

# **Board of Directors Meeting Minutes**

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

**Meeting Location: Master Clubhouse  
2530 Key Vista Blvd.  
Holiday, FL 34691**

**Call to Order:** Bob Fanning, President convened the meeting of the Master 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 and on [www.mykeyvista.com](http://www.mykeyvista.com), and on the Master HOA official website. Proof of notice was established.

**Proof of Quorum:** Bob Fanning, Chuck Newman, Lori Loucas, Joe Harris, Joe Sousa and Bill Hubbard were present. Ellen Maracotta arrived at 6:15pm. Also present was Chris Haines, LCAM.

**Reading of the Previous Meeting's Minutes:** Minutes from the February 25, 2016 and March 16, 2016 Board of Directors Meetings were read. Joe H made a motion to accept, seconded by Chuck, all in favor.

**Treasurer's Report:** Lori read the Treasurer's report based on the March 2016 financial statement for the Association. Lori reported that the total cash for the Association as of March 31, 2016 was \$1,971,210.43. The current variance on the budget was a negative \$24,052.32. The current Accounts Receivable amount was \$163,372.38

## **Old Business:**

**Yellowstone:** Clyde Watson is not getting reports on a timely manner from the foreman of Yellowstone. Chuck stated that we should be getting what is on the contract. If not getting it then they are in breach of contract. Suggest that the contracts in the future be fee based. Clyde stated that the contract may be cancelled with 30 days' notice, but suggested waiting for July 1<sup>st</sup> termination of contract. Joe asked Clyde if it would be better to hire out the work piecemeal, but Clyde stated that lawn companies will not do that because they do not want the responsibility overlapping other areas of responsibility. Clyde stated that he would advise the board to hire an irrigation specializing company to oversee irrigation only. Yellowstone has been paid last year to do work that has yet to be done. Termination of the Yellowstone contract

is in July and Chris will send notice to Yellowstone that the board will rewrite the specifications of the landscaping contract, also notifying them that new specifications will be put out to bid. The board would like to rewrite the contract and will be seeking other bids. Previous board voted not to clean sprinkler heads. This board wants that to be done again. Clyde noted that this could cost \$800/month.

Motion made by Bob to have Clyde rewrite the specifications of the landscaping contract and to solicit proposals from landscaping vendors using the new specifications, seconded by Chuck, all in favor.

**Cutbacks:** Clyde stated that in many areas the ground is still wet and cannot be cut back. He also stated that it cannot always be visually determined if the ground is wet. Mr. Hale claims that we owe him money, but Clyde says that we do not. Clyde suggested Renegade Co. because they have 2 bobcats and can go over areas not completed. Clyde stated that Renegade can also grind up the debris and will not have to dispose of it in the woodlands. Clyde will get a bid by linear foot from Renegade. Joe H. asked to see a map of areas that have cut back. Clyde said that he should have that by the time Renegade does their walkthrough next week. Clyde stated that 70% has been completed. Ellen asked how much Hale has been paid and Lori said that she would find out how much he has been paid. Chris stated that a new contract doesn't need to be written by an attorney but that an attorney should review it because it is a large portion of the budget. Chuck expressed concern that we are now heading into the wet season and that this has gone on too long. Clyde will meet with vendors on site and present the proposals at the next regular meeting.

**Tree Replacement: Landscape Committee:** Clyde notes that at least 18 declining or dead slash pines have been removed and the previous board voted to replace them with one magnolia in smaller sizes for every three trees removed.

Banner Stone Ct: Clyde suggested 3 live oaks but the committee felt that the plot was too small for three and suggested either 2 crepe myrtles and one live oak or 3 crepe myrtles, all plants in 30 gallon containers. Homeowners on Banner Stone Court offered to water the trees, but Clyde stated that this was unsuccessful in the past. Instead, Gaters will be placed at each tree and Clyde will be responsible for keeping them full. Clyde stated that he could buy trees in 30 gallon containers for \$100 each, however committee members presented quotes of \$185-250 that included installation and warranty. A motion to approve the purchase of three trees not to exceed \$650 for the Banner Stone median was made by Bill, seconded by Joe H, all in favor. The committee and Clyde will determine which 3 trees will be installed.

The committee will present quotes for the front gate at the next regular board meeting.

**Hot Water Heater Replacement:** Clyde presented information for the board's consideration about replacing the clubhouse's 13 year old hot water heater:

- Electric Hot Water Heater: 80 gallon, 208 service, commercial grade, \$5-7K with a 6 year warranty.

- Tankless Gas Water Heater: requires installation of tank outside, \$4-7K, with 12 year guarantee.
- Solar Water Heater: 120 gallon with electric backup, \$11-15K, with savings in electricity. No study on the savings was available at the meeting. 20 year warrantee.

Clyde will present proposals for the water heaters described above at the next regular meeting.

**Rekeying Back Pool Gate:** Board decided to rekey the back pool gate inside only and retain key copies in the clubhouse. It was mentioned that we do not know who might have keys at this point, nor is there camera surveillance at that gate and that it would be very expensive to bring electric to it. Joe S motioned to keep the back gate locked and have it keyed to only open from the inside, seconded by Lori, all in favor. All keys will be kept by the Key Vista HOA staff and stored in the lock box in Doreen's office.

