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

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

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**First Order of Business**

CALL TO ORDER/QUORUM/NOTICE OF MEETING

13 The regular meeting of the board of directors for the Key Vista Single Family Association  
14 was called to order at 6:30 p.m. by Cathie Conlin. Present at roll call were Cathie Conlin,  
15 President, Dan Tupponce, Treasurer, and Dominic Celima, Secretary. Quorum was  
16 obtained with full quorum. Meeting notice was placed by signs in front of the community  
17 and community website at least 48 hours before the meeting.  
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**Second Order of Business**

APPROVAL OF MINUTES

24 Approval of the October 11, 2022, meeting minutes.

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*On Motion made by Cathie and duly seconded by Dan, the Board unanimously approved the Minutes for the October 11, 2022 Board of Directors Meeting.*

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**Third Order of Business**

OFFICER'S REPORT & COMMITTEE REPORT

- 29 1) President – No comments  
30 2) Secretary – No comments  
31 3) Treasurer – No comments  
32 4) Welcome Committee – All new owners have received their Welcome Packet.  
33 Jessica to send new list to Kim Davenport.  
34 5) ACC Committee – No report.  
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**Fourth Order of Business**

MANAGEMENT REPORT

40 Jessica Melendez, Terra Management, provided a management report on the following  
41 topics:  
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- 43 1) **Resale & Welcome** – as of October 31, 2022, there has been twenty-five (25)  
44 changes in ownership. Report was shared with the Board.

- 45 2) **Collections** – A full collections report was provided to the board. Statements and  
46 Late Notices have been mailed.
- 47 3) **Compliance** – Compliance report was presented to the Board. Twenty-one (21)  
48 properties were escalated to FRC.

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*On motion made by Dan and duly seconded by Dominic, the Board voted to levy fines to twenty-one homes and send referral to the FRC. All in favor, motion passed.*

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### **Fifth Order of Business**

#### Other Business

1. **Adoption of the 2023 Operational Budget** – Jessica provided copies of the proposed 2023 Operational Budget. The Board reviewed and voted on the approval of the proposed budget as presented.

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*On motion made by Dan and duly seconded by Cathie, the Board unanimously approved the 2023 Operational Budget. All in favor, motion passed.*

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### **Sixth Order of Business**

#### OWNER COMMENTS

Several homeowners present at the meeting. Individual questions were answered by the Board. Some of the topics discussed are as follows:

- Hurricane shutters – Can permanent shutters be installed. The Board indicated that ACC application needs to be submitted and they must be able to be opened when no emergency is present.
- Adding extra house colors schemes – The Board will ask the ACC to look into expanding the current color schemes. In the meantime, owners may submit on a case-by-case basis and the Board along with the ACC can see if the proposed colors go along with the community aesthetics.

### **Seventh Order of Business**

#### ADJOURN

Having no other business at hand, the Board adjourned the meeting at 7:38 p.m.