

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

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4                                   **Board of Directors Meeting Minutes**  
5                                   **September 13, 2022**  
6                                   **06:30 PM**  
7                                   **Key Vista Clubhouse**

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10                                                   **First Order of Business**

11                                                                                                   CALL TO ORDER/QUORUM/NOTICE OF MEETING

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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 Colin. Present at roll call were Cathie Colin,  
15    President and Dan Tuponce, Treasurer. Quorum was obtained with two members of the  
16    Board present. Meeting notice was placed by signs in front of the community and  
17    community website at least 48 hours before the meeting.  
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19                                                                                                   **Second Order of Business**

20                                                                                                   APPOINTMENT OF NEW DIRECTOR

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22    Dominic Celima was appointed as Director of the Board, filling in the position of Secretary  
23    left vacant by Chad Foxx.

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*On motion made by Cathie Colin and duly seconded by Dan Tupponce, Dominic Celima was appointed to the Board of Directors of Key Vista Single Family HOA filling the open position of Secretary. All in favor, motion passed.*

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25                                                                                                   **Third Order of Business**

26                                                                                                   APPROVAL OF MINUTES

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28    Approval of the August 9, 2022, Minutes.

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*On motion made by Dan Tupponce and duly seconded by Cathie Conlin, the Board unanimously approved the August 9, 2022, Minutes as presented. Motion carries.*

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30                                                                                                   **Fourth Order of Business**

31                                                                                                   OFFICER’S REPORT & COMMITTEE REPORT

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33    1) President – No comments  
34    2) Secretary – No comments  
35    3) Treasurer – Presented the financial report for the month of August 2022.  
36    4) Welcome Committee – no report  
37    5) ACC Committee – No report  
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40 **Fifth Order of Business**

41 MANAGEMENT REPORT

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

- 45  
46 1) **Resale & Welcome** – as of August 31, 2022, there has been sixteen (16)  
47 changes in ownership. Report was shared with the Board.
- 48 2) **Collections** – A full collections report was provided to the board. Statements and  
49 Late Notices have been mailed.
- 50 3) **Compliance** – Jessica discussed the list of homes that have reached the Fining  
51 stage. Upon review and approval, the Board levied the fines and approved to refer  
52 to the Fining Review Committee for the September 30, 2022, meeting.

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*On motion made by Cathie Colin and duly seconded by Dan Tupponce, the Board levied the fines as presented and moved to refer to the Fining Review Committee. Motion carries.*

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53 **Sixth Order of Business**

54 OTHER BUSINESS

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56 1. Appointment of new members of Committees:  
57 a. Fining Review Committee - Appointment of Ken Ruhf to fill the vacancy  
58 created by Dominic Celima.

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*On motion made by Dan Tupponce and duly seconded by Dominic Celima, the Board appointed Ken Ruhf to the Fining Review Committee. All in favor, motion carries.*

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- 59 b. Architectural Control Committee - Appointment of Nancy Barone to the  
60 ACC Committee.

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*On motion made by Dominic Celima and duly seconded by Dan Tupponce, the Board appointed Nancy Barone to the ACC Committee. All in favor, motion carries.*

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61 **Seventh Order of Business**

62 OWNER COMMENTS

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65 Several homeowners present at the meeting. Individual questions were answered, and  
66 the Board shared the plans for the next Annual Meeting and Elections. Questions  
67 regarding common areas were referred to the Master Association.

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70 **Eighth Order of Business**

71 ADJOURN

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73 Having no other business at hand, the Board adjourned the meeting at 7:36 p.m.