

1                                   **KEY VISTA MASTER HOA, INC.**  
2                                   **Minutes of the Meeting of the Board of Directors**  
3                                   **Thursday, November 17, 2016**  
4

5   The Regular Meeting of the Board of Directors of Key Vista Master HOA, Inc. was held on November 17,  
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 6:3 PM. Directors present were Bob Fanning, Ellen Maracotta, Joe  
12   Sousa, Bill Hubbard, Lori Loucas (arrived at 6:57 PM), and Joe Harris. Director Chuck Newman was  
13   absent. Also present was Nancy Brooking of Terra Management Services, LLC. Several homeowners  
14   were also in attendance. Proper notice of the meeting made in advance of the meeting as required. A  
15   quorum was established.  
16

17                                   **Second Order of Business**  
18                                   **MEETING MINUTES - OCTOBER 27, 2016 & NOVEMBER 7, 2016**  
19

20   The minutes of the October 27, 2016 & November 7, 2016 meetings had previously been distributed for  
21   review. Ellen Maracotta noted that 85 on the October 27, 2016 minutes did not accurately reflect  
22   discussion; she had sent an email to Kelley Cate (Terra) requesting that the language be altered.  
23

24  
25                                   ***On Motion made by Bill Hubbard, and duly seconded by Bob Fanning, the Board***  
26                                   ***unanimously approved the Minutes of Meeting of October 27, 2016 as amended,***  
27                                   ***and the Minute of Meeting of November 7, 2016 as written.***  
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30   Joe Harris commented that a copy of the Board package had only been emailed that morning and  
31   requested that the material be sent at least three days in advance. It was noted that the November  
32   meeting date had been moved up a week earlier so as to not conflict with Thanksgiving.  
33

34                                   **Third Order of Business**  
35                                   **MANAGEMENT REPORT**  
36

37   *Note: The Treasurer's Report was deferred until later in the agenda, waiting for Lori Loucas' arrival.*  
38

39   Nancy Brooking delivered the management report noting that there have been no (0) new resales  
40   reported since the last report on November 14, 2016.  
41

42   Collections: Several owners are more than two months in arrears. Now that sufficient time has passed  
43   since the management company transition, the standard collection process has resumed: Late notices  
44   and 45-day Intent to Lien Notices will be produced. Once investigated, small balances will be reversed.  
45

46   2617 Hawks Roost: This property has been titled to the HOA. Terra will confirm with the Association's  
47   attorney that the property will be set for auction.  
48

49   Common Area / Landscaping: 3 Seasons has received authorization to perform tree removal, per the  
50   previously submitted proposal. The Board declined to authorize trimming of pine trees in the common  
51   areas.  
52

Yellowstone replaced sod at the community entrance the week of November 7, 2016. The Board has received information relative to possible re-seeding the back area behind the clubhouse for a cost of \$2,600.00 and after discussion, the Board declined to authorize the re-seed at this time.

Discussion ensued regarding the terminating landscape contract with Yellowstone. It was ultimately decided to continue with Yellowstone on a month-to-month basis through December 31, 2016. Terra will contact the vendor to confirm.

Proposals for camera installation have been distributed to the Board. This topic will be addressed later in the evening's agenda. Bob Fanning led discussion on the phone service at the Clubhouse and the Gate House, and indicated that booster equipment is necessary. Bob Fanning will continue working with Doreen Williams on this matter, will report progress to the directors.

#### **Fourth Order of Business-** **MAINTENANCE REPORT**

Bob Fanning delivered a report authored by Clyde Watson. The topic of holiday decorations was discussed, with the Board ultimately authorizing purchase of additional holiday decorations, to be installed by Clyde.

***On Motion made by Ellen Maracotta, and duly seconded by Lori Loucas, the Board unanimously authorized up to and not to exceed \$1,000.00 for the purchase of holiday lights and wreaths; if additional funds are necessary the Board provided Bob Fanning the authority to increase this amount.***

The Bayfield Court project is progressing. Access is through an easement which has been semi obstructed by a homeowner's plantings. It was noted, however, that the owners of the property have abandoned the home, with a mortgage foreclosure pending. Terra will send a new notice for access.

#### **Fifth Order of Business-** **TREASURER'S REPORT**

There is no report, as there are no new financials at this time.

