

# Ventana Lakes Property Owners Association

## Board of Directors Regularly Scheduled Meeting Saturday, February 9, 2008 Minutes

**Presentation:** (was not recorded) At 1:30 p.m., Architect Brent Kleinman representing Sid White with Big Boys' Toys Storage and John Fox with Extra Storage Space provided an overview of the two storage facilities plans. Extra Storage Space will be located right next to VLPOA property, with a small portion of Big Boys' Toys situated next to VLPOA property. An entrance off of Beardsley will be constructed just west of Walgreen's and a small bridge will be erected over the 30 foot drainage easement to accommodate traffic into Walgreen's. Extra Storage Space will have a live-in caretaker on-site, all storage is enclosed and the height will not exceed fifteen feet except for the caretaker's living space which will be situated above the management office. Big Boys Toys Storage is a high quality condominium storage open 24/7, with a club house and homeowners association (Big Boys Toys Storage maintains HOA until 67% of lots sold). All lighting will comply with City ordinance guidelines. Business cards will be available in the Management Office for any further questions.

**Called to Order:** by President Sue Alandar at 2:00 p.m.

**Meeting Location:** Ventana Lakes Yacht Club  
20015 North 108<sup>th</sup> Avenue

**Board Members Present:** Sue Alandar, Darrell Smith, Moe Frenette and Lori Norris

**Property Manager present:** Jack Donovan

### APPROVAL OF MINUTES

Frenette moved, Smith seconded, APPROVAL OF REGULARLY SCHEDULED BOARD MEETING MINUTES DATED JANUARY 16, 2008, SPECIAL BOARD MEETING MINUTES DATED JANUARY 21, 2008, AND EXECUTIVE SESSION MINUTES DATED JANUARY 21, 2008.

### Motion Passed

### PRESIDENT'S REPORT

Since the Community will shortly be electing a new Board, and the new Board will be electing officers shortly thereafter, this may be Sue Alandar's last President's Report. This is almost certainly the last meeting of this Interim Board, which was put together October 2007. President Alandar reminded the Community what the current Interim Board pledged, because she feels they have kept their word.

- **FIRST, WE'VE BEEN GETTING BUSINESS DONE.** We know Ventana is financially secure and insured. We've gotten our Recreation Center repaired. We're working hand in hand with our new landscaper to make our community beautiful again. We've broken ground for new, professional business policies for management to operate within, no matter who that management may be in the future.

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- SECOND, WE'VE BEGUN HEALING FOR VENTANA LAKES. We've done this by listening, respecting, and sharing everything with you, our neighbors and friends. We are honoring our volunteers this month, and again, breaking ground for a new Volunteer Appreciation program after that. Why is this so important? Simple. Without our volunteers we would ALL BE PAYING A HIGHER ASSESSMENT FEE. They save us all money.
- THIRD, AND NOT LEAST. WE'VE PAVED THE WAY FOR THE NEW BOARD. We've worked with our election committee to establish new election procedures. And we've set a high standard for them. And we're not done yet, as you'll see by the agenda today!

President Alandar publicly thanked Darrell, Lori, and Moe for everything they have done for the community. And, she thanked the Community for the support they have given the Interim Board.

## **TREASURER'S REPORT**

Treasurer Frenette provided the following report;

### Colby Financial Statements

The Colby final financial statements are not available for January. The final version of the December 2007 financials was posted to the website and will be included with the next Ventana Views for purposes of the Annual Meeting.

### Attached And Included as Part of This Report:(not to be posted on VLPOA website)

In the past, there have been concerns about posting the updated CD list on website. The same CD information is included in the Balance sheets which are posted on the website. This list includes bank names but no account numbers. In my opinion, we are not disclosing information that could be used against VLPOA. If we have concerns we could delete bank names and leave General Ledger account numbers only in the posted Financials. Does the Board have any comments regarding this?

President Alandar, the CD information is already posted then there is no problem. Include this in the motion.

The CD with FNB of \$82,145 was transferred to the Wells Fargo Bank investment account as a 6 month CD at 3.3% Interest rates are going down. This also enables VLPOA to maintain liquidity for future projects.

### Delinquent Homeowner Accounts

Total delinquent amount is \$6,382 as of 12/30/07. We have not received the delinquent report for January.

### Certified Audit for 2007

We are having difficulty getting commitments from CPA firms due to their current involvement with tax season. Expect the cost to double from \$6,000 to \$12,000. Manager Donovan may have more comments regarding this matter.

