

1 **KEY VISTA MASTER HOA, INC.**
2 **Minutes of the Meeting of the Board of Directors**
3 **Thursday, August 11, 2016**

4
5 The Regular Meeting of the Board of Directors of Key Vista Master HOA, Inc. was held on August 11,
6 2016 at the Key Vista Clubhouse, 2530 Key Vista Blvd., Holiday, FL 34691.

7
8 **First Order of Business**
9 **CALL TO ORDER – ROLL CALL – QUORUM**

10
11 The meeting was called to order at 6:35 PM. Directors present were Bob Fanning, Chuck Newman, Ellen
12 Maracotta, Joe Harris, Joe Sousa, and Bill Hubbard. Director Lori Loucas attended via telephone. Also
13 present was Nancy Brooking of Terra Management Services, Inc. Several homeowners were also in
14 attendance; a sign-in sheet was utilized and a copy is attached hereto. Proper notice of the meeting was
15 determined to have been made. A quorum was established.

16
17 **Second Order of Business**
18 **BOARD MEETING POLICY**

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20 The Board considered adoption of a Board Meeting Policy, a copy of which is attached hereto. Nancy
21 Brooking provided a summary of the ten (10) points contained in the policy.

22
23 In response to a question regarding agenda items, Bob Fanning stated that if topics are brought up that
24 are not on the agenda, the Board will acknowledge the topic and take the matter under advisement
25 without obligation to address the issue. Nancy Brooking explained that a petition of 20% of the voting
26 members can cause a topic to be placed on an agenda. Otherwise, the Board is not required to discuss
27 non-agenda items that may be brought up during the comment section.

28
29 ***On Motion made by Chuck Newman and duly seconded by Bob Fanning, the Board***
30 ***was unanimous in its adoption of the Board Meeting Policy, as written.***
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34 **Third Order of Business**
35 **APPROVAL OF MINUTES of JUNE 23, 2016**

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37 Minutes of the Regular Meeting of the Board of Directors from June 23, 2016 were circulated for the
38 Board's review.

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40 ***On Motion made by Bill Hubbard and duly seconded by Joe Harris, the Board***
41 ***unanimously approved the Minutes of Meeting of June 23, 2016, as written.***
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43

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45 **Fourth Order of Business**
46 **TREASURER'S REPORT**

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48 Since Lori Loucas attended by telephone and therefore audio would likely be compromised, Nancy
49 Brooking delivered the Treasurer's Report. It was noted that Ms. Loucas had submitted written reports
50 for June 30, 2016 and July 31, 2016.
51

Ms. Brooking reported the Association's cash accounts as of July 31, 2016 as follows:

Petty Cash and Operating	\$80,684.06
Non-Reserve CDARS and Money Market	\$410,588.41
Pooled Reserves, including Storage Lot	<u>\$1,532,392.54</u>
	\$2,023,665.01

Budget Summary: It was noted that some variances are due to the budget spread through the 12-month period. Variances were reported as follows:

Miscellaneous admin expense – Greater number of owner mailings than expected.

Irrigation repairs – Replaced pumps at both clubhouse and front entrance.

Clubhouse Maintenance – Clubhouse water heater replacement.

Accounts Receivable: \$162,249.92. Nancy Brooking noted that once the transition concluded, with account data entered and owner ACHs set up with new banking partner, aggressive collection activities will commence.

On Motion made by Bill Hubbard and duly seconded by Bob Fanning, the Board was unanimous in its acceptance of the Treasurer's Report, as delivered.

Fifth Order of Business **MANAGEMENT REPORT**

Nancy Brooking delivered the Management Report for August 11, 2016

Transition. 28 boxes of records have been retrieved from Melrose's Palm Harbor office. The majority of the funds for the three accounts (operating, money market and reserves.) There is delay in the delivery of 2015 and 2016 accounting records from Melrose's Orlando office, as well as the transfer of Detailed AR Report that lists each owner's account balance. After discussion, Board Treasurer Lori Loucas will contact Melrose and ask that the records be turned over immediately. If Melrose does not comply with the Board's final request, Terra is authorized to contact the Association's attorney for assistance.

