

1 **KEY VISTA MASTER HOA, INC.**
2 **Minutes of the Meeting of the Board of Directors**
3 **Thursday, October 27, 2016**
4

5 The Regular Meeting of the Board of Directors of Key Vista Master HOA, Inc. was held on October 27,
6 2016 at the Key Vista Clubhouse, 2530 Key Vista Blvd., Holiday, FL 34691.
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8 **First Order of Business**
9 **CALL TO ORDER – ROLL CALL – QUORUM**
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11 The meeting was called to order at 6:34 PM. Directors present were Bob Fanning, Chuck Newman, Ellen
12 Maracotta, Joe Sousa, Bill Hubbard (arrived at 6:46 p.m.) Lori Loucas, and Joe Harris. Also present was
13 Kelley Cate and Nancy Brooking of Terra Management Services, LLC. Several homeowners were also in
14 attendance; a sign-in sheet was utilized and a copy is attached hereto. Proper notice of the meeting
15 made in advance of the meeting as required. A quorum was established.
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17 At this time Bob Fanning reminded those present of the Board Meeting Policy adopted at the last
18 meeting, and stated that any disruption would result in the adjournment of the meeting.
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20 **Second Order of Business**
21 **MEETING MINUTES- AUGUST 11, 2016**
22

23 The minutes of the September 22, 2016 meeting were distributed for review previously. Kelley Cate
24 stated that the previously mentioned corrections had been made to the minutes. Joe Sousa stated that
25 the motion recorded for the rejection of the payment plan submitted by 2627 Ravendale was made by
26 Ellen Maracotta and seconded by Chuck Newman; Ellen Maracotta stated that she did not believe that
27 to be true. Board agreed to amend the minutes as suggested by Joe Sousa.
28

29 ***On Motion made by Ellen Maracotta, and duly seconded by Lori Loucas, the Board***
30 ***unanimously approved the Minutes of Meeting of September 22, 2016 as***
31 ***amended.***
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33 **Third Order of Business**
34 **TREASURER'S REPORT**
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37 Lori Loucas reported that the audit changes were completed and a copy was now on the association's
38 website to view. Lori Loucas provided a synopsis of the association's financial standing, and a copy of the
39 report is attached hereto.
40

41 Lori Loucas stated that a draft budget had been distributed to the Board for initial review and suggested
42 that the Board follow Terra's advice and hold a budget workshop meeting and recommended tabling
43 further discussion until that time. The Board agreed to set a budget workshop meeting for November 7,
44 2016 at 6:00 p.m.
45

46 At this time Bob Fanning recommended that the November meeting be moved to November 17th due to
47 the fourth Thursday being a holiday. None were opposed.
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Lori Loucas at this time recommended approving foreclosure on 2516 Wood Pointe Drive and 2002 Oswego per the advice of the association's legal counsel. After discussion, motion was made.

On Motion made by Chuck Newman, and duly seconded by Joe Sousa, the Board unanimously approved moving forward with foreclosure on 2516 Wood Pointe Drive and 2002 Oswego.

Fourth Order of Business- **MANAGER'S REPORT**

Kelley Cate reported on the following items:

Resales. No new owners as of 9/22/16.

Financial.

- September 2016 Financial report e-mailed October 20, 2016.

Collections.

- Letters to sixteen owners identified as having a stop payment on their August assessment have been notified. Several continue to come in, and have been working with owners to identify what information was input incorrectly, or if a stop payment was perpetually put on their payments.
- Several owners have sent in a request for reimbursement of overpayments.

Grounds/Maintenance.

- Tree Removal. There are twelve (12) trees that have been identified as dead and in need of removal. There are also three (3) dead oaks and two (2) pines that can be removed (oaks are in woodline along boulevard) and four dead pines behind 2730 Dolphin Watch (complaint received, in woodline/preserve area). Discussion was held on proposals submitted for the removal of the trees. Motion was made.

On Motion made by Lori Loucas, and duly seconded by Bill Harris, the Board unanimously approved the three proposals submitted by 3 Seasons to remove all seventeen identified trees.

- Vandalism to irrigation: Quote for repairs received from Sainsbury for \$1,280.00 and repairs were initiated 10/21/16. Electric meter can was also damaged, estimated replacement cost of \$250.00.
- Landscaping RFP is completed and enclosed. Irrigation RFP is completed and enclosed. Formal approval is tabled until the next meeting.
- Electrical Service for RV Lot: Breakdown of proposals is attached. Matter is tabled.

Miscellaneous.

Brighthouse Cable: Final draft of letter is enclosed. Board unanimously approved letter; Kelley Cate stated that it will be mailed out immediately along with the notice of the availability of the 2015 year end statement.

Electronic Voting & Communications. Discussion was held regarding how the electronic voting system worked; Lori Loucas provided a spreadsheet of the projected cost savings. It was requested that a webinar session be scheduled for the Board to review the program.

At this time President Bob Fanning stated that he had a report from the maintenance supervisor to share and reported on the following:

- Landscape rocks have been moved as requested.
- Pool heaters have been turned on and are set at 83 degrees.
- Tree ring around the elms have been completed.
- The recent storm uprooted thirty new trees, most have been replanted.
- Vandalism- total cost to repair the irrigation system and electrical was \$1,730.00. It was suggested at this time to put an alarm system on the front guardhouse.
- Bayfield Court electrical work has been completed. Waiting for Westcoast to obtain permits- once they have finished then Dunedin Electric can finish up their work.
- Reseeding of field behind clubhouse. Cost would be \$2,500.00 by the same company that has done it for the past three years. Discussion was held regarding the need to seed the area. Matter was tabled until additional information could be obtained regarding the benefits.

Fifth Order of Business **COMMITTEE REPORTS**

Landscape Committee. Judy Primm of the Landscape Committee addressed the Board regarding some concerns she had with the Bayfield Court project and the interactions with the Board of Directors. The Board requested that Judy Primm cease being confrontational.

The Board called for a recess at 7:55 p.m. and reconvened at 7:58 p.m.

At this time a discussion was held regarding the Landscape Committee. Motion was made to disband the committee.

On Motion made by Joe Harris, duly seconded by Lori Loucas, to disband the Landscape Committee and reorganize at a later date. Motion carried with Lori Loucas, Joe Harris, Chuck Newman, Bob Fanning, Ellen Maracotta, and Bill Hubbard in favor. Joe Sousa abstained. Motion carried.

At this time Bob Fanning presented a landscape committee charter for consideration of the future of the committee. Joe Sousa stated it was a good starting point. The landscape charter will be reviewed for future consideration and additions.

Roads Committee. No report.

RV Lot Committee. No report.

Sixth Order of Business **MEMBER COMMENTS**

The sign-in sheet indicated which member had requested to address the Board. Each member was given three minutes to voice their comment or question. The following list summarizes comment topics:

154 Andy Wolcitzky commented that committees should be the entity to obtain proposals for the
155 association in the future.

156
157 **Seventh Order of Business**

158 **OLD BUSINESS**

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160 The Brighthouse Cable Contract and Electronic Voting was already discussed.

161
162 **Eighth Order of Business**

163 **NEW BUSINESS**

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165 *Security.* It was requested that Terra Management obtain additional proposals for the camera
166 replacement for the common areas.

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168
169 **Ninth Order of Business**

170 **ADJOURNMENT**

171
172 There being no further business, the Board adjourned at 8:20 PM.

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174
175 Approved:

176
177 _____ (Signature)

178
179 _____ (Date)