Lori Loucas dictated minor changes to the proposed budget, with assessments at \$83.34 per month. Terra is authorized to order the 2017 payment coupons. Terra will circulate an updated copy of the budget document once changes are processed.

***On Motion made by Lori Loucas, and duly seconded by Bob Fanning, the Board unanimously adopted the 2017 Budget, with noted changes.***

#### **Sixth Order of Business-** **COMMITTEE REPORTS**

There were no committee reports.

106 **Seventh Order of Business**

107 **MEMBER COMMENTS**

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

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112 Joe Passanise complimented the common area that is being maintained by the Master, saying it looks  
113 better than the Villas. Mr. Passanise also informed the Board on his attendance at a CONA meeting  
114 (Council of Neighborhood Associations), stating that the guest speaker was an USF expert of Florida-  
115 friendly landscaping. It was suggested that the Association could have the gentlemen as a guest speaker  
116 at a future Association meeting.

117  
118 Dave Cutshall spoke regarding erosion on the very steep slope down to the lake in the rear of his Villa.  
119 Stakes have been placed, but the landscapers run over the stakes with the commercial mowers causing  
120 further damage. Mr. Cutshall feels the Master needs to intercede and have an engineering study  
121 performed. The Board will have Clyde Watson investigate the matter and report his findings to the  
122 Board at a future meeting.

123  
124 **Eighth Order of Business**

125 **OLD BUSINESS – ELECTRONIC VOTING**

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127 Lori Loucas has been negotiating with HOA NOW to contract for both electronic voting service and bulk  
128 email correspondences, which will be a cost of \$800+/- . Lengthy discussion ensued with some  
129 dissension amongst Board members.

130  
131 ***On Motion made by Lori Loucas, and duly seconded by Bob Fanning, the Board***  
132 ***voted 4 – 2 to authorize a contract with HOA NOW. Ellen Maracotta and Joe***  
133 ***Harris were not in favor. Motion carried.***  
134

135  
136 **Ninth Order of Business**

137 **NEW BUSINESS**

138  
139 Security Cameras: The Board reviewed proposals from Red Hawk and Active Security. Although Red  
140 Hawk is slightly more expensive, they will provide more equipment: 8 cameras at the Gate House,  
141 replace 1 of the 16 cameras at the Clubhouse. There was extended discussion, with Joe Harris taking the  
142 lead due to his experience in the field and his industry contacts. Joe Harris directed that any PO issued  
143 should include the stipulation that final payment will be withheld until a thorough trial of the system is  
144 conducted to ensure that the equipment is fully functional. In addition, up from deposit should not  
145 exceed 25% of the total cost.  
146

147  
148 ***On Motion made by Ellen Maracotta, and duly seconded by Bill Hubbard, the***  
149 ***Board unanimously approved the proposed from Red Hawk for installation of***  
150 ***security cameras, \$10,753.50.***  
151

152  
153 Pedestrian Fencing: The topic of pedestrian fencing will be tabled until more information can be  
154 obtained regarding the gate lock. In addition, the diagrams presented need to be revised to include  
155 more explanation.  
156  
157

Community Signage Rules: Bob Fanning has created a policy which incorporates approval of estate sales in the case of owner death. Discussion ensued regarding one-time estate sales vs. recurring garage sales. Bob will revise the policy and circulate.

***On Motion made by Bob Fanning, and duly seconded by Joe Harris, the Board unanimously adopted a community signage policy that incorporates estate sales in the case of owner death, pending document revision by Bob Fanning.***

New Year's Eve Event: After discussion, the Board agreed that the Association will hold an adults-only New Year's Eve event at the Clubhouse, from 8:00 PM – 1:00 PM. Cost for the event is in the social line item of the 2016 Budget.

Annual Members Meeting: The date is set for January 26, 2017 at 6:30 PM. Nancy Brooking suggested that a Nomination Form be included in the upcoming coupon mailing; the Board agreed. In addition, Terra will contact HOA NOW to obtain specifics on how owners can sign up for the electronic service and include that information in the coupon mailing as well.

**Tenth Order of Business**

**ADJOURNMENT**

There being no further business, the Board adjourned at 8:39 PM.

Approved:

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)