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## Other Information for Consideration:

My review of the 2007 financial reports indicates that we over funded reserves for the VLPOA Master by \$62,744 for 2007. It is my opinion that we should treat this amount as a contribution to the reserves for 2008. This should be discussed further when we reconsider the budget with the newly elected board members. Manager Donovan & I met with Colby Management Company and I made recommendations to change the presentation of income in their Financial Statements. All income except for reserve interest will be shown in Operations. This will prevent any further over funding of reserves.

The Gardens also has an operating surplus in 2007 in the amount of \$35,364. There is an accumulation of surplus amounts from 2005 through 2007 totaling \$77,476. The 2005 surplus includes a carry over amount from prior years (nothing beyond 2004). Colby Management computes interest on this balance and transfers the interest to the Gardens. No harm to the Gardens at this point.

Colby Management provides accounting services to both the VLPOA Master and the Gardens. In the past, the VLPOA Master paid all of the Colby Management accounting fees. This is unfair to the Master as 8.11% of these fees are attributable to the Gardens. Starting in 2008, the Gardens will be charged \$184 a month for accounting costs.

We also have other expense that should be treated as shared expense between the VLPOA Master and Gardens, such as audit fees, tax prep fees, income taxes, reserve study and possibly others. From time to time we also have legal fees that are directly connected to the Gardens and appropriately should be charged to the Gardens. All of this will happen in 2008.

In my opinion, we should reduce the Gardens accumulated reserves by expenses that are readily available in the prior financial statements. Colby Management accounting fees for the past 3 years will amount to about \$8000. I do not recommend going beyond 2005 in this endeavor. In my estimate the total Garden's fees paid by the VLPOA Master will fall between \$8,000 and \$10,000 for the past 3 years. I believe that this is a lot for everyone to digest at this time; therefore, I recommended that the newly elected Board address any reductions to the Gardens accumulated surplus. After that consideration the remaining balance should be transferred to a Gardens CD, at no time should any surplus remain on the VLPOA Master account.

## Finance Committee:

In my opinion, the newly elected Board and Treasurer should consider reviving the Finance Committee. I believe that this Committee would provide valuable assistance to the new Board and Treasurer.

Smith moved, Norris seconded, TO ACCEPT TREASURER REPORT DATED FEBRUARY 9, 2008.

**Motion Passed**

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Comments by Donald Horton, Treasurer Frenette previously stated the Garden's contract is less than 1% of the Master Garden contract. If it is less than 1% for the Garden's Landscape contract, how is everything else now at 8.11%?

Treasurer Frenette, That's easy to answer, landscaping is landscaping, you do the accounting based on revenue, and the 8.11% is based on the revenue that Colby has to account for.

Comments by Donald Horton, I'm questioning your 1% in the published article, do you stand by that 1%?

Treasurer Frenette, I do stand by that 1%. I have some documents I brought with me this morning and I will hand them out again.

Comments by Donald Horton, That will be great, but I have seen some documents you have prepared and those documents were incorrect and I will be glad to prove that to you any time.

Treasurer Frenette, Okay fine.

Comments by Bob Mulligan, I would like an explanation, if the 8.11% is based on revenue, evidently landscaping is not based on revenue, what is it based on?

Treasurer Frenette, landscaping is based on the actual landscaping contract. The 8.11% is based on the combined gross revenue of the VLPOA Master and Gardens, then the Gardens is cut back out, you work out a ratio and you get 8.11%.

## MANAGER'S REPORT

Manager Jack Donovan provided the following report;

The problem with the Yacht Club Spa has been resolved and it is heated and useable. As a reminder, the Yacht Club pool is heated and may be used by adults and children. The Recreation Center Pool and Spa are both heated, but off-limits to children.

The Men's Room work has been completed. The ceiling areas that were opened for inspection have been repaired and re-painted, and the room may be used. In addition, we had the Grout Doctor Company come in last Saturday and clean the tile, and re-grout the floor tiles.

Work on the Steam Room has been completed. An independent analysis was made for the presence of mold, and none was found. Instead of redoing the hanging ceiling, which had been taken down, beams were placed from wall to wall, and new tile was cemented into place. A new light fixture is on order and should be up by Wednesday of next week. Once this is completed, Grout Doctor will clean and re-grout where necessary. Should be open Friday, February 23, 2008.

In those areas around the control boxes on Lakes #2 and #7, the sod has been removed, irrigation shut off, curbing placed around the area, and stone has replaced the sod. This was done for two reasons, first around Lake #7, the irrigation water kept hitting the electrical control pedestal,

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which contained GFCI circuitry, thereby shutting down the fountain. Second, at Lake #2, the irrigation water had rusted the control pedestal and the postal boxes.

CareScape Area Manager Russ Warner continues to work closely with VLPOA, we are focused on irrigation problems and on any landscaping situation that represents a hazard to residents.

As reported last month, breakdowns of exercise equipment continue to be a problem. A possible solution is a yearly contract with Advantage Fitness, the people who repair our equipment.

