

1 **KEY VISTA SINGLE FAMILY HOMEOWNERS ASSOCIATION, INC.**  
2 **MINUTES OF BOARD OF DIRECTORS MEETING**  
3

4 The Regular Meeting of the Board of Directors of the Key Vista Single Family Homeowners Association,  
5 Inc. was held on December 20, 2018 at 2530 Key Vista Blvd, Holiday FL, 34691. Notice of the meeting  
6 was posted at least 72 hours in advance in the community calendar and community website.  
7

8 **FIRST ORDER OF BUSINESS - CALL TO ORDER & QUORUM**  
9

10 The meeting was called to order at 9:33 a.m. by Mary Lou Rinnier. Present at roll call were Board of  
11 Directors Marylou Rinnier Holly McKee, and Arnold Sprague (via conference call). A quorum was  
12 established. Jessica Rosa-Melendez of Terra Management Services, Inc. was also present.  
13

14 **SECOND ORDER OF BUSINESS – APPROVAL OF MINUTES**  
15

16  
17 On Motion made by Mary Lou R. and duly seconded by Holly McKee, the November 2018 Minutes were  
18 approved as submitted. All in favor, motion passed.  
19

20 **THIRD ORDER OF BUSINESS - MANAGEMENT REPORT**  
21

22 Jessica provided the Board with the Management report and the updated Balance Sheet and Income &  
23 Expenses Statement was available for review.  
24

25 **FOURTH ORDER OF BUSINESS – NEW BUSINESS**  
26

27 2019 Budget – After review and analysis of the proposed budget, the Board approved the operational  
28 budget for 2019. 2019 Annual Assessment per unit: \$61.00, to be paid annually on January 1<sup>st</sup>. Any  
29 assessment not paid within thirty (30) days after the due date shall bear interest from the date of  
30 delinquency at the maximum rate allowed by law. Jessica is to order coupons.  
31

32 **FIFTH ORDER OF BUSINESS – COMMENTS**  
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34 The Board of Directors responded to questions from a homeowner in attendance regarding the  
35 proposed budget.  
36

37 **SIXTH ORDER OF BUSINESS – ADJOURNMENT**

38 There being no other business to discuss, the meeting was adjourned at 10:38 a.m.  
39

40 Respectfully submitted,  
41  
42  
43  
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Secretary of the Board

45 \_\_\_\_\_  
Date