

1 **KEY VISTA SINGLE FAMILY HOMEOWNERS ASSOCIATION, INC.**  
2 **MINUTES OF BOARD OF DIRECTORS MEETING**  
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4 The Regular Meeting of the Board of Directors of the Key Vista Single Family Homeowners Association,  
5 Inc. was held on November 9, 2021, at the Key Vista Club House. Notice of the meeting was posted at  
6 least 48 hours in advance in the community calendar and community website.  
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9 **FIRST ORDER OF BUSINESS**

10 CALL TO ORDER AND ESTABLISHMENT OF QUORUM  
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12 The meeting was called to order at 6:32 p.m. by Jessica Rosa Melendez. Present at roll call were Board  
13 members, Cathie Conlin, Chad Foxx and Dan Tupponce. A quorum was established with all members of  
14 the Board present.  
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16 **SECOND ORDER OF BUSINESS**

17 APPROVAL OF MINUTES  
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19 Approval of Board of Directors Meeting Minutes for October 19, 2021.  
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21 ***On Motion made by Cathie Conlin and duly seconded by Chad Foxx, the Minutes for October 19, 2021***  
22 ***were approved as submitted. All in favor, motion passed.***  
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25 **THIRD ORDER OF BUSINESS**

26 OFFICER'S REPORT  
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28 PRESIDENT – No report at this time. Will add comments to the New Business part of the meeting.  
29 SECRETARY – No report.  
30 TREASURER – No Report.  
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32 **FOURTH ORDER OF BUSINESS**

33 MANAGEMENT REPORT  
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35 Jessica provided the Board with the Management report, and the updated Balance Sheet and Income &  
36 Expenses Statement was available for review and are attached to these Minutes for future reference.  
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38 Financial report was emailed to the Board and has been posted for homeowner's on Caliber web.  
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40 **ACC REPORT**  
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42 The ACC Committee provided copy of the last meeting Minutes. Four (4) applications were reviewed by  
43 the committee this past October 25, 2021. ACC Meeting Minutes have been uploaded to My Key Vista  
44 website. The Committee also appointed a new member to their committee to fill the vacancy left by  
45 Claudia.  
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47 **FIFTH ORDER OF BUSINESS**

48 OTHER BUSINESS  
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50 a) Approval of 2022 Budget – Review and approval of the 2022 Operational Budget.  
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52 ***On motion made by Dan Tupponce and duly seconded by Cathie Conlin, the Board unanimously***  
53 ***approved the 2022 Budget with no increase to the annual dues. Motion passed.***

- 54 b) Holiday Lights Decorations Contest – As in the previous year, the Board wants to have the Holiday  
55 Lights Decorations Contest and will be awarding the winners with \$100 as a gift card.
- 56 c) Mailbox upgrade – The board discussed the current condition of the mailboxes around the  
57 community. The current design is no longer being offered by the current vendor and options were  
58 discussed to facilitate the upkeep of the mailboxes. Jessica will bring designs that are a possible  
59 choice for the community. More to follow on this topic in the upcoming meetings.
- 60 d) Volunteers needed for community. As in previous meetings, the Board extended the opportunity  
61 for volunteer work within the community. The Welcoming Committee and DRB are excellent  
62 areas where volunteer work is appreciated.

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64 The DRB used the Board of Directors Meeting to announce the vacancy and was able to  
65 successfully recruit a volunteer to the committee at this meeting.

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67 ***On motion made by Dan Tupponce and duly seconded by Cathie Conlin, the Board unanimously***  
68 ***approved the appointment of Tab Bearly as a member of the Design Review Board. Motion passed***  
69 ***unanimously.***

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**SIXTH ORDER OF BUSINESS**  
MEMBER COMMENTS

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76 Several homeowners were present at the meeting. Topics such as speeding through out the community  
77 was discussed; increase of commercial vehicles and RV's parking violations was also discussed. A  
78 homeowner is having a current open violation for a RV parked on her lot, discussed her case, and made  
79 an appeal to the Board.

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**SEVENTH ORDER OF BUSINESS**  
ADJOURNMENT

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86 There being no other business to discuss, the meeting was adjourned at 7:47 p.m.

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89 Respectfully submitted,  
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93 \_\_\_\_\_  
Secretary of the Board

\_\_\_\_\_  
Date