

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

January 23, 2017

Association President Jim Rice called the meeting to order at 7:00 P.M.

Marie Hawkins, Secretary, certified posting of Meeting Notice in compliance with Florida statutes.

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

Kerry moved to waive reading of the December 12, 2016 minutes and to accept them as presented. Joe seconded and all voted in favor.

Officer Reports:

President: no report.

Vice President: no report.

Secretary: no report.

Treasurer: Ken presented his report going over the financials from December 31, 2016. Ken made a motion to move \$7,000.00 from doubtful accounts to common area reserve. Kerry seconded. Six were in favor, one against. Motion passed. Ken reported the Management Company for the Master HOA, Terra, had paid our Duke Energy bill in error for four months, totaling \$2,299.00. RPM resolved this issue, reimbursed the Master HOA with funds from the Villas HOA, and bills are once again coming to the Villas for payment.

DRB Report: Joe DeMontigny gave his report. Four applications were received. They were all approved.

Committee Reports:

Clubhouse – Shirley reported light bulbs were replaced. The battery was replaced in the smoke alarm, and the holiday lights were removed and stored. Ken reported that the clubhouse has not received a cable bill from Spectrum. Once that is received, contact will be made for a better deal.

Communications – No report.

Compliance – Jim reported a violation letter has been sent regarding an unapproved for sale sign in the yard. The sign has been removed. It was also noted that trash/debris is being placed at the curb 48 to 72 hours before trash pickup. Jim stated an email blast will be sent to the community reminding them of the timeframe to put trash out.

Document Rewrite – JM Gibbons provided a letter to Jim, to be read at the meeting, regarding the work being done on the document rewrite. JM stated he missed his target date to provide a readable copy by the end of 2016 to the Board. The majority of the Covenants have been completed. Once the Covenants are complete, the bylaws will be last. The By-Laws are only ten pages so should require less time to complete. Once they are all completed, a copy will be presented to the Board of Directors for review.

Finance/Budget/Insurance – No report.

Gates – No report.

Grounds – Joe reported there was a grounds meeting today. All the TSC's are up to date. New mowers will arrive in March, decreasing black marks on driveways and sidewalks. Also, they will decrease depressions left in the lawns as the new machines will have a smoother turning radius. Luke Brothers has asked the Grounds committee to ride around the Community February 2, 2017, to note any lawns that need to be taken care of. Upper management will then receive the report, holding the workers accountable. Kerry reported that TSC's will now be done electronically. Homeowners will need to call, fax or email RPM. An electronic work order will be produced and

emailed directly to the Grounds Committee and Luke Brothers. Luke Brothers will respond to the work order with a solution/completion date. An email/phone call will then be placed to the homeowner informing them of the resolution. Kerry made a motion to accept the new TSC procedure for 90 days, and at the end of the 90-day trial the procedure will be re-evaluated. Ken seconded and all were in favor. The procedure will be put on paper and mailed to every resident via USPS, and also sent to residents via an email blast. Kerry reported the dead palm tree has been determined to be the responsibility of the Association. It has been removed and ground down. Six other palm trees will be trimmed this week. Kerry requested an apology letter be sent to the homeowner who received a violation letter for the palm tree. Marie reported that a letter is already in the works and awaiting proofing and approval.

Hearing Committee – There was a hearing on January 13, 2017 to meet with the homeowners of 2831 Plantain Drive in accordance with the Violation Policy. The homeowners were not present; however, the committee held the meeting and adjourned. The homeowner then called RPM to state she did not receive the certified letter in time to attend the meeting, due to traveling from their Northern home to Florida. The committee agreed to meet again on January 20, 2017. The homeowner was present but could not justify why the irrigation violations were not brought into compliance. The committee agreed to uphold the fine.

Pool – Ellen presented her pool report. Three chairs and one chaise require repair; pool clock was replaced; DE filters were replaced by Shore Commercial for \$675.00. There is a problem with the temperature of the pool.

Social – Shirley reported the Camel Races were this past Saturday. They were a total success! The next event will be in February. It will be discussed at the next social meeting.

Management Report: Chuck provided his report.

Correspondence:

Ken read an email that was received regarding questions on the 2017 budget and why there were large sums put into certain accounts. Ken explained the reasoning behind the Board's decision to place additional funds into those line items.

Unfinished Business:

Collections/Foreclosure – Ken reported the Walker property remains the same.

KVV Insurance and 55+ Affidavit compliance status report – Ken reported he had a sit down meeting with the Administrative Assistant for the Association at Resource Property Management. The need to ensure accuracy was discussed. The binders of forms are currently being rechecked for accuracy. Once that is complete, the updated spreadsheet will be reviewed and emailed to the Board.

Violations/Fining – RPM is to send final violations for all outstanding noncompliance issues.

New Business:

The next BOD meeting will be February 27, 2017 at the clubhouse. The Annual meeting will be held on March 27, 2017. The first notice will be mailed February 13, 2017 and will include the new electronic TSC procedure.

Administrative Announcements – Jim reported that the American flag and POW flag that fly on the pole outside of the clubhouse were recently removed. They were in disrepair and would not have made it through the wind gusts brought by the most recent storm. Donations will be solicited to replace the flags. Jim recommends we update our phone book.

Meeting adjourned at 8:30 PM.

Respectfully Submitted,

Marie Hawkins, Secretary
February 27, 2017
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