

KEY VISTA VILLAS HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
December 19, 2012 – 7:00 P.M.

Call to Order- The meeting was called to Order by Frank Flesch at 7:00 P.M.

Certifying Posting of Notice- Notice for this meeting was posted in time, on Friday, December 14.

Roll Call- Present were Frank Flesch, Jim Rice, Ken Nadler, Collin Cagle, Karan McCaughey and Ed Nessler.

Approval of Minutes of Previous Meeting- The minutes of the regularly scheduled November 19 BOD minutes were read. On a Motion by Frank and second by Jim the Minutes of November 19, 2012 Board meeting were approved by a unanimous vote. The minutes of the special meeting of the BOD, held on November 28 to discuss the 2013 budget and foreclosures, were read. On a motion by Jim and a second by Ed, the minutes of the November 28, 2012 special BOD meeting were unanimously approved.

Officer Reports-

Treasurer's Report- Ken read the Treasurer's report for November 30, 2012. The results are as follows:

- Ending Balance in the Operating Account was \$17,449.28.
- Ending Balance in the Reserve Account was \$243,340.07.
- The Ending balance in Delinquent Owner fees is \$46,809.61, of which \$43,490.17 is over 90 days past due, represented by 7 units. There is one additional unit that is 90 days past due which is in Lender Foreclosure.
- The operating expense for the month was \$14,994.03, which is a variance of \$1,174.97 below budget.
- Total operating expenses year to date are \$176,233.14, under budget by \$1,625.86.

It was agreed that RPM will submit the monthly financial report electronically, rather than by mail, saving the postage and mailing expense.

Jim made a motion to approve the Treasurer's report as read. Ed seconds the motion and the BOD approves by unanimous vote.

Design Review Board (DRB) Report – One request was submitted during the month and it was approved.

Committee Reports

Clubhouse, Welcome, Social & Pool- Shirley Drallmeier reported the following:

- Xmas decorations were put up.
- Box set out for gift contributions for "adopted" family
- Wrapping event for gifts for "adopted" family
- Planning a "camel racing" event for January
- Looking at Pancake breakfast, Superbowl party and St. Patrick's Day events.

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Grounds & Gates- Collin reported the following

- Five Trouble Service Complaints were received this month bringing the YTD total to 111. Six remain open plus those pending rain sensor repair.
- Donut cleaning/cut was accomplished in lieu of grass cutting.
- The 2013 maintenance schedule is anticipated by January 8.
- Gates repairs are in process, pending receipt of parts.

Management Report- Coleen reported that she has been meeting with the Grounds Committee bi-weekly. She received the quotes on the lights for the clubhouse and the fan installation. Frank made a motion to accept the World Class proposal and proceed with repairs, Ken seconds the motion and the BOD approves by a unanimous vote.

Correspondence- A letter was received from a resident regarding a unit with an untreated well. The house and driveway have rust stains as a result. A letter had been sent out by RPM on November 15, 2012. RPM was instructed to send a follow up letter, by registered mail, to the offending resident demanding compliance within 15 days.

Unfinished Business

Collections/Foreclosure/Rental Issues on Delinquent Properties- Ken reported findings from discussions with members of PACA who have successfully taken possession and rented units. Repair costs and appliance replacements can make such efforts uneconomical, when added to legal fees. Units that have been empty for extended periods of time can be very problematic. Frank made a motion to create a sub-committee, made up of Collin, Karan and Ken to study the feasibility of foreclosing on the Litz property to report back at the January BOD meeting. Jim seconds the motion and all vote in favor.

Compliance- There was discussion regarding creation of a compliance committee. Frank made a motion that Jim, and others who may volunteer, look into creating a compliance committee structure and report back at the January BOD meeting. Ken seconds the motion and all vote in favor.

BOD Orientation- Tabled until after BOD elections in March.

New Business

Lawn Contract- Discussion on submitted draft of Lawn Contract. Frank made a motion to accept the language of the Lawn Contract, as presented, and to allow the committee to amend the document as needed. Jim seconded the motion. All voted in favor.

Pasco Fire Department- A visit by a representative of the Fire Department has been scheduled for next week to review the occupancy capacity of the clubhouse. Results should be available by the January BOD meeting.

January Board Meeting- Monday, January 28, 2013

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A motion was made by Frank to allow BOD members to be reimbursed for mileage when on BOD business. The motion was seconded by Jim. Five voted in favor, with one abstain. The motion carried.

RPM manager was requested to obtain quotes on:

- Relocation of bulletin boards in front of clubhouse
- 20 ft flagpole, installation and 2 flags (US and POW)

Meeting Open to Residents- Question regarding coding of pool heating expense. Coleen will investigate.

A resident pointed out the two bulletin boards in front of the clubhouse are set in cement, so care will be needed if/when they are to be moved.

Adjournment

There being no further business, on a Motion by Frank and second by Ken, the Motion carried unanimously and the meeting adjourned at 8:45 P.M.

Respectfully submitted,
Kenneth S. Nadler, Secretary

Date Approved: January 28, 2013

Approved by: _____

