

KEY VISTA SINGLE FAMILY HOMEOWNERS ASSOCIATION, INC.

MINUTES OF BOARD OF DIRECTORS MEETING

The Regular Meeting of the Board of Directors of the Key Vista Single Family Homeowners Association, Inc. was held on September 13, 2018 at 2530 Key Vista Blvd, Holiday FL, 34691.

Present were Board of Directors Holly McKee, Marylou Rinnier and Arnold Sprague. A quorum was established. Nancy Brooking of Terra Management Services, Inc was present via phone,

FIRST ORDER OF BUSINESS - CALL TO ORDER

The meeting was called to order at 7:01 PM. Notice of the meeting was posted at least 48 hours in advance.

SECOND ORDER OF BUSINESS – APPROVAL OF MINUTES

Approval of the Minutes of Meeting for August 16, 2018 was deferred.

THIRD ORDER OF BUSINESS - MANAGEMENT REPORT

Nancy Brooking stated there is a new Terra assigned LCAM for the community, Jessica Melendez. Jessica has met with both Mary Lou Rinnier and Holly McKee, but unfortunately was not available to attend this evening's meeting.

Resales: The Change of Ownership Report was distributed. There have been forty (40) ownership transfers since 1.1.18. Nancy Brooking presented a sample of Terra's new Welcome Packet which is being mailed to all new owners.

Financials: The August 2018 financials were emailed to the Board on 9.13.18. The Income Statement and Balance Sheet was available for the Board's review; there were no immediate comments. The operating account balance as of 9.13.18 is \$53,832.63. Terra will prepare a draft budget for the Board's consideration.

Collections: The current Aged Balance Report (notated) was distributed for discussion, including a current status report from the Association's attorney Mankin Law Group. Nancy Brooking noted that there were dozens of accounts with small balances due to August interest charges.

MOTION: On Motion made by Holly McKee and duly seconded by Mary Lou Rinnier, the Board unanimously voted to write off small balances with August interest charges as noted.

The Board discussed eleven (11) delinquent accounts with escalated collection activity that are ready to be sent to the Association's collection attorney Mankin Law Group for lien.

MOTION: On Motion made by Arnold Sprague and duly seconded by Holly McKee, the Board unanimously voted to send the eleven (11) noted delinquent accounts to Mankin Law Group for lien.

Compliance: The Board is in the process of establishing procedures for the Compliance Committee. The Board will consider appointing a Fining Committee and establishing a Fining Schedule. Following

significant discussion, the Board established a Fining Schedule. Fining Committee will be appointed at the next meeting.

MOTION: On Motion made by Mary Lou Rinnier and duly seconded by Holly McKee, the Board voted unanimously to adopt the following Fining Schedule: \$100.00 initial fine; \$400.00 if violation remains uncured following subsequent inspection; and \$500.00 if violation remains uncured following a final inspection.

FOURTH ORDER OF BUSINESS – OTHER BUSINESS

Mary Lou Rinnier stated that a Key Vista Single-Family Directory is in process.

The Association is working to assign “Block Captains” for set areas of the neighborhood, to provide enhanced communication flow between residents and the Board.

The Design Review Board (DRB) is working to develop written standards, to be approved by the Board and circulated to residents.

FIFTH ORDER OF BUSINESS – COMMENTS

The Board of Directors received comments from homeowners in attendance. Topics included, pit bull pets creating nuisance; damaged fencing at properties.

SIXTH ORDER OF BUSINESS – ADJOURNMENT

There being no other business to discuss, the meeting was adjourned at 8:08 PM.

Submitted:

Approved: _____