**Banner Stone and Bayfield Easement Requests:** A single family homeowner on Banner Stone installed a fence into the easement which was not approved by or discovered by the Single Family Board. This area is needed as access for Yellowstone mowers to reach common areas behind the homes. A request by the HOA asking that the fence be moved has not been responded to. Chris will instruct the Association's attorney to send notice to the homeowner of 2646 Banner Stone Court to remove the fence from the easement. Bill made a motion to have the attorney send notice to the homeowner of 2646 Banner Stone Court, seconded by Joe H, all in favor.

Bayfield Court also has an easement dispute in which a homeowner will not allow large equipment to cross onto their lot to access the pond behind the homes for the purpose of repairing and restoring the banks of the pond that in many places have eroded to the extent that they endanger the property flanking the pond. Though the HOA has the right to use the easement, the Board would like to avoid legal action and provide the homeowner with a letter specifying how the property would be restored to its previous state should any damage occur.

## **New Business**

**Sidewalk Repairs:** Clyde addressed the need for more sidewalk repairs. ARC's bid to repair concrete sidewalks where tree roots continue to lift and move them is \$2300. ARC repaired the sidewalks several years ago. A second bid by Gator Concrete for \$2600 was also considered. Clyde reported that tree roots lifting the sidewalks are especially bad in front of the RV lot. Joe S motioned to approve the proposal as submitted by ARC, seconded by Joe H, all in favor.

**Communications Committee:** The committee recommends terminating the bulk cable contract with Bright House, effective September 1, 2016. Motion made by Joe S to terminate the Bright House bulk cable contract effective September 1, 2016, seconded by Chuck, all in favor. The Communications Committee will make recommendations regarding any active issues remaining at the next regular Directors Meeting.

**Roads Committee:** The Roads Committee did not have an update for the Board of Directors. Chuck asked if resealing the roads could be an option however Chris stated that in other neighborhoods he works with, the cost is about \$110K and is only good for 5 years. In addition, cracks would have to be sealed first. Lori mentioned that she met a roads consultant at the HOA Expo in Tampa and would like to invite her to look at our roads. The committee will inquire about inviting her to the next regular meeting.

**Delinquent Accounts Committee:** Presently, the association is owed \$143,000 in delinquent association fees. Previous boards repeatedly voted not to foreclose on most of these homes. Mr. Mankin and associates have advised us that they carefully present boards with homes that the board should consider for foreclosure. The committee advised the board that over 20 of these homes should be considered for foreclosure. The board will be considering vacant property at this time. The board scheduled a Special Board Meeting for May 11, 2016 to meet with Mr. Mankin's firm to ask questions and make the decisions. The committee also recommended an amendment to the documents allowing the Board to obtain information about rental contracts and renters. The association would have to approve the change.

**Required Yearly Audit:** Lori recommends engaging the same firm used by previous board for \$6500-7000, which is less than last year's audit. The firm filed HOA taxes even though we have not officially engaged them. Joe H motioned to use the current firm to complete the 2015 CPA Audit required by the Florida Statutes, seconded by Bill, all in favor.

**Forensic Audit:** Lori investigated the previous board's consideration of performing a forensic audit and reported that the cost is \$10,000-15,000 per year for a 5 year study. Since there was no vote by the previous board to perform a forensic audit, the current board agreed to forgo a forensic audit due to the cost.

**Payment Plan Requested by Homeowner:** The board agreed to provide the homeowner of 2025 Oswego Drive a payment plan that would allow payment in full of fees in arrears. Bob motioned to approve payment of \$500 plus monthly assessments as they are due for 18 months, then 1 balloon payment to pay off the remaining balance, Bill seconded the motion, all in favor.

**Clubhouse Rules:** The board will request volunteers from the community to join a Rules Committee to evaluate the current rules and present the recommendations to the Board of Directors. Bob stated that the current rules need to be revised. Only one formal complaint was received by the board regarding the use of the clubhouse by a former board member for business purposes, and that the current rules do not address this concern. The board decided that no action would be taken. It was noted that if the clubhouse is not reserved by a resident, any other resident may use the same room while another resident is conducting a meeting. Paying the clubhouse fee reserves the space exclusively for that group. These and other rules will be considered by a committee to be formed. It should also be noted that anyone receiving a fee for services in the clubhouse or surrounding areas will be asked to leave because this is prohibited by clubhouse rules.

**RV Lot:** Chuck stated that the RV lot also needs rules and lease revisions and clarifications. One of the RVs in the lot is damaging the new surface. There is no warranty on the surface. Chuck will partner with the RV Lot Committee to review the current lease, rules and regulations and present recommendations to the Board of Directors.

**Entertainment Committee:** Tabled for the next regular board meeting.

**Resident Comments:** The board heard questions and suggestions from homeowners.

**Adjournment:** With no other business to discuss, Bob made a motion to adjourn the meeting, seconded by Joe H, all in favor. Meeting was adjourned at 9:36 PM. The next scheduled Special Board Meeting is May 11, 2016, at 6:00pm.

Respectfully submitted:

Ellen Maracotta, Secretary, Key Vista HOA, Inc.