

**Key Vista Villas Homeowners Association, Inc.**  
**Board of Directors Meeting Minutes**

November 23, 2015

Association President Jim Rice called the meeting to order at 7:02 P.M.

Secretary JM Gibbons certified posting of Meeting Notice in compliance with Florida statutes.

Roll call was taken. Present were Joe Careccia, Kerry Cushing, Shirley Drallmeier, JM Gibbons, Marie Hawkins, Ken Nadler and Jim Rice.

Kerry moved to waive reading of the October minutes and to accept them as published. Marie seconded and all voted in favor.

**Officer Reports:**

President: no report.

Vice President: no report.

Secretary: no report.

Treasurer: Ken presented his report on the October 31, 2015 financials. JM moved to accept the report as read. Kerry seconded and all were in favor. Ken asked committee members to start thinking of Christmas gifts for the usual vendors. He will need a head count at \$10 each.

**DRB Report:** Tommy Miazga gave his report on the 6 applications that were received. 5 were approved. Tommy reported that at least two homeowners have painted stripes on their mail box posts – a definite change to the exterior appearance of their homes – without submitting an Alteration Request for DRB review. Kerry made a motion that “All mail box posts should remain as painted by our contractor as of September, 2015.” Shirley seconded and all were in favor. Tom also reported that RPM mailed two letters of approval to KVV residents instead of denial letters. RPM clerical staff has also been sending KVV mail to the wrong communities. Tom wrote to RPM on October 27<sup>th</sup> requesting copies of all DRB-related correspondence mailed by RPM, but to date has received none.

**Committee Reports:**

Clubhouse – Shirley reported that a plumber came out to investigate the odor. He recommended using 2 cups of mobile home antifreeze and urinal cakes each month in each urinal. Best Services will look into a company that will take an air sample and analyze it; it could be quite expensive, though.

Compliance – Chuck did a drive-through. He will get his list of violations to Jim. Kerry spoke of moldy driveways and mail boxes in the community, asking if the committee can send these homeowners violation letters to rectify. Jim stated once the latest violation report is received, letters will be sent out. Currently only one issue is outstanding after two attempts to contact the resident. A discussion ensued on consequences for continuing violations.

Finance/Budget/Insurance – Ken stated the insurance bill has been paid.

Grounds – Joe stated that the monthly number TSCs has gone down. John would like to introduce a new employee to be his backup. Some sprinkler clocks are still having issues. They are working to resolve.

Pool – Marie presented her pool report. The spa timer has been replaced at a cost of \$88. The second lounge is out being

recovered. Volunteer furniture transporters are being paid \$10 per round trip. A new clock is to be installed.

Social – Vivian stated Thanksgiving dinner was last Thursday and went well. December 6<sup>th</sup> they will be decorating the clubhouse. Camel races are in January. She encourages people to sign up early as there are limited spots.

Ad Hoc – JM read his report stating the GovDocMods Committee is completing the review and markup of the Covenants, Articles of Incorporation and Bylaws. They are currently two thirds complete with the Declaration of Covenants, expected to be fully complete by December 7<sup>th</sup>. The Articles and Bylaws will then be started and are expected to be complete sooner due to their being shorter documents than the Declaration of Covenants.

**Management Report:**

Chuck presented his management report, stating he looked into RPM's policies and procedures for rentals. Once KVV has established a rental policy and supporting forms and procedures, KVV's Welcome Committee greeters would send the completed paperwork to RPM. RPM would load the completed rental application into OneSource for tracking, or demand a copy of the lease from the renting agency if none was provided. Chuck stated he received two more proposals for the repairs to the styrotrim, fascia and unsecured rock face of the clubhouse pillars. Kerry moved to accept Option #2 of Specialized Coatings in the amount of \$500.00. Ken seconded and all were in favor.

**Correspondence:**

JM read a letter he received, submitting Tommy Miazga's resignation from the DRB. Tommy stated that he will be able to help until a volunteer can be approved to replace him.

**Unfinished Business:**

Collections/Foreclosure – Ken gave his report. There is no activity on the Lindsay property. Walker still has nothing to report.

KVV Insurance and 55+ Affidavit compliance status report – The latest spreadsheet was emailed to Ken and JM today. They will review it and email a .PDF copy to Board members for review. Now that winter residents are returning, volunteers will need to canvass those households that have not submitted all required paperwork.

2016 Budget Review/Approval – Ken moved to accept the 2016 budget as presented, making 2016 KVV maintenance fees \$124.50, a \$4.50/month increase over the 2015 fees. JM seconded and all were in favor. Ken also stated that all non-contract invoices must be signed by Grounds Committee members before they are sent to Ken for further processing.

**New Business:**

The next BOD meeting will be December 28, 2015 at the KVV clubhouse.

Kerry moved to adjourn the meeting. Joe seconded the motion and all were in favor. Meeting adjourned at 8:37 PM.

Jim then opened the floor to residents for questions and comments.

Respectfully Submitted,

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J.M. Gibbons, Secretary  
December 28, 2015