

# Heritage Key Villas Association, Inc.

Kissimmee, FL

## MINUTES OF BOARD OF DIRECTORS MEETING

November 5, 2016

9:30am

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Those present at the meeting or by phone conferencing: Dan Hibma, Jennifer Gonzalez, Shane Wood, Jeff Chase, Mark Young, Dan Curtis

1. Dan Hibma called the meeting to order.
2. Proof of notice of the meeting was given and a quorum was established.
3. The August 2016 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 up-to date September financials up to the point of the meeting. No one had any questions.

### OLD BUSINESS

1. The "Planting and Decorating Request form" was discussed, and there are copies in the office upon request.
2. The Trash compactor and Recycle container placement were discussed, and all are in favor of the current placement of both.
3. Marilyn's resignation which was brought up from at the last meeting was spoken of, as well as Jennifer having taken over as her replacement, with Jeff Chase as point of contact.
4. Further discussion on the key fob took place. Jennifer has contacted other properties to find out what their entry procedures are for their common areas, as well as she had someone view the property to give an estimate for the work.

### NEW BUSINESS

1. Dan Hibma introduced Jeff Chase as the HOA's contact. Jeff gave an introduction and explained about the work he has done for other properties. He manages over 1,000 units, as well as vacation resorts, in several locations.
2. The board discussed the vehicle break-ins that took place in the community. Jennifer was asked to update on the situation, to which she explained that since the last incident we have not had any new complaints brought to our attention. Discussion of our security system took place, as well as of cameras and security guards in place.
3. Payment of new pond fountains for Phase 2 was discussed, and it was decided that FLPRD will pay for the ponds, with the HOA paying the monthly electricity to run them.
4. Dan Hibma addressed alligators in the community, with the concern that was brought to him by a resident who stated he has seen the alligators walking on the streets to go between ponds. Jennifer notified the board that she has contacted Alligator control, who has sent out a trapper to try and catch and remove the gators from the property. There is currently a trap in

place, and the trapper will make stops out to the property to check on the progress. Mark Young recommended to have any gator over 5ft reported to the Animal Control for removal.

5. Jennifer submitted a request for a secondary treadmill to be added to the fitness room to help with the growing demand on the machine. Shane Wood agreed that this is something that is needed. It was requested to consider a commercial grade machine, as well as having the price submitted to the board for approval before purchase. Shane Wood made a motion to approve, and Mark Young seconded it.

6. Security around the clubhouse and pool area was discussed in further detail. Dan H. is concerned that if we begin the use of a key fob system it may create a new problem if the entry keys are misplaced by residents. Dan H. asked Jeff Chase if he had any recommendations. Jeff recommended considering resident ID cards in place of a key fob system. Dan H. requested that we discuss this further at the next meeting after comparing prices that are submitted for the key fobs.

7. There was a brief mention of the removal of the clubhouse computers due to viruses continually being downloaded from game websites. There are no plans to replace the computers at this time.

8. The continued construction in Phase 2 was talked about, and Dan H. stated they should be ready to occupy within the first half of 2017.

9. Repainting of Phase 1 was talked about, and it was decided that Dan Curtis, Shane Wood, and Dan Luehrs will go around to look at the buildings, and it will be submitted for further review.

10. Dan Curtis requested new signage for the trash compactor/recycle container area. The proposed sign should mention where each container is located around the area, as well as what is permitted to be disposed of. Once completed, the sign will be submitted to the board for approval.

11. Shane Wood brought up some concerns with the entry/exit gates. It was stated that there have been some malfunctions with them recently, and brought up the issue that we may be at the point where we need to consider replacing in the near future. Jennifer stated to the board that we have had an increase in gate malfunction recently, and the repair company has been called out several times for maintenance.

## **ADJOURNMENT**

Dan Hibma made a motion to adjourn and Shane Wood seconded it.

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