There continues to be cases of vandalism, especially in the outdoor bathrooms at the Recreation Center and the Yacht Club. We ask that all residents be vigilant and help the Management Office to protect the Ventana Lakes Property. Leave message any time, voice mail is checked regularly.

Two quotes from three companies have been received regarding their cost to do an audit.

Bids are being solicited to repair and paint Lake #2 fence and the ceramic and craft interiors.

We have a roof leak problem at the Recreation Center. Lyon's roofing has inspected the tiled area of the roof and determined that the sub roofing has deteriorated and is causing water to run into the exercise room when it rains. Due to their work load, they were not able to get to the problem. They will be out on Monday and Tuesday to do the repair.

A lightening bolt struck a Pine tree at Lake #7 resulting in extensive circuit damage.

## **OPERATIONAL MATTERS**

None Reported

## **OLD BUSINESS**

1. Fence Repair and Painting, Lake #2 – (*addressed after New Business – Proposal for new process for seeking bids and contracts*) Tabled from last meeting.

The new Request For Quotation (RFQ) form was completed for Lake #2 fence repairs. Manager Donovan walked the entire area and identified extensive repair needs; welding, sanding and priming before they can be painted. These fences have not been taken care of for a number of years and some areas have rusted through.

Treasure Frenette, my concern is this is shared expense between the VLPOA and the homeowners?

President Alandar, this is a repair, it is not the fence painting. The fence painting will be shared with the homeowners. The fact that there are repairs is because there has been no maintenance performed period. It is a VLPOA expense at this time.

Comments by Gary Penny, I live on Lake #2 and I have a rather long fence section; I want to make sure we are also looking at the base, where the metal fences are attached. I've got damage

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to the block base caused by the previous trees that were removed. Are these repairs being addressed?

Manager Donovan, we already have, this RFQ contains not only the welding repairs that need to be done, but all the block walls were looked at and any place where the mortar has to be replaced, that's included.

Comments by Jerry Calderelli, I've been here 14-years (lives on Lake #4) and there are cracks going down from the top of the fence to the ground, am I going to be held responsible for the original builder not properly installing the fence in the first place?

Manager Donovan, we looked at every single part of the fence and where we had to, we peeked over into the homeowners yard to see the other side of the fence. The person I worked with is a very professional welder and he looked at every single spot. The fence is in terrible condition, and the repair has to be done, because in some instances there is potential hazard to residents.

President Alandar, Jack I think Mr. Calderelli is asking, since we are setting precedence on Lake #2, is this going to be set else where in Ventana Lakes and I think that's a very good question. I think it's a Board decision to consider.

Comments by Dave Bracken, a couple of years ago there was fence repair and painting on Lake #1. The Property Manager at that time spoke to all the involved homeowners and the costs for repair and painting were split between the homeowner and VLPOA. If you are now saying repair is VLPOA and painting is split between VLPOA and homeowner that seems like a double standard.

President Alandar, in an attempt to be fair, we may have been unfair.

Comments by Bruce Parmenter, once this work is completed, who is going to check that we get the quality we asked for in our bids?

President Alandar, generally the Property Manager is responsible for ensuring compliance.

Manager Donovan, I've had some experience with welding, not doing it, but checking up on welds, I think I can probably spot a good weld and a bad weld. But, if there is any resident that has an expertise in welding, I invite them to come with me during the inspection phase.

Comments by Ken Hunstad, FYI, the Architectural Committee has also been involved in final inspections.

VP Smith, I don't see it here on the RFQ, my concern is on the fence lines that surround the lakes because of the age the fence sections. I see a lot of information here on grinding, re-welding and odds-n-ends. We need to give consideration to some of the sections that need to be cut out and replaced. We continue to do a lot of band aid type work and it may be cost affective to consider replacing those sections. Looking down the road, we're already looking at doing some changes on our irrigation and sprinklers systems that may help with the life expectancy of

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the metal fences. I like to see us give due consideration to just replacing a lot of the sections instead of just repairing.

Manager Donovan, some of the repairs that are noted in the RFQ are major repairs exactly that, they are cutting out whole sections and replacing them. In addition, the first welder suggested where we have to replace an entire post and pickets. We will want to replace them with a heavier duty metal, a thicker metal than what is currently in place.

Treasurer Frenette, my concern, going back to what Dave Bracken brought up, this is called a party fence, which is shared by two owners; one being the VLPOA and the other being the resident living on the other side. It's not just the painting that should be split in half under my opinion; also the particular repairs needed for the specific sections should be split 50/50 with the involved resident. So with that in mind, I think the homeowners need to be involved as part of this decision process.

