

# Ventana Lakes Property Owners Association

## Board of Directors Work Study Session Tuesday, May 18, 2010 Minutes

**Meeting began at:** 5:00 p.m.

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

**Board Members Present:** Judy Mabie, Dick Feyrer, Dick Matsushi, Chet Homan, and Lori Norris

**Board Members Absent:** Joe McCord and Tony Fiore

**Property Manager present:** Jack Donovan

**In accordance with VLPOA Bylaws, Section J.** Work Study Sessions of the Board of Directors. Work study sessions of the Board of Directors may be scheduled by the President. These meetings shall be open to the membership with a 48 hours (two days) notice. Such meetings are for the purpose of gathering information and determining agenda items. No official business may be voted on or transacted at these meetings. Membership input may not be appropriate at these work study sessions. Items of an administrative nature may be approved.

It was noted only one community resident was present; Mr. David Bracken.

The Work Study Session was held to identify and discuss any current community services, issues or business practices which may warrant amending, adding or deleting in order to assist with economic shortfalls. The following items were identified, discussed in no particular order:

1. Reduce VLPOA Common Area vegetation that requires irrigation and trimming maintenance by 10%, or 20% or 50%.

**NOTE:** VP McCord to check with the City of Peoria regarding any restrictions on the number of plants VLPOA must maintain along Beardsley, 107th Avenue and throughout Ventana Lakes common areas.

2. Remove all Oleander plants along Beardsley Road if the City of Peoria allows.
3. Review current watering schedules for potential cutbacks, i.e., stop watering native plants.

Mr. Donovan briefed on the testing of smart valves which cost \$125 apiece. The test is currently nine months along and once a complete year worth of data is gathered, a report will be presented to the Board and Community. Another option is the purchase of soil moisture monitors to gage whether areas are being over watered.

A list of plants in Common Areas, the amount and cost of water needed per plant and maintenance cost is to be compiled to show what kind of savings can be associated with

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reducing vegetation in Common Areas. Bob Edenhoffer and Harold Huffman were identified and will be asked to address this project.

**NOTE:** Mr. Donovan to contact professional regarding zero-scape recommendations.

4. Painting Schedule for Common Area Fences to be established and posted on Website to afford those homeowners affected with a time frame for budgeting their portion of the costs.
5. Draft Treasurer Restrictions - with the transfer of services within Well Fargo, new financial opportunities have been identified which could result in abuse.
6. Separate Activity Account to include an operating expense account for Office Manager.
7. Purchase a digital camera to record Board Meetings and post on VLPOA home page.

President Mabie asked about other recording options in light of the lack of an Association Secretary. The Dragon Naturally Speaking software was discussed which is software that automatically transfers the spoken word to a Word document. Mr. Homan and Mr. Donovan have both used the product and commented on their high error rates and that someone still has to review the entire recording to validate the correct transfer of data. Ms. Norris advised the software is not for recording large open meetings where numerous individuals are speaking.

8. Schedule remaining 2010 Board Meetings for twice a month to ensure reserve study projects, preventive maintenance projects and expenditures are addressed in a timely manner and before December 31st.
9. Create a VLPOA blog site and Facebook page on which residents with a password can post comments, observations, editorial comments, compliments, complaints, political views, shopping tips, etc. Site would be monitored by the Board's Communication/Web liaison.
10. Review VLPOA Newsletter costs and structure. Currently lacks sufficient income.
11. Invest in a computer access/security system. This would provide the means to account for common area abuses, impose penalties for violations and track those authorized to use VLPOA amenities.
12. Charge VLPOA groups, clubs and associations who use Association facilities for activities to assist in offsetting the cost of providing insurance coverage for them.
13. Identify Remodeling options; i.e., install no slip tile vs. carpet in Recreation Center, would reduce carpet cleaning costs and present a cleaner and more professional facility.
14. Charge the local businesses which use VLPOA facilities to solicit business from residents.
15. Revise Board documents to hold all Board Meeting on a Saturday.

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16. Hold a question and answer conference call with the Association's law firm Ekmark & Ekmark during Executive Sessions. Limit to one hour, which would allow for an exchange of questions and multiple topics to be address, thereby reduce legal fees.
17. Conduct a formal energy audit of association facilities including buildings (insulation, electricity use, air infiltration, air conditioning efficiency/heat pumps, etc.); pools (pumps, filtration, heating); outdoor lighting (recreational areas, security).

**NOTE:** Mr. Donovan to check with APS regarding their free program and what all it covers.

18. Charge all Visitors regardless of age, an annual fee for using any facility. All residents pay assessment dues for enjoying the various amenities, it stands to reason that any visitor (including children) should pay a fee to use VLPOA facilities.

19. Encourage Residents to use automatic direct withdrawal for their association assessments to reduce postal costs.

**NOTE:** Mr. Donovan to follow up with Colby regarding why mailings are still being sent to homeowners who are currently utilizing direct withdrawals.

20. Set up conference call capabilities in Yacht Club and Office Board Room.

**Meeting adjourned at:** 6:30 p.m.

*Lori Norris*

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Lori Norris, VLPOA Board Member

Date: May 19, 2010