On Motion made by Joe Harris and duly seconded by Joe Sousa, the Board unanimously authorized Terra to contact Key Vista's attorney if the final records are not delivered from Melrose by Monday, August 15, 2016.

Caliber software has been installed on the clubhouse computer, and Doreen Williams has been provided initial training. Crum payroll service was provided the required 45-day termination notice, and Key Vista's four employees will start on Terra's PEO on 9/25/16.

The new Caliber Web portal has been established. Terra will coordinate with the Key Vista web administrator to integrate Caliber Web with www.mykeyvista.com. Board members were provided with secondary board-only login numbers.

Resale & Welcome. Terra will track property resales in the community and report same to the Board each month. Estoppels are processed through Homewise Docs, and there are currently estoppels pending for four properties.

105
106 *Financial.* Terra will produce a comprehensive financial report each month on or before the 20th and
107 deliver same to each Board member via email. The July 2016 Income Statement and Balance Sheet,
108 produced by Melrose, was provided for the Board's information.

109
110 *Collections.* The Aged Owner Balance Report for 7.31.16, produced by Melrose, was provided for the
111 Board's information. Terra has contact Mankin Law for a current status list of accounts in collection.

112
113 Once owner balances are obtained and entered, Terra will produce and send initial statements to those
114 accounts in arrears and/or with credit balances.

115
116 *Compliance.* Terra suggests the Board develop a written compliance policy, and will work with Board
117 members over the coming sessions to produce same. Over the years, the Board has passes several
118 rules which will be verified and listed in the final policy document.

119
120 *Grounds, Maintenance, Common Areas.* A vendor meet and site inspection with Yellowstone is
121 scheduled for Tuesday, August 16, 2016. This will include investigation of the recurring problem with
122 sand in the irrigation lines that clog heads.

123
124 Terra will work with Clyde Watson to produce a RFP for landscape maintenance. Proposals for
125 corrective work on areas of erosion throughout the community are pending; Terra will coordinate with
126 Clyde Watson on scope of work and job locations.

127
128 PO was issued GA Nichols to repair the storm grate at the clubhouse, \$1,695.00. Brief discussion on
129 how proposals will be handled. Nancy Brooking stated that Terra utilizes a formal purchase order
130 system, and all work authorizations should come through Terra for proper PO. Bob Fanning stated that
131 Doreen Williams is obtaining proposals for repair to the electric service at the clubhouse, to rectify
132 occurrences of electric surge.

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134 **Sixth Order of Business**
135 **COMMITTEE REPORTS**
136

137 *Landscape Committee.* Director Bob Fanning reported on other maintenance items, per Clyde Watson:
138 Episodes of fish kill in several ponds has been remedied and a lack of oxygen levels is probable cause;
139 monument lights have been repaired; and several trees have been planted behind the pool and at
140 Banner Stone Court.

141
142 Planned erosion repair at Bay Field Court was discussed. Access issue had previously been referred to
143 the Association's attorney, who has generated an opinion that the HOA has right of way over property
144 to access the DRA area. Proposals for electric and land work have been obtained, and Clyde has verbal
145 assurance from the vendors that pricing is still valid. Consensus from Board members was to postpone
146 mobilization of the repair project until the summer rain season had passed, with a start date probable in
147 mid or late October. Affected homeowner will receive advance notice of planned repairs.

148
149 Mowing, lack thereof, of Pond 31 banks needs to be addressed; Terra will investigate during upcoming
150 inspection with Yellowstone. The Board briefly discussed procedure for handling alligator sightings. All
151 reports of alligators are to be sent through the State alligator hotline for appropriate resolution.

152
153 *Roads Committee.* No report.

154
155 *RV Lot Committee.* Vinny Azzano presented four proposals for installation of electric service at the RV
156 Lot. The Board discussed improvements to the RV Lot, and concern was voiced about the HOA funding
157 improvements to an area of common area utilized by only a few homeowners. Mention was made that

the RV Lot self-funds by the rental fees collected, and that a reserve exists specifically for RV Lot maintenance items. Discussion was tabled pending further review of the proposals. Nancy Brooking will produce a summary of the electric proposals for ease in comparing the bids, and the matter will be addressed at the next Board meeting.