Comments by Sheila Willems, I do live on Lake #2, is there anyone here from Lake #1? (No response from attending residents) What I would like to see, not only do we need the fences by the lakes repaired, but in the same process could we have it broken down for the fences between properties too, other wise we won't be solving anything. It will be a large endeavor, but those fences are shot and need to be addressed.

Comments by Bob Mulligan, along 104<sup>th</sup> there was a tree on the outside of our block wall, which was maintained by the VLPOA, the tree roots damaged the wall, the tree was removed and bushes planted in its place. The VLPOA covered the repair, is this, the type of wall you are talking about?

President Alandar, no the only wall part is underneath where the pickets are attached.

Comments by Ken Hunstad, on the lake front wall and fences, like Treasurer Frenette stated, it is partly homeowner and VLPOA expense. In both instances they need repair and the longer you let it go, the worst it is going to get. I think all of the homeowners need to be involved because the whole cost is to be split.

## **TABLED FOR SPECIAL MEETING SO HOMEOWNERS CAN BE INVOLVED**

2. Board use of Robert's Rules of Order - Tabled from last meeting. Norris motioned, Frenette seconded, APPROVE THE USE OF ROBERT'S RULES OF ORDER. **Motion Failed**

Treasurer Frenette, Personally I am comfortable the way the Board is currently operating by having respect amongst themselves, the homeowners, the openness, I strongly feel we do not need Robert's Rule.

Secretary Norris, previously I had stated I thought we were using Robert's Rules, but I was not familiar with all of Robert's Rules, I think it is very formal and restrictive at times. If the Board does what they stated, getting administrative guidelines in place to ensure professionalism

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among Board members and the community, I do not think we need to vote on using Robert's Rules by the book.

## NEW BUSINESS

1. Proposal for new process for seeking bids and contracts – It seems we have a problem getting companies to bid on projects at Ventana Lakes and when they do bid, they are high. President Alandar and Manager Donovan met with a professional Procurement Officer, who is trained and certified in the process at no cost to the VLPOA. A state internet link to licensed and bonded small business contractors (women and minority) was provided. An advantage of this link provides the VLPOA with a larger pool of resource. A standardized Request For Quotation (RFQ) which has been tailored made for an association and can be tailored to each project with specific details of the job to be performed. It addresses all the legal and practical issues associated with a project, including amendments to contracts, payments, discounts, delegations, warranties, licenses, terms, evaluations, safety standards, specification pricing and references. The Board has been provided a copy of the RFQ template and a first draft of a policy and procedure. Any homeowner can come by the Office and review the proposed documents. Having this formal process in place will protect VLPOA funds, ensure warranties are in place and no matter who holds the manager position, they will know how Ventana Lakes wants to conduct business.

Norris motioned, Frenette seconded, APPROVE THE NEW RFQ TEMPLATE FOR IMMEDIATE USE.

### **Motion Passed**

Comments by Bruce Parmenter, this procedure should be review by the new incoming Board?

President Alandar, Mr. Parmenter you make a good point and they will be looking at it, along with the policies and procedures, the invitation for bid and RFQ. What I wanted to do was get started with this now because we have several potential big projects (fence repair) ahead and I don't want to hold up business.

2. Proposal to make Recreation Center available to Peoria Police Department – Allow Peoria Police Officers access to the Recreation Center for coffee break, write reports, and their presence may help stop some of the vandalism to VLPOA property.

Frenette motioned, Smith seconded, ALLOW PEORIA POLICE OFFICERS ACCESS TO THE RECREATION CENTER FOR BREAKS AND WRITING REPORTS.

### **Motion Passed**

Comments by, Kurt Herr, do we want to go to extend of providing computers and refreshments?

VP Smith, our neighbors to the east, Westbrook currently have the Sheriff's Posse Office located on their premises. We need the existence and presence of law enforcement in our community, I've spoken with quite a few residence and if we make a space available for officers to sit down, because they are prohibited from spending a lot of time in their precinct office, they are to be out on the streets. But if an officer had twenty or thirty minutes of paperwork and could sit at the

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Recreation Center or any other facility, we would have that marked patrol vehicle in our community, it's visible and we have an opportunity to speak with the officer (not to burden with personal problems). They just need a place to take a break, get out the car, and loosen the ballistic vest which is very restrictive and hot. Officers now days have their own computers, so they are not looking for equipment. It's a community thing; we're not turning keys to the community loose to them, but just make a spot available to them and invite them to spend some time with the community.

Comments by, Tony DeMont, are they going to be given keys?

Manager Donovan, there is something called a Knox box that is placed on the outside of the door with a single key inside. The officers are given a master key to the Knox box to open and retrieve the key to the Recreation Center and return the Recreation Center key to the Knox box when they leave.

