

Heritage Key Villas Association, Inc.

Kissimmee, FL

MINUTES OF BOARD OF DIRECTORS MEETING

August 15, 2016

5:30 pm

Those present at the meeting or by phone conferencing: Dan Hibma, Mark Young, Dan Curtis, Marilyn Luehrs, Jennifer Gonzalez, Johnny Fritz Exilus of 2027 Grand Oak Dr., Rosana and Nick Econg of 2007 Grand Oak Dr.

1. Dan Hibma called the meeting to order.
2. Proof of notice of the meeting was given and a quorum was established.
3. The May 2016 minutes were reviewed, Mark Young made a motion to receive the minutes and Dan Curtis seconded it.
4. Dan Hibma asked if anyone had any questions regarding the up-to date June financials up to the point of the meeting. No one had any questions.

OLD BUSINESS

1. Marilyn asked Mark Young if he had updated information regarding the proposed key fob for resident use of amenities. Mark stated he will send information to Jennifer, via e-mail.
2. Dan Hibma discussed the increase in security's hours on property, and all agreed that it has been going smoothly and has been helpful to the community.
3. Marilyn discussed the new lawn care company, and stated that the issues we were having with them in the beginning have been addressed after she and Dan Luehrs have met with the managers.
4. The approved request for new windows at 2027 Grand Oak Dr. (Jesus De La Mora) was discussed. Dan Hibma asked if the work has been completed, and Marilyn stated that she has not noticed anything as of the current date.

NEW BUSINESS

1. Dan Hibma discussed the "Planting and Decorating Request form" that was submitted by Dan Curtis. Dan Curtis further explained why there was a need for the form and how it would help keep on top of unauthorized planting in the community. Johnny Fritz, as well as Nick asked for further explanation on the current procedures in the community, and Dan H. explained. Mark Young made a motion to approve the proposed form, Dan Curtis seconded it, and board passed the proposed Planting and Decorating Request form.
2. Dan Hibma stated that it was Marilyn's last day working as the Community manager, and he thanked her for her time here, as well as presented her with a gift card.
3. The trash compactor, as well as a permanent placement of the recycle dumpster were discussed. Dan H. stated that the trash compactor was sized for the community size, and to increase pick-up's as needed to meet the community needs. The recycle dumpster placement will be looked into further to find a better placement, as well as how to make the area it is placed look nice for the residents living around it.

4. Marilyn brought up the need to add additional painting of numbers for parking spaces after the Phase 2 buildings are finished.
5. Johnny Fritz, and Rosana and Nick Econg asked about further development of Phase 2 and beyond. Dan Hibma stated they are in the process of finishing the current buildings which may happen at the end of this year, and discussed the possibility of an apartment building in the back.
6. Marilyn address the concrete slab at the end of Heritage Key Blvd. and how there has been some concern from residents as far as the metal pieces sticking out from the concrete. Dan H. stated they are working on getting that taken care of.
7. Johnny Fritz asked about the procedures for having guests on property and their use of amenities, Marilyn explained that the resident must be present with their guests to prevent unauthorized use of the amenities; as well as Nick asked about the high amount of people using the fitness room daily. Marilyn explained that frequent checks of people using the amenities are done, and people are verified.
8. Marilyn asked for permission to place a rent drop box outside of the office near the garage, in order for her tenants of Heritage Park Realty to pay their rent monthly without having to disturb the office. The rent drop box was approved.

ADJOURMENT

Dan Curtis made a motion to adjourn and Mark Young seconded it.