

VINEYARDS COMMUNITY ASSOCIATION, INC.

Board Meeting

November 13, 2019

Call to Order: Tom Ruane called the meeting to order at 10:30 AM, November 13, 2019, at the Vineyards Country Club 400 Vineyards Blvd. Naples, FL 34119.

Quorum: A quorum was met. Present were Board of Directors (BOD): Tom Ruane (TR), John Bauman (JB), Tom Sackett (TS), Alan Norris (AN) and Stephen Sorett (SS) present. Also, present were Sam Holbrook (SH), Cable Committee Chairman, Stephen Cusson (SC) and Thomas Large of PMP Management

Approval of Minutes: JB made a motion to approve the Board meeting minutes from 9/27/2019 as written, SS seconded the motion; the motion was unanimously approved.

Old Business:

- A. **Status of Document changes:** TR reported that the document review committee finished the first review of the Declaration and has provided comments/suggestions to counsel. The committee is meeting next to begin working on the by-laws and expects that work to go much faster than the declaration portion. TR expects the process to be concluded some time in 2020.
- B. **Status of Surface Water Mgt.:** TS informed the Board that the work with the lake pipes is completed. Any cleaning or repairs needed have been made. The final report from the engineering service is expected shortly. The VCA will schedule to have story poles (height gauges) installed in most lakes by a professional survey service in 2020. The VCA will establish a schedule to inspect the lake pipes over a 5-year period.
- C. **New IQ/Front Steps Proposal for Gate Access Control Software/hardware.** SC informed the Board that all upgrades other than the two license plate cameras have been installed. The system is working well and the owners who are taking advantage of it have had given us positive feedback. We are seeing approximately 26 % of the owners using the new system to update their visitor list while 74 % continue to call into the gatehouse to make changes. We encourage resident to use the system more and make changes on their home computers or by smart phones. Residents now have the capability to send visitor passes via smart phones. The CapSure software is soon to be abandoned so for residents who have not updated their home visitor list they may end up losing all information once the CapSure software is shut down. Information is available online at the WWW.VCAMasters.com website for the access control.

New Business:

- A. **Treasurers Report:** AN informed the Board the financials are in good shape and the rebuilding of funds and contingency is on track as projected for 2019.
- B. **Managers' Report:** SC informed the Board we recently completed planting of littorals (water/lake plants) along the shoreline for lake 2 and lake 1. We will continue to plant to fill in spots and begin to plant other VCA Master shorelines with littorals in 2020. Landscape projects for 2020 will include the front entrance at Pine Ridge, Napa Blvd work and more plantings along the berm and Arbor Blvd. in 2020. The website is working well, we have a wealth of information on the website and will be adding in the lake permit information as requested this week.

- C. **Communication committee:** Sam Holbrooks addressed the NR's present and gave a status update of the Summit Broadband fiber installation work. Sam reviewed the work scope and the equipment owners would receive as part of the upgrade. Sam noted that all the information he was reviewing today was discussed in Bulletin 26 which was emailed to all owners and is available on the WWW.VCAMasters.com website under the Summit link. Over the next few months the condominium communities will be completed and beginning in mid-December single family home residents will be able to schedule an appointment for January and beyond with Summit via email for fiber installation and interior equipment installation. Summit will email single family homeowners the information with instruction as to when they can schedule the fiber work and you will need to schedule the appointments by email with Summit. Instructions regarding that process will be emailed to you by Summit. If you have not given your email address to Summit Broadband now is a good time to change that. For single Family homes the fiber is completed on the first day and the interior installation is completed the second day. Someone will need to be at the property for the Summit Techs to come into the property and complete the necessary work. Do not call the VCA Summit number to schedule work, those customer representatives will not be able to assist you or know anything about this work. You will have to wait for the email from Summit. More information should be coming from your media captains or Boards as we get closer to the work start dates. Sam urged the single-family communities to appoint a media captain(s) to facilitate the installation process. The media captains have made the installation process much more efficient in the condo communities.

Open item: SS asked the Board to write to the shopping center asking them to clean up the properties landscaping as well as do something to reduce the parking of vehicles in the lot by car poolers. William DiMento from Fountainhead informed SS that he had contacted the management service recently concerning both these issues and was made to believe from his conversation with the management agent that both issues were being addressed.

- A. **Adjournment:** TR moved to adjourn the meeting at 11:45 AM. SS seconded the motion, the motion passed unanimously.

Respectfully submitted,

Stephen Cusson, CAM
Association Manager