President Alandar, Bruce Parmenter volunteered to supply the lock box. Thank you.

Comments by RoseAnn Fiebig, will they be able to go into the Recreation Center any time they want, including night time?

President Alandar, yes, that's the idea.

Treasurer Frenette, I personally think it is a win, win situation.

Comments by Gary Kenny, what if they come in during off hours and use the pool and gym? Personally I don't care, but I wanted to make sure you realized they will have access.

VP Smith, I don't think we're going to run into that problem, they are pretty busy out there and outside of stopping here for the purpose of writing a report, I don't see them spending that much time in an active community. It's a good point and we need clarify liability coverage in case some one got hurt.

Comment by Vada Bowers, you mentioned their children joining them for a break, children are not allowed in the Recreation Center.

Comments by Chet Holman, I think its an excellent idea, it will help with the vandalism, particularly in the Recreation Center, it creates better relationships within the community, I'd like to see it happen.

Comments by Ken Hunstad, I think the more cops we have around the better. A lot of people don't know what happened Saturday night, some portable potties were tipped over and going over the grass on fountain lake. We have people running around here at night, I think the presence of a police cruiser in the neighbor would help.

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Comments by Bob Mulligan, has the police department been contacted and what is their response?

President Alandar, Manager Donovan has spoken with the Peoria Police Department and they are requesting an official letter inviting them, but we wanted to talk to the community first.

Comments by Bruce Parmenter, Westbrook Village about 7 or 8 years ago made similar space available in one of their facilities for officers to come in, especially late in the night and it had very, very good results.

Comments by MaryJane Engstrum, I think it would be just wonderful to have policemen here and I hope you all welcome them with open arms.

3. Request from CC&R Committee to continue using Ekmark and Ekmark for legal review –  
The Board did not receive any paperwork regarding this request, the Committee has made this request because they have stated Ekmark and Ekmark has been the law firm they have used in the year since the revision to the CC&R's began. Starting with a new firm could result in additional costs for a new firm to review documents from the beginning.

## **TABLED**

VP Smith, I have some questions, the CC&R Committee has worked for a very long period of time trying to revise difficult language into a more understandable format. When these documents were originally put together it was by the builders and lawyers. Our community now needs to have a firm understanding of all aspects, whether it is Architectural, elections, etc. My concern, and I appreciate the fact they have had to deal with several different Boards over the years, my concern is no one has seen any of the proposed changes. The community needs to see the proposed changes, once it is acceptable by the majority, then we need to have a legal review. Can the Committee tell us how much has been spent on legal fees to get to the point you are now? What do you anticipate before the community can look at it?

Comments by Judy Mabie, no, I can't tell you how much it has cost, because I have no idea. I can tell you we have been gun shy; we have not been running to the attorney's. We waited until we were into this for over three years before we contacted an attorney. We even drove to Scottsdale, so the VLPOA was not charged a travel fee. We wrote questions in the margins of the original CC&R's and submitted to the attorney one month prior to meeting with the attorney to discuss. The question and answer review was an hour and a half session with the attorney, other than that there may have been four or five times when a question was passed through the Officer Manager to the attorney for clarification. At no time has any Committee member been in direct contact with an attorney. As far as a time frame for completion, two previous Boards have seen the revisions. At one point a Board provided suggestions and the Committee addressed these revisions. The second Board resigned before any review was provided, a meeting was scheduled, but the Board canceled the meeting advising they did not have time to review the revisions even though they had been provided the documents two months prior to the scheduled meeting. At this point, we are ready to review all the revision one more time and our thought

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was to hand it to the attorney's so that we know whether we're legal in what we're doing. An example, in the CC&R's it authorizes trucks no bigger than ¾ ton to be parked in the driveway, we've changed that to 1 ton. That's the kind of things, but there are also things like, changing the qualifications, where there weren't any qualifications for some one to run for the Board. So one thing that we changed, a person has to be a owner resident, because we feel someone running for the Board should be someone residing here facing the same thing we do every day, and not someone living in New York who happens to own a home in Ventana Lakes and decides to run for the Board. Are we legal in that, I don't know? Our proposal is to get this by the end of the month to an attorney who already knew what we had been done in the past, so that we would know that when we give it to the New Board, rather than the Interim Board, forgive me, but it makes sense to give it to THE Board of seven people. We would be able to say it has been approved by the attorney, so any legalese or concepts remaining are legal. The Board looks at it and then it goes to the community, we were hoping by the fall. Another thing that we propose, which you may or may not know, when it goes to the community we are not asking for a blanket approval of the entire document, but article by article approval. So if the community has a problem with something, there will be a space, can not call it a ballot, there will be a space on the approval form for people to write in what the problem is, so the Committee can correct it. This is where we are after five years.

