

Heritage Key Villas Association, Inc.

Kissimmee, FL

MINUTES OF BOARD OF DIRECTORS MEETING

February 15, 2016

5:30 pm

Those present at the meeting or by phone conferencing: Dan Hibma, Mark Young, Dan Curtis, Shane Wood, and Marilyn Luehrs.

1. Dan Hibma called the meeting to order.
2. Proof of notice of the meeting was given and a quorum was established.
3. The November 2015 minutes were reviewed Dan Curtis made a motion to receive the minutes and Mark Young seconded it.
4. Dan Hibma asked if anyone had any questions regarding the 2015 financials. Dan Curtis made a motion to receive the financial report and Shane Wood seconded it.
5. The 2016 Budget was discussed, Shane Wood made a motion to approve the 2016 budget and Mark Young seconded it.

OLD BUSINESS

1. Reviewed amendment that the members will be voting on at the annual meeting.
2. Dan Curtis discussed about a Fence by the Magic Landings area would be pretty expensive to do the whole thing, but that maybe it could be done in parts. Dan Curtis and Dan Luehrs are to check on different types of fence, and Dan Hibma said maybe even just a barb wire fence for now to try to keep people out from Magic Landings.
3. Dan Curtis stated that him, Jack Gardehl, and John Reid planted bushes by 1963 Grand oak to separate off the equipment from the unit.
4. Dan Hibma stated that the stucco repair has been completed and those areas have all been repainted as well, to help hold off the need of repainting the entire buildings.
5. 651 Cornerstone the bank has now taken ownership of this building. The HOA attorney has sent a letter to the bank letting them know about the tenant that is in this unit with pit bulls.

NEW BUSINESS

1. Dan Hibma mentioned that the office will now be closed on Sunday and Monday.
2. Dan Hibma suggested that the board approve that for the holidays that a wreath or small hanging on door was ok for holidays. It was unanimously stated that yes this was approved.
3. For the owners that have not complied with the decision about the blinds, Marilyn is to send a letter to those owners along with the 4th amendment, giving them 14 days to correct to avoid a fine.
4. Dan Hibma asked Marilyn Luehrs to explain about emailing correspondence to the owners. It was stated that by emailing statements and other correspondence to the owners, it will save the HOA on the budget about \$1500-\$2000 each year in postage. Board unanimously agreed this was a good idea and approved that this should be done, as long as we have been given an email address for each of the owners.
5. Dan Hibma brought up that owners are wanting to put a screen door on their unit's front door. Dan Curtis did some researching and there are two options that if owners want to put a screen door on, it will need to be one of these two options. Also that it is the owner's responsibility to have installed and all repairs are also the owner's responsibility. Mark Young made a motion that the board approve these two options and Dan Curtis seconded.
6. Dan Hibma gave an update of where things are at with Phase II.
7. Marilyn brought up about a tenant that has been causing some issues, and that Dan Curtis has been talking to to try and reason with him, the HOA attorney has also sent him a letter.

8. Marilyn mentioned about the dryer vents in the units, that there have been a few issues with the ones that she does property management for, with vents being blocked. The board discussed that since they are blocked and this can be a fire hazard, that the board is making it mandatory that all the vents will need to be cleaned and then expense will be put on each owners HOA statement, as this is an expense that is the owners responsibility, but since it is a fire hazard, it should not wait until the owner wants to do it. Marilyn is to send out a letter to all the owners with the information regarding this.
9. Quarterly board meeting dates are tentatively set for:
 - a. May 16th, 2016
 - b. August 15th, 2016
 - c. November 21st, 2016

ADJOURMENT

Dan Curtis made a motion to adjourn and Shane Wood seconded.