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

**Board of Directors Meeting Minutes
April 12, 2022
06:30 PM
Key Vista Clubhouse**

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First Order of Business

CALL TO ORDER / ROLL CALL / QUORUM

The regular meeting of the board of directors for the Key Vista Single Family Association was called to order at 6:30 p.m. by Cathie Conlin. Present at roll call were Cathie Colin, President, Dan Tupponce, Treasurer, and Chad Foxx, Secretary. Quorum was obtained with full presence of the Board.

Second Order of Business

APPROVAL OF MINUTES

Approval of the February 8, 2022, Minutes.

On motion made by Chad Foxx and duly seconded by Cathie Conlin, the Board unanimously approved the March 8, 2022, Minutes as presented. Motion carries.

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Third Order of Business

OFFICERS/COMMITTEES REPORT

- 1) President – No comments
- 2) Secretary – No comments at this time, will add to Other Business.
- 3) Treasurer – Provided the financial report as of March 31, 2022.
- 4) Welcome Committee – no report

Fourth Order of Business

MANAGEMENT REPORT

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

- 1) **Resale & Welcome** – as of March 31, 2022, there has been seven (7) changes in ownership. Report was shared with the Board.
- 2) **Financials** – Covered by the treasurer. Balance Sheet & Income Statement provided.
 - a. Balance of the Alliance Operating Account as of 2/28/2022: **\$110,575.89.**
- 3) **Collections** – A full collections report was provided to the board. Statements and Late Notices have been mailed.

45 4) **Compliance** – Jessica discussed the list of homes that have reached the Fining
46 stage. Upon review and approval, the Board levied the fines and approved to refer
47 to the Fining Review Committee for the March 29, 2022, meeting.

On motion made by Dan Tupponce and duly seconded by Chad Foxx, the Board unanimously levied the fines and moved to refer to the Fining Review Committee for the March 29, 2022, meeting. Motion carries.

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Fifth Order of Business
OTHER BUSINESS

- 53 1. Appeal to the Board - Homeowner presented her case to the Board of Directors
54 regarding the imposed fine on her property. After much discussion, the Board
55 voted to reverse the fine and came to the agreement with the homeowner that all
56 violations for which they were waiving the fines are going to be completed on or
57 before the end of the week or April 15, 2022. Homeowner will need to call Terra
58 Management to update the manager that all violations have completed and for her
59 property to be reinspected.
- 60 2. Golfcarts – The board had a discussion on the issues with slow moving vehicles
61 and/or golfcarts. After going through the verbiage on the Key Vista Single Family,
62 the Board instructed Jessica to place a hold on sending violation notices for golfcart
63 and/or slow moving vehicles until more information is gathered.

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Sixth Order of Business
OWNER COMMENTS

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

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71 Note: The Board has cancelled the next scheduled May 2022, Board meeting. The Board
72 has scheduled their next meeting for June 14, 2022.

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Seventh Order of Business
ADJOURN

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79 Having no other business at hand, the Board adjourned the meeting at 7:50 p.m.