VP Smith, as a member of the community I apologize to the Committee for having to spend all of this time and for the previous Board not allowing you to get this to the community, had they I think with the work that's been involved, we would have been set by now. My concern would still be as an individual, I would like to see the proposed changes in both languages brought forth to the community to see where we stand on it. I have a real problem paying attorneys any more than we have too. We may get a legal opinion, but after we've paid that fee, it may come back to the community and they say we're not going that direction. I'd like us to set a definite time line when we can get the proposals you have to the Board, the community and have a meeting. Then let's have the attorney say whether we can live with what the community wants and expedite this thing.

Secretary Norris, I was going to comment the same as VP Smith, it's like which comes first, the chicken or the egg. I'd rather see the community take a look at the revised CC&R's and decide whether that is the direction we want to go, are those the things we want to put in place, once we tweak that, then have it go to legal. Then if they identify something we can't do, we are able to go back to the community and show why we can't do something a certain way.

VP Smith, the work that has been done to this point, I know you stated you had presented it to past Boards, do you have it in a document form that even as an Interim Board, we could get a copy and make it available (print or website) to the community? So that when the New Board sits after the elections, they can make a decision because a time line has been set up to protect all the work the Committee has put forth.

Comments by Judy Mabie, we can probably get it to you by the end of the month, because Lois Owens is typing our latest revisions. By the way, we have been meeting every Thursday for three hours, for five years, not including summers, but that gives you an idea of how much time this Committee has put into this project. We do not have documents where the original verbiage

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is crossed out and the new verbiage inserted. We had plan to bring the documents to the community using two overheads side by side showing the original document on one and the new version on the other for comparison. Logistically, we did not plan to print the document and distribute to 1,700 homes, or how the comments were going to get back to the Committee. What you're asking, I have problems with.

VP Smith, my only concern is when you could get it to the Board in disk format.

Comments by Judy Mabie, yes, that's how it would be.

VP Smith, the Interim Board, I can guarantee, we can make available the mannerism to make the product available in the numbers necessary to get it to the community. I think it is very important that we get your work product to each of us in the community so we can see what's going on. I think you will find now the fire within the community has been lit and people will want to respond with comments to finalize a product we have to live with. I think now is an ideal time to get it done, get it to us, get it ready, the community deserves it, we've waited a long time. If the New Board wants to proceed in a different direction on how to finalize it, that's okay. But we need to see the progress and we need to be able to appreciate what the Committee has done and given some direction, move in the direction that the community feels is necessary.

Comments by David Bracken, if my memory is correct, about two months ago Joe McCord made a statement at a meeting that he had read the proposed CC&R changes regarding whether a Board Member put their house up for sale, they should immediately be terminated. Did he have access to it?

President Alandar, I don't recall him stating he had seen the revised CC&R's, I recall him saying he thought that should be in the CC&R's.

Comments by Judy Mabie, he didn't see them from us.

President Alandar, I haven't heard any discussion regarding the original request to use Ekmark and Ekmark. I've heard Board members say they would not use an attorney until after they have seen the product. And I haven't heard any denial to use Ekmark and Ekmark at some point. That's correct.

4. Making "Home for Sale" flyers available in Management Office – it would be a great help if individuals placing their home up for sale or when a home is sold if they would inform the Management Office. It helps to stay current with what is going on in the community and would provide a central location for any information regarding Ventana Lakes properties.

Frenette motioned, Smith seconded, APPROVE PLACING "HOME FOR SALE" FLYERS IN THE MANAGEMENT OFFICE

**Motion Passed**

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Comments by Bob Mulligan, I'm not sure where your gong with this because I haven't heard any motion, it was kind of vague. Are you requiring this be reported to the Management Office? There are homes sold without a realtor being involved.

Treasurer Frenette, there's a quick fix to that, every home sold has to receive a final inspection from the Architectural Committee and that does go through the Management Office.

Secretary Norris, are we going to have a specific area where the flyers will be posted within the Management Office? So that people are not looking all over the office for information.

President Alandar, the intent was to move a magazine rack at the Recreation Center up to the Management Office and use that.

Comments by Chet Holman, I see the advantage of when a home is sold, but I don't see the advantage of when it goes on the market, it doesn't hurt. From the seller's (homeowner) and the community's point of view, I think it is a plus. I'd like to see it done. One comment on the negative side, I don't think any community funds should be expended for stocking or restocking flyers.

Manager Donovan, the reason for wanting to know when a property goes on the market, is frequently the house goes on the market and the residents move on. We've had cases recently where landscaping has been totally ignored and we've had to chase people down.

President Alandar, this is a nice thing to do, there is no requirement and no association funds will be expended for the flyers.

