

Ventana Lakes Property Owners Association
Board of Directors Work Study Session
Monday, January 12, 2009
Minutes

Called to Order: by President Sue Alandar at 1:05 p.m.

Meeting Location: Ventana Lakes Yacht Club
20015 North 108th Avenue

Board Members Present: Sue Alandar, Richard (Dick) Matsuishi, Joe McCord,
and Lori Norris (Tony Fiore arrived @ 1:50 pm)

Property Manager present: Jack Donovan (departed between 1:35 – 1:45 pm)

The following agenda items were discussed among Board Members with Community input; all items requiring a decision will be voted on at a Regularly Scheduled or Special Open Board Meeting.

1. Mark Walters with Heliocol Solar Company provided a 30-minute briefing on solar heating equipment for pools. Heliocol has been in business for 30-years, based in Tempe 15-years, their products come with a 12-year guarantee and parts are half off after 12-years. Mr. Walters provided quotes for the Recreation Center (approximately 900 square feet) and Yacht Club (approximately 950 square feet) pools, each pool would involve eighteen panels; Recreation Center would be a roof mount @ \$9,277, Yacht Club ground mount @ \$15,716 or roof mount @ \$10,516. Heliocol has several unique technical/design features; they use independent tubing design, the patented individual tube design allows for expansion and contraction, eliminating cracks and leaks, one-piece “over molding” construction eliminates welds and potential leak sites, and roof installation does not require penetrating existing roof.
2. Clarification to the Business Meeting Minutes from November 10th and 19th are needed regarding the motion to charge the Gardens an accounting fee and stipulating the approval of the Treasurer’s Report and the acceptance of the Colby Financial Statements are two separate issues.
3. A review of the draft November 19, 2008 Minutes indicates the Gardens 2009 Budget has not been approved, document indicates the motion was to accept no increase in the Gardens second assessment, but no motion is listed to accept the Gardens 2009 Budget.
4. Insurance quotes for 2009 regarding the Masters and Gardens were not available at this time, but will be available at the January 21, 2009 Open Meeting.
5. The Gardens Landscape Committee has decided to seek a separate landscaping contract from the Masters which will address only Garden landscaping issues. Based on this decision, the current landscaping contract with CareScape can not be renewed as written. A new landscape Request for Proposal (RFP) has been drafted addressing the three VLPOA quadrants in detail, excluding the Gardens subdivision, itemizing irrigation maintenance repairs, and separate contracts for an Arborist to address trees over ten feet tall and the installation of irrigation systems. A pre-bid conference shall be held February 9, 2009 at the

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Yacht Club for anyone interested in reviewing the landscape RFP, answering questions and amend portions if necessary.

6. Several policies were recommended for adoption last year and this year, the Board has been remiss in following an established policy of publishing proposed policies in the Newsletter prior to the Board adopting them. Currently policies are listed by the year they are adopted and a number which makes it difficult for any one to find a particular policy unless you know what year and number the policy was created. A new format and organizational system will be drafted which will provide the documents by subject, number and a history of the policies creation. The following policies will be discussed at the January 21, 2009 Open Meeting:
 - a. Authorization to Community Manager for Cleanup of Vacant Property
 - b. Role and Process for the Gardens Advisory Committee
 - c. 2007 Audit Recommendations to adopt three policies
 - Whistleblower Policy
 - Anti Fraud Policy
 - Risk Assessment Policy
7. The 2007 Audit was received December 30, 2008 and will be posted on the VLPOA website. An ad hoc Finance Committee consisting of Rudy Simon, Chet Homan and Joe Broschka are reviewing the audit and ensuring the recommendations are implemented or addressed. One of the recommendations is for an audit of the 2008 financials, which was not provided for in the 2009 Budget (further discussion needed). CPA Jenner & Darling submitted their final billing for the 2007 audit which had an increase of \$2,000 for which they cited additional time spent tracking accounts and authorized signators on the accounts. The Board did not approve the additional billing amount. The Board and Community input recommend not using CPA Jenner & Darling to complete the 2008 audit. Mr. Frenette recommended using the State Board of Accountants website for a CPA reference.
8. Vice President Matsuishi received the name of a volunteer to serve on the Architectural Committee; Richard Scaduto who has lived in the community for 15 plus years. VP Matsuishi stated he would remain on the Architectural Committee after his Board term expires.
9. Options for disbursing the completed Architectural Committee Guidelines were discussed. New Homeowners will receive them from Colby as part of their new residence governing document packets. Mailing the Guidelines to current residence is costly and there is no way to prove the resident received the documents. The Guidelines are being posted in the Newsletter a portion at a time in hopes that residents will read them, they are being posted on the website in total and are available at the Management Office. It was suggested to place them inside the Newsletter which is hand delivered, thereby saving any disbursement costs.
10. Bulletin Board Proposal – Board Member Fiore was tasked with researching the costs associated with the installation of bulletin boards at each of the community mail box locations. Mr. Fiore is still gathering information on the costs of each bulletin board and stand. Mr. Fiore spoke with the Post Office who stipulated the bulletin boards can not be attached to the existing mail boxes or concrete slab. Peoria has identified they service 22 mailbox locations within Ventana Lakes and (Mr Fiore received Sun City numbers January

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17, 2009) Sun City services 30 mailbox locations which would total 55 locations including the Management Office, Recreation Center and the Yacht Club. Resident Bill Kietel suggested Peoria Police Department be contacted because in the past Peoria forced Ventana Lakes to remove sandwich style bulletin boards placed throughout the community because they were a distraction to motorists. Mr. McCord agreed to follow up with Peoria Counsel Member Cathy Carlat.

11. Additional business or operational items of the Community to be discussed at the January 21st Open Meeting:
- a. Repair of Yacht Club Pool
 - b. Newsletter modifications/distribution
 - c. Renewal of Staff Contracts
 - d. Additional bookshelves in Library

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

Motion passed

Board Meeting adjourned at: 2:10 p.m.

Lori Norris, VLPOA Secretary/Treasurer

Date: _____