Seventh 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:

Estates Sales at Single-Family HOA and Villas HOA: Key Vista Master HOA prohibits the placement of signs on common area, with the exception of scheduled and noticed open house events and scheduled and noticed community garage sales. The Master HOA does not have jurisdiction to enforce use restrictions at the sub association level.

Bulk Cable Contract: Several homeowners voiced opinion as to whether the Master HOA should continue with a bulk cable agreement for basic/standard service with Bright House or terminate bulk services in favor of each individual being responsible for their own cable provider.

Landscape Maintenance: Complaints about lack of mowing at particular areas.

Management Services: Inquiry as to the type of services provided by Terra, as well as price. Possible interest in having the sub associations change managers.

Erosion on Pond Banks: Reiterated concern of this matter, which had been discussed earlier in the agenda.

Dead Trees in Wetlands: Concerns about dead trees in wetlands not being removed. The HOA is not responsible for clearing wetland conservation areas unless the tree falls onto common area that is being routinely maintained.

Eighth Order of Business

OLD BUSINESS

Note: The Minutes are to reflect disruptive and aggressive behavior from an audience member. The individual responsible was asked to leave but refused. The Board continued its meeting with the disruption continuing throughout. Nancy Brooking stated that it may be necessary to have a sheriff's deputy attend future meetings.

Vista Master has given termination notice to Bright House, and the current contract will cease on 8.31.16, with bulk service then provided on a month-to-month basis. Director Joe Sousa reported on a meeting with John Wattick of CSI (Converged Services) for negotiation services with cable service providers. CSI is asking that the Master HOA execute a Letter of Agency that will permit CSI to obtain detailed information from the cable companies on proposals, use data and all correspondence and costs associated with Key Vista. Heated discussion amongst members ensued.

Key Vista Master has given termination notice to Bright House, and the current contract will cease on 8.31.16, with bulk service then provided on a month-to-month basis. Some members were in favor of having CSI investigate; some members expressed desire to discontinue providing bulk cable service. The results of the owner opinion survey on the topic were read by Nancy Brooking: 179 owners submitted a survey, or only 25% of the total membership. Of those, 57% (103) were in favor of continuing bulk cable service, and 43% were in favor of discontinuing bulk service.

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212
213 It was suggested that the Board vote on the topic and the floor was opened for motion.
214
215

216 ***On Motion made by Joe Sousa and duly seconded by Bill Hubbard, the Board***
217 ***voted five (5) in favor, two (2) opposed – Joe Harris & Chuck Newman – to a)***
218 ***discontinue provision of bulk cable service to Master HOA member and b) to***
219 ***continue with the existing bulk arrangement with Bright House month-to-month***
220 ***through December 31, 2016. Motion carried.***
221

222
223
224 Notification to homeowners and impact on the monthly fees will be addressed at the September
225 meeting. In the meantime, the month-to-month bulk service will continue through December 31, 2016.
226 Joe Sousa will make initial inquiry to Bright House of same.
227

228 **Ninth Order of Business**
229 **NEW BUSINESS**
230

231 ***Speeding.*** The Board discussed the matter of speeding in the community. After several minutes of
232 dialog, the topic was tabled. Terra will investigate and report on the types and costs of traffic calming
233 devices; on the existing Pasco County ordinances regarding traffic calming devices; and on what the
234 HOA's liability is on both traffic calming devices and speeding in general.
235

236 ***Security.*** Terra has obtained proposals from three security companies that were previously emailed to
237 the Board. Board members discussed ongoing security concerns at the community. The topic was
238 tabled pending receipt of additional information on a) crime statistics for the neighborhood; and b)
239 costs and availability information from Pasco County Off-Duty Officers. Terra will obtain all.
240

241 The matter of possible installation of a fence between Key Vista and the adjoining community (Holiday
242 Lake Estates) will be added to a future agenda.
243

244 **Tenth Order of Business**
245 **ADJOURNMENT**
246

247 There being no further business, the Board adjourned at 9:14 PM.
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249

250 Approved:
251 Key Vista Master Homeowners Association, Inc.
252

253 By: _____
254

255 Title: _____
256

257 Date: _____
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