Comments by Ken Hunstad, does the Management Office still or have they ever collected ID badges and keys from departing residents?

Manager Donovan, anyone paying \$50 for a Pool key, you can bet your life they will come back, when they do, they often bring in their badges at the same time. The answer is yes.

Comments by Don Lorenzo, I heard someone say giving out twenty copies, would it be feasible to have just one copy in a folder at Management Office? It would be more manageable.

VP Smith, I think it's a good idea, Westbrook has binder with homes for sale or rent, and it may be a good idea to have one central binder.

President Alandar, we may have to tailor how we handle depending on the response we get.

5. Kitchen Committee request start up renovation funds - Committee Member Vada Bowers submitted request to spend up to \$1,500, possible payment for an Architect to affix seals to plans and cost for copying large scale plans; do not anticipate needing full amount at this time, but would like to be able to pay as expenses occur.

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Frenette motioned, NO Second, APPROVE FUNDING \$1,500 FOR START UP FUNDS TOWARD KITCHEN RENOVATION

### **Motion Failed**

Comments by Bruce Parmenter, the letter from the Kitchen Committee probably did not contain enough narrative to properly explain what they were approaching. Before a bid, that the Board can consider, is able to be put together it is necessary to spend money for, not architecturally, but by a mechanical engineer who can design the necessary plumbing, so we can present it to the County and the city of Peoria. In my estimation that figure should be less than \$500 dollars. That is what the Kitchen Committee was looking for, to have funds to hire someone to design the plumbing in that room.

VP Smith, I'm 110% in favor of firing that kitchen up and making this community go like it use to go, we had functions in here, we packed the house and had a good time. Once again, what happens in that kitchen and what direction we are going to go, how much we're going to spend is a community decision. Again, this Committee has worked extremely hard trying to identify and trying to work with the government entities (County Health and City Codes) and are pretty sure on what we need to do in the kitchen. We don't necessarily need to rebuild our entire kitchen, but we have to get to the membership, what it's going to cost us. To get some stainless steel counters, some dishwashers and I understand the need to have someone draw it up, but I'm very apprehensive about somebody drawing up what our kitchen is going to look like without hearing something from the community and I don't want to put that decision on the backs of those who stepped up to help with the kitchen committee, because if it doesn't turn out right, everyone will be throwing darts at them for spending money. Because its community funds, it needs to start here on the floor for someone to tell us what you want done.

Comments by Bruce Parmenter, the reply is very simple, the request the Committee is making is not to change any of the basic structure, but simply take one row of sinks and bring it up to County code. The plan that the Board has received are actually tracings from the original draws that were done. My understanding, being a contractor and not a plumber, there are several things that do not meet the code and the necessity is to have a mechanical man design the necessary plumbing requirements so that we can get a permit from the County. The master plant the Kitchen Committee submitted is not any different than you would visibly see now, except for the west wall would be sinks of stainless steel.

VP Smith, can a design engineer, or architect take the master plans we have with the measurements, I know we have a grease trap problem that needs to be redone, but can that person without hiring a plumber, can they draw what we want to do and have that one shot to where we can take those plans and get closer to getting a bid on it?

Comments by Janez Tazioli, I would like to explain from my understanding what the Kitchen Committee is asking for. We're back to; the chicken or the egg. How can we bring something to the Board that we can get bids and options on at a future date, until we get someone to draw up the plans? And those plans don't include just the plumbing that needs to be done, but there are some other considerations and unfortunately Bruce Parmenter wasn't at our last meeting, some other things have come up. Example; there's no hood over our grill and the Health Department

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is saying you can't use the grill, unless the hood is there. So this can be one design, but it can be broken into parts for consideration. It's not an all or nothing proposition. The basics will have to be designed and any other thing we can do to enhance and get full use of the kitchen can be in the design, then the Board or the Community can take a look at the kitchen and decide what they want it to look like. We have no idea and will not be able to present any idea as to what it would cost until we can find some one to do the drawings and there will be an expense involved with that. We're not talking about buying permits at this point, but we will have to pay for permits when the time comes. But we have to have something, so that people can give us their opinions. Did I make that any clearer?

Secretary Norris, maybe I am confused about the RFQ process then. I thought that was something that would go out, we would start by stating we need our kitchen to meet County code and you would identify anything you have already identified as needing to be corrected, you'd list that out. That company or individuals would come back telling you, this is what you are going to need. They would be providing the plans at that point. Am I wrong, isn't that what an RFQ would be providing us with?

Comments by Janez Tazioli, I don't know, I'm not familiar with how that works, only because I don't know if we can find one contractor who will include all of the different parts. Because you have the electrical, equipment, plumbing, there are so many piece parts they are going to make us abide by. We do need to find that person who can design the kitchen for us, after we tell them this is what we have to have and this is what we'd like to have.

