

**VENTANA LAKES PROPERTY OWNERS ASSOCIATION**  
**NOTICE OF OPEN MEETING - BOARD OF DIRECTORS**  
Saturday, September 19, 2009, 9:30 a.m. - Ventana Lakes Yacht Club

**Pledge of Allegiance**

1. **Approval of Minutes** Minutes of Regular Board meeting of July 22, 2009
2. **Committee and Liaison Reports**
  - a. Architectural
  - b. Maintenance
  - c. Lakes
  - d. Finance
  - e. Landscape
  - f. Report from City Liaison
3. **President's Report**
4. **Report from the Vice-President on the Property Research Project.**
5. **Treasurer's Report**
6. **Manager's Report**
7. **Operational Matters**
  - a. **Office air conditioning.** On March 21, Jack Donovan reported on the costs of revamping the Management Office heating and air conditioning systems because of uneven flow of air through the building, causing hot spots in some areas and chilling in others, all at the same time. The cost to balance this air flow is in excess of \$7,500. This was tabled to the September Board meeting.
  - b. Any other operational matters requiring Board action for community benefit
8. **Old Business**
  - a. **Proposal to Establish Contingency Fund.** The Finance Committee is recommending that 10% of the current monthly deposit to reserves be set aside for a contingency fund in order to avoid potential future need for special assessments.
  - b. **Waiver/Liability Form for Gardens Property Owners installing skylights.** The Board will discuss updating this form.
  - c. **Proposed Policy on Rental of Yacht Club.** The Board may vote to take action on this policy. The process was begun in July.
9. **New Business**
  - a. Auditor's recommendation to capitalize assets at \$2500.
  - b. Draft Policy on Liens – The Board may begin the process to adopt a new policy on liens
  - c. Proposed Policy on Access to Records by Board Members. Collectively the Board has authorities that an individual board member probably should not. The Board may consider a policy on requesting records with personal information about homeowners. The Board member should go through the Board to make such requests. If not possible, the Manager will document such request to share with the board.
  - d. Decision on source for expenditure of \$5,648.22 for addition of a water line at the Gardens, lots 11 through 22.
10. **Adjournment**