

VINEYARDS COUMMUNITY ASSOCIATION, INC.
BOARD MEETING
September 7th, 2016

Call to Order: Tom Ruane called the meeting to order at 10:30 AM, September 7th, 2016, at the Vineyards Country Club (VCC), 400 Vineyards Blvd. Naples, FL 34119.

Quorum: A quorum was met. Present were Board of Directors (BOD): Tom Ruane (TR), and John Bauman (JB), present by phone was Tom Sackett (TS), and Alan Norris (AN). Stephen Sorett (SS) was absent. Also present was Stephen Cusson (SC) of PMP Management.

Approval of Minutes: (TR) moved to waive the reading of the minutes from the July 20th, 2016 Board meeting and Executive meeting Minutes and approve the minutes as written, (JB) seconded the motion; the motion was unanimously approved.

Old Business:

- A. **Status of RFP's for Landscaping and Property Management:** (SC) reported to the Board that three of the five services have looked at the site with two returning for a second tour. One service replied they were not interested at this time. One service has not responded at all. We have removed the requirement for a performance Bond and I have given the indication that we would consider less information than the requested copies of three years tax returns to verify the company is financial stable. We would consider whatever information they would offer but until we review the information we could not say if it would be considered adequate. All replies are due back by 9/30. (AN) Reported that of the five companies selected 4 have expressed interest with the fifth company considering it. The RFP is out to the four companies with proposals due back by sealed bid no later than 9/30.
- B.
- C. **Status of restating VCA documents:** (SC) The attorney has reported he should have a draft over to the Board by the end of next week. Some additional work was needed due to new state statues delaying the first draft to the Board.
- D. **Summit Broadband:** (AN) gave a brief update of communications with Summit Broadband and informed the Board of the status of the ONT replacements on the exteriors of the multiunit buildings. (AN) Noted the number of complaints has decreased significantly since the replacement of the ONT's by Summit but it's difficult to know with certainty if the ONT replacement has removed all of the issues as many owners are not here at this time of the year. The committee has not had a reply yet from Summit concerning the items the committee wants Summit to amend in the VCA contact.

New Business:

- A. **Managers Report:** (SC) discussed shore line and lake issues and offered a brief explanation of how the lake maintence is conducted over a 12 month period and reported the heavy rains in January and February reduced the effects of weed killing chemicals. We try to remove weed issues in the winter since as we do so in the summer months the dying weeds now become food for algae. We are mostly at the mercy of Mother Nature and have to convince communities to set up funds in their budgets to add lake plants and possible aeration systems. Plants used in lakes at several communities over the past five years have made a significant difference in the appearance of algae blooms and are relatively inexpensive and good for the environment. (SC) recommended that the VCA association add a line item to the reserve budget of \$ 100,000 for lake related maintence issues for the shoreline that is solely the VCA's responsibility to maintain. some examples of what this reserve fund would be used for include erosion control which in some areas should be addressed soon to avoid higher cost, installing lake plants to help prevent erosion issues from occurring and to assist in the removal of nitrogen from the lakes (reduces algae), lake piping and connect problems.
- Also discussed sub association related issues. Fountainhead offered to share information as they have been looking at erosion issues within fountainhead for some time and have several different methods under considerations for erosion control. The Board asked PMP to include the Lake and Wetlands proposals identifying the erosion areas with these minutes.

- B. **2017 Proposed budget:** (AN) and (SC) reviewed the draft budgets with the Board which included a line item to be added to the reserves for lake related issues. After a brief review of the budgets (JB) made a motion to add the line item to the reserves for the 2017 budget, (TS) seconded the motion, the motion was unanimously passed. It was discussed as we now use a pooling reserve that a vote of the NR's is needed in order to add the reserve line into the pooling reserve and allow it to become part of the pooled funds. A proxy vote will be sent to the NR's for return ahead of the official Budget meeting scheduled for October 19th at 10:30 AM. A copy of the draft budget along with the minutes of this meeting will be sent to the NR's for review once the Board has a chance to review the draft budget for a second time.
- C. **Access Control:** Software available from our current gate software service allows homeowners the ability to make changes to their guest list by smart phone or home computer. Currently we are working with the software service to develop a communication to our owners explaining how they can use the website to make changes to their guest list. We are working to develop a set of instructions and learning tools for the VCA owners to use to make changes to their guest list themselves. At this time we find many owners are not calling into the access control to update their guest list which leads to delays at the entrance gates. The access control staff is forced to call members to verify if incoming guest and vendors should be allowed through the gates. After a period of time we would like to phase out calling owners when guest arrive who are not on the guest list sending them away until the owner updates their guest list. More work is needed on the instructions and the training site before we can make a complete implementation plan to the Board.
- D. **Next Meeting Date:** The Next Board meeting is scheduled for Wednesday October 19th, 2016 at 10:30 AM at the Vineyards Country Club 400 Vineyards BLVD, Naples, FL 34119.
- E. **Adjournment:** (JB) moved to adjourn the meeting at 11:30 AM. (TR) seconded the motion, the motion passed unanimously

Respectfully,

Stephen Cusson, CAM, CMAC, AMS
Association Manager