Manager Donovan, I've helped design three buildings and worked with architects and it's always been my experience, you have to start any project like this with an architect, or somebody who can do drawings. Because what you need to do, you identify the problem, the problem is the kitchen is not acceptable to Maricopa County. You plan, and that's the architect or engineer who draws up the plan for you. You then work against the plan by using the RFQ process. Now what I've learned, there seems to be a debate within the Kitchen Committee as to who is going to do the work, whether it is residents or professional contractor. Until you solve that question, you can't proceed. Do you want the Management Office to look for an architect or engineer? And then send out bids to contractors? Or do you want an architect to draw up a plan and then the residents that want to be involved do the work?

Comment by RoseAnn Fiebig, we'd really like to have this done professionally, and then we don't have to worry about any residents getting hurt. We know we need the architect first, but we can't get an architect unless the Board gives us money, that's what we're asking for. Vada Bowers stated she knows someone that can draw up the plans; we have eleven people on the Committee working on this.

Manager Donovan, anything we do like this, is going to have to go to bid. Vada do you know any architects?

Comments by Vada Bowers, really I'd like to see us find a general contractor who would do the plans and the whole package. We've not had much luck with that thus far and I think that would be our first step.

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Manager Donovan, okay, this is the first time I have heard from any one that the Committee is looking for a general contractor to do the whole project. I have a list of these people I can provide.

Comment by RoseAnn Fiebig, you have to sit in on our meetings. Am I right in saying we need to have money to pay these people to get this started?

Comments by Bruce Parmenter, a general contractor can not specify the architectural or the mechanical stuff that's available, because it's against his state license to do it, it has to be a registered architect or mechanic.

Comments by Ken Hunstad, years ago, early 2000 Paul Ettinger had architect drawings on expanding the Yacht Club, it's too small. Do we have a commitment from someone to get licensed to run the kitchen?

Smith motioned, Frenette Second, APPROVE PUTTING A BID OUT TO HAVE PLANS DRAWN UP TO UPGRADE WHAT THE YACHT CLUB KITCHEN CURRENTLY HAS (NOT A REBUILD) TO MEET STATE, COUNTY AND CITY CODES SO IT CAN BE USED IN A LEGAL FASHION LIKE IT USE TO BE

## **Motion Passed**

Comment by RoseAnn Fiebig, resident Mr. Lynn (last name illegible) is certified by the County and is volunteering to run the kitchen.

Comments by Dave Bracken, we've had Mid-State Mechanical doing work at the Recreation Center, I think they are well qualified, we know what kind of work they do, how about having them put in for it?

Comments by Chet Holman, mentioned using the minority and women small business lists.

President Alandar, absolutely.

6. New Oath of Office Statement – this office is very important to the community and the swearing in should be a matter of importance and weight. The revised oath of office is as follows:

I swear that as a member of the Board of Directors, I will conduct the business of the corporate Association of Ventana Lakes with honesty, integrity and care, and I will at all times represent the people who are the Association and consider the welfare of the people who are the Association.

I will announce if any business of the Board may present a conflict of interest and will withdraw from discussion or voting on such business.

I will address the issues that concern my community with fairness, equity and applied judgment, and will not be drawn into conflicts of personalities.

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I will follow and uphold the laws governing my country, my state, and the governing documents of Ventana Lakes.

Norris motioned, Frenette Second, APPROVE NEW OATH OF OFFICE

## **Motion Passed**

7. Scheduling Organizational Meeting – Governing documents require an organizational meeting be held within ten days of an election. Saturday, March 8 @ 9:30 a.m. is scheduled for the new Board organizational meeting. There will be business items, setting up the Board meeting schedules and the election of new Board Officers.

Comments by Bruce Parmenter, when we put out our newsletter, it's a good idea to announce when we are having projects such as welding fences, and ask if there is anyone in the community that would help to inspect.

## **COMMITTEE REPORTS**

Architectural - Ken Hunstad, No Report

Maintenance - Dave Bracken, Please report any problems by calling the Management Office.

Lakes - Tim Willems, All the lakes are in great shape.

Truck Traffic and Environmental – (Joe McCord on Cruise), No Report

Frenette moved, Norris seconded, THERE BEING NO FURTHER BUSINESS TO DISCUSS, MOVED TO ADJOURN.

## **Motion passed**

**Board Meeting adjourned at:** 3:52 p.m.

\_\_\_\_\_  
Lori Norris, VLPOA Secretary

Date: \_\_\_\_\_

Cassette(s) Submitted: \_\_\_\_\_  
(number) (initials)