meet with the professionals in the industry and report their findings back to the board. Ron made a motion to create a roads committee, seconded by Joe, all in favor.

The board discussed contracting a forensic accountant to audit the Association's financial records. Carole will contact forensic accounting firms and report back to the board of directors.

The board discussed reviewing the management agreement for the Association. Motion made by Chuck to solicit proposals for the management services for the Association, seconded by Carole, all in favor. Chuck will gather proposals and report back to the board of directors.

The board discussed the distribution of the monthly financial statements of the Association. Starting January 2016, the monthly financial statements will be emailed to Lisa at the clubhouse. Lisa will keep a binder with the monthly financials in it and the financials will be uploaded onto the Association's website.

**Adjournment:** With no other business to discuss, Ron motioned to adjourn the meeting at 8:43. The next scheduled meeting will be February 25, 2016 at 6:00pm.

Respectfully Submitted:  
Chris Haines, LCAM and agent for Key Vista Master HOA, Inc.