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**KEY VISTA SINGLE FAMILY
HOMEOWNERS ASSOCIATION, INC.**

**Board of Directors Meeting Minutes
February 8, 2022
06:30 PM
Key Vista Clubhouse**

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First Order of Business

CALL TO ORDER / ROLL CALL / QUORUM

13 The regular meeting of the board of directors for the Key Vista Single Family Association
14 was called to order at 6:31 p.m. by Cathie Conlin. Present at roll call were Cathie Colin,
15 President, Dan Tupponce, Treasurer, and Chad Foxx, Secretary. Quorum was obtained
16 with full presence of the Board.

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Second Order of Business

APPROVAL OF MINUTES

Approval of the February 8, 2022, Minutes.

On motion made by Cathie Conlin and duly seconded by Dan Tupponce, the Board unanimously approved the February 8, 2022, Minutes as presented. Motion carries.

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Third Order of Business

OFFICERS/COMMITTEES REPORT

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- 1) President – No comments
 - 2) Secretary – No comments at this time, will add to Other Business.
 - 3) Treasurer – Provided the financial report as of January 31, 2022.
 - 4) Welcome Committee – Nancy Barone reported on the list new homeowners and the welcome gifts given to each household.

Fourth Order of Business

MANAGEMENT REPORT

Jessica Melendez, Terra Management, provided a management report on the following topics:

- 1) **Resale & Welcome** – In 2021 thirty-six (36) changes in ownership were recorded in the Association. Report attached.
- 2) **Financials** – Covered by the treasurer. Balance Sheet & Income Statement provided.
 - a. Balance of the Alliance Operating Account as of 1/31/2022: **\$111,434.27**

- 44 3) **Collections** – A full collections report was provided to the board. Statements and
45 Late Notices have been mailed.
- 46 4) **Compliance** – Jessica discussed the list of homes that have reached the Fining
47 stage. Upon review and approval, the Board levied the fines and approved to refer

On motion made by Cathie Conlin and duly seconded by Chad Foxx, the Board unanimously levied the fines and moved to refer to the Fining Review Committee for the February 22, 2022, meeting. Motion carries.

48 to the Fining Review Committee for the February 22, 2022, meeting.

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Fifth Order of Business
OTHER BUSINESS

- 54 1) Mailbox upgrade options – Jessica provided the Board with several options of style
55 for the proposed new mailboxes. The board looked at the new styles and the cost
56 of embracing such project, after much discussion the Board decided to not move
57 forward with changing the style of the mailbox at this time as there are a number
58 of homeowners that have already changed their mailbox with the current style and
59 have purchased new posts. It was also brought to the attention of the board that
60 there is a vendor currently advertised in the Key Vista Facebook page that offers
61 his services for repairs and replacements of the wood posts.

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Sixth Order of Business
OWNER COMMENTS

67 Several homeowners were present at the meeting and joined the Board in topics from the
68 Agenda and of community interest.

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Seventh Order of Business
ADJOURN

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Having no other business at hand, the Board adjourned the meeting at 7:01 p.m.