

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

January 28, 2019

Prior to the Board meeting, a representative from Mu-Grow presented information to our residents, and answered questions. Tommy Miazga will get information from Mu-Grow regarding chemicals to be applied to our lawns the day before it is to be done, so he can issue an email blast to alert residents. The concern is the safety of pets.

Association President Lotus Russell called the meeting to order at 7:10 P.M.

Roll call was taken. Present were Joe Careccia, Kerry Cushing, Gary Harris, Marie Hawkins, Monika Kopczynski, Ellen Maracotta and Lotus Russell.

Marie Hawkins, Secretary, certified posting of Meeting Notice on January 24th in compliance with Florida statutes.

Kerry moved to accept and waive the reading of the November 20, 2018 minutes and the December 3, 2018 minutes, as presented. Ellen seconded. All were in favor.

Officer Reports:

President: Litigation is moving forward and attorneys through the HOA Insurance Policy have been assigned to handle litigation. The Board is working on a landscape policy. Regardless of how the Covenants voting turns out, all lawns have to be brought up to acceptable standards. We were advised by our attorney, that in order to do this we need a policy. Our attorney will have it ready this week. The Board and Grounds Committee are also reviewing and providing feedback. No one entity will be responsible – it will be a concerted effort.

Vice President: Policy and procedures have been created and placed in a notebook, which is located in the clubhouse. Residents are asked to not remove anything from this notebook. If you need something, contact the Board to get copies. All of this can be found on our web site as well. An MSDS book has also been created and placed in the clubhouse on the bookcase.

Treasurer: Monika presented her report as of the December 31, 2018 financials.

Secretary: Association forms have been updated and placed in the clubhouse.

Management Report: Chuck presented his report. He and Kerry do a thorough inspection at the beginning of the month, lasting 2 to 2-1/2 hours. Pictures are taken of all violations.

DRB Report: Joe reported there were 9 applications received in December and January. They were all approved. Problems are beginning with roofs in the Villas. Joe has done some research regarding proper shingles.

Committee Reports:

Grounds – With 6 members, 3 of which are snowbirds, the committee is looking for a chairperson. The committee would also like to lower the amount of special requests of the landscaper; such as, don't trim this bush, don't touch that tree, etc. Homeowners will be asked to place a red ribbon on items they do not want the landscapers to touch. Lee will get this information to Tommy for an email blast and to Lotus to have inserted into the Pelican.

Finance – The year-end financials are ready to be sent to the CPA for a review, and also to prepare the tax return.

Insurance – Kerry gave his report on the Age Affidavit and Insurance status. There is one home up for a third violation notice for both age and insurance documents. Emails continue to be sent to residents informing them of expired documents, or that they will expire soon.

Gates – Kerry reported the Pleasant Hill gate was knocked down once in December and once in January. Both arms have been knocked down, due to tailgaters. A big thank you to Monika, Mike and Kirk for their assistance.

Compliance – In December there were 39 compliance violations issued. They were dated 8 January due to the holidays and weather. 16 were for dirty driveways and mailboxes, 1 for not complying with the DRB, 7 for no Age Affidavit and 18 for no Insurance Certificates. New Age and Insurance Violations for January will be issued shortly with the numbers above. Due to scheduling and weather issues, only one drive-through was done in January. We have one individual resident with three violations already that has not submitted their Age Affidavit and Insurance. Kerry made a motion that the resident with the third Age and Insurance non-compliance violations be fined \$100.00 per day, and up to the maximum amount of \$1,000.00. Marie seconded. All were in favor. The address is 2911 Wood Pointe Drive. Hearing dates are February 22, 2019 at 10:00 am, and February 28, 2019 at 10:30 am. The individual will be notified they can come to either one of these for a hearing.

Communications – Last month a bill was received from Spectrum. Marie took the bill to Doreen at the Master's Clubhouse. Doreen explained the Association should not have received it and will take care of it. A second bill was received from Spectrum with late fees. Marie took this over to Doreen as well. Doreen advised she will handle it.

Social – Lotus reported the Octoberfest in October, the Veteran's Brunch held in November, the Holiday Lunch held in December and the Camel Races held in January, were all a great success! Next meeting of the Social Committee will be held on February 11th at 1 pm. Submitted by Renee Wachsmann.

Welcome – Welcome packages were delivered to new residents David and Robin Sneddon, 2920 Wood Pointe Drive in December, and Kay Metz, 2211 Pleasant Hill Lane and Betty Fingerle on Wood Pointe Drive in January..

Hearing – Dates available are, February 22, 2019 at 10:00 am and February 28, 2019 at 10:30 am.

Old Business:

Vote to Amend/Update Protocol and Organization of Committees – Lotus called for a motion to approve the Amended Updated Key Vista Villas Organization and Responsibilities for the Committees, the Design Review Board, and Compliance Officer. Kerry made the motion to approve, seconded by Ellen. All were in favor to approve the Organization and Responsibilities for Committees and the Design Review Board and the Compliance Officer. It will be on the Bulletin Board and in the Booklet.

New Business:

DRB Manual – A motion was made by Kerry to approve the DRB Manual, as presented by the Design Review Board, dated January 16, 2019. Marie seconded. All were in favor. Joe and his committee were thanked for their hard work. It will be put on the website as soon as possible.

Covenants Vote –

Kerry made a motion that we consider re-voting the Covenants, as has been rewritten, and to send it again with clarifications and a rewrite of the proxy. Gary seconded. A discussion was had. Vote was taken, all were in favor.

Method of Vote Presentation – Kerry made a motion that we consider re-voting the Covenants, separate 8.1, same format as last time around with the new letter of instruction. Seconded by Joe. A discussion was had. Vote was taken, with two yes votes, the motion failed. Kerry moved to send the proxy with one vote for the entire rewrite of covenants and amendments. Ellen seconded. With six in favor and one against, the motion passes.

Policy for Fiduciary Duty and the Business Judgement Rule – Ellen moved to accept the Policy for Fiduciary Duty and the Business Judgement Rule, as presented. Monika seconded and all were in favor. All Board members signed this document.

Administrative Announcements:

Next Board Meeting Date – The next meeting will be held February 25, 2019, at 7:00 pm.

Meeting adjourned at 8:23 PM.

Respectfully Submitted,

Marie Hawkins, Secretary
February 25, 2019

Final 2-23-19/mlh