

Key Vista Villas  
Board of Directors Meeting Minutes  
May 20, 2013

Present: Collin Cagle, Joe Careccia, Shirley Drallmeier, Frank Flesch and Ken Nadler,  
Absent: Karan McCaughey and Jim Rice

Quorum achieved.

Frank Flesch, President, called the meeting to order at 7:00 P.M.

Ken certified posting of Notice in compliance with FL statutes

Roll call was taken.

Ken read the minutes from the April BOD meeting. Joe made a motion to accept the minutes. Shirley seconded the acceptance of the minutes. All were in favor and the minutes were approved.

There were four applications to the DRB, of which 3 were approved and 1 was pending further review based on the outcome of the meeting with the County.

Ken gave the Treasurer's Report. Joe made a motion to approve the Treasurer's Report. Shirley seconded the motion and all were in favor. Ken discussed the movement of funds when a payoff is received from the attorney. Ken made a motion to transfer 20% of any and all monies received from the attorney for collections into the Painting Reserve, 5% into the Common Area Reserve and leave 75% in the Operating Account. Shirley seconded the motion and all were in favor. Ken also reported that recent repairs to the gate were \$178.00 to install proper hardware because of continuing problems with the gate arm being hit.

Committee Reports

Compliance Committee Report – nothing to report

Finance Committee Report – nothing to report

Grounds Committee – Joe reported a total of 10 TSC's were opened this month and of those 8 were closed and 2 were still open. Lawns are drying up. Justin reported that homeowners are calling WC directly for repairs instead of going through Justin and the TSC process. Collin offered to send an update out again for everyone to contact Justin. There will be no lawn cutting during the week of May 20<sup>th</sup> because of the current condition of the turf.

Social Committee – Shirley gave the Social Committee Report. There will be an event on Memorial Day 27<sup>th</sup>. The event is sold out.

Pool Committee—Shirley reported that a problem with the chlorinator was fixed. She also reported that the ladder in the pool lost one of the rubber steps. Shore is quoting a replacement of plastic steps. Shirley was given approval for the replacement of the metal steps with the wider plastic steps. There was a yellow film in the pool that was treated as well.

Clubhouse Committee Report – Shirley reported the toilet in the handicapped stall in the ladies room was leaking. Plumber came out and resolved the problem. They also replaced the flapper because it was not working correctly. Battery in the smoke alarm was changed.

### Management Report

Justin presented a report for the months of April and May.

### Correspondence

Frank read correspondence. (1) A resident asked to have an estate sale. Frank made a motion to allow estate sales. Collin seconded the motion. All were in favor. (2) Frank read a letter from a homeowner about enforcement of the parking guidelines and an altercation that took place between herself and a Compliance Committee member. The letter will be brought up at the June meeting because he was not present. The Board also decided to keep the same parking guidelines as the Master with no street parking between 11pm and 5am.

Ken spoke about the meeting with Shawn Brown, the association's attorney, and Frank about the parking in the driveway. Ken read the letter from the attorney. Current guidelines require parking of at least one owner vehicle in the garage. Frank suggested tabling enforcement of parking driveway guidelines pending further review of the entire document by our attorney. Joe made a motion to temporarily suspend enforcement of parking in driveways and garages at this time. Collin seconded the motion and all were in favor.

Ken read correspondence from a homeowner thanking Frank for getting some new trees planted, which were actually done by the Masters HOA in the common area.

### Unfinished Business

Collections/Foreclosure –Ken reported that Mankin filed lien documents on 5 properties that are currently delinquent. He gave an update on the legal status report received from them.

Pasco Fire Department Knox Box—Ken reported that the Knox Box was installed. He sent an e-mail to the Pasco Fire Department informing them and requesting they come out and lock the box. The FOB for the box has 24-hour access. The clubhouse key does not work. Frank wanted to have the handyman check the key locks on all the clubhouse doors to see if he can get them working.

Flag Pole & Flag – Ken suggested forming a working group of himself, Jim and Collin to look into this and give an answer by the June meeting.

Bulletin Board – The request was cancelled.

Lawn Contract – The contract with Luke Brothers has been completed, signed and will go into effect July 1. Frank asked the Grounds Committee to look at the issues with West Coast.

Organization and Responsibilities Document (Grounds Committee Language) – Ken reported that he received no responses from any of the Board Members to the proposed changes. Frank made a motion to accept changes in the language. Collin seconded the motion and all were in favor.

Handyman – Justin reported that the insurance was good and all the three references checked out. Frank made a motion to accept the handyman. Ken seconded the motion and all were in favor.

#### New Business

Clubhouse Reservation Policy – Shirley reported changes to the clubhouse reservation policy. There will not be a rental fee for the clubhouse. The clubhouse rental form must still be filled out and returned with a \$50.00 refundable deposit to ensure that the clubhouse is left in good order. The rental form must be submitted 15 days ahead of the event. Exceptions can be made on a case-by-case basis. Ken made a motion to amend the Clubhouse Reservation Form as presented. Joe seconded the motion and all were in favor.

Ken stated that the Clubhouse and Pool rules need to be updated. Collin volunteered to change PDF's to Word to be edited.

Justin is completing the Welcome Package and he will send to Shirley when it is completed.

The next BOD meeting will be on Monday, June 17 at the clubhouse at 7:00 PM.

Frank opened the floor to homeowner questions and comments.

Frank made a motion to adjourn at 8:38 P.M. Joe seconded the motion and all were in favor.

Respectfully Submitted,

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Ken Nadler, Secretary

June 17, 2013