

**MINUTES**  
**VLPOA BOARD OF DIRECTORS**  
**Meeting of July 21, 2010**

The meeting was called to order by Vice President Joe **McCord** at 1:30pm.

**Pledge of Allegiance**

**Roll Call:** Present were: President Judy **Mabie** (via conference phone), Vice President Joe **McCord**, Secretary **Dr. Dick Matsuishi**, Treasurer Dick **Feyrer**, and Director Chet **Homan**. Directors Lori **Norris** and Tony **Fiore** were unable to attend.

**Also Present:** Community Manager Jack **Donovan**.

Presentation by Tammy Matthews, General Manager of Colby Management, who discussed the Association Budget and Reserve Fund. Tammy stressed that the “Budget” is just a guideline and is used as a tool to determine homeowner assessments. Obviously, no one knows exactly what the bills will be for the year and all the Board can do is estimate figures. It does not mean that bills will not be paid if there isn’t any money left in a particular line item expense. Ventana Lakes pays expenses through either the “Operating Fund” or the “Reserve Fund”. Operational expenses include normal annual expenses. The Reserve Fund is a fund which is set aside for major projects which are not necessarily done every year. She explained that you never really know what the costs for these special projects will be. The Reserve Fund is just another budgeting tool; the numbers will fluctuate. While these funds are separate, there are no specifics as to which fund should pay for what since all purchases become Ventana Lakes assets. Tammy further stated that the Reserve Study process should be reviewed every year. A question was posed about the establishment of a Contingency Fund to cover “unexpected” expenses. Tammy explained there is no line item for “Contingency Fund” on a financial statement. All expenses should be paid from the following: Master Operating Fund, Master Reserve Fund, Gardens Operating Fund, and Gardens Reserve Fund. Tammy further stated that the Treasurer has the responsibility to make Association money work to its best advantage and, therefore, has the authority to transfer money between investment accounts without Board approval. The Board may transfer money between funds, such as from the reserve fund to the operation fund. The Board thanked Tammy for her input.

1. **Minutes:** Unanimous approval of the minutes of June 19, 2010 upon a motion by Chet Homan and a second by Judy Mabie. The minutes of the Special Meeting of June 28, 2010 with the amendment “not to redo the court surface and replace the net at the Yacht Club” after a motion by Dick Feyrer and a second by Joe McCord the motion was approved by a roll call vote of 5:0.

2. **Committee Reports:**

- a. **Architecture:** Attached
- b. **Maintenance:** Attached
- c. **Lakes:** Attached
- d. **Finance:** Attached
- e. **Landscape:** Attached

f. **Gardens Advisory:** Not Available

3. **Vice President's Report:** Attached. Read into the record by Vice President Joe McCord.

4. **Treasurer's Report:** Attached. Read into the record by Treasurer Dick Feyrer and was accepted unanimously. Motion by Judy Mabie and second by Chet Homan.

5. **Community Manager's Report:** Attached with correction.

6. **Operational Matters:**

a. **Repair Tennis and Pickleball Courts:** Recommendation by Jack Donovan to accept the bid from Arizona Mastercourt in the amount of \$9852.00. After a motion by Dick Feyrer to accept this bid and a second by Joe McCord, motion was approved unanimously.

b. **Recover Billiard Tables:** After a recommendation by Jack Donovan, motion was made by Dick Feyrer to accept the bid from Phoenix Billiards in the amount of \$675.10 to recover the tables with billiard cloth. Judy Mabie seconded and motion was unanimously approved.

c. **Yacht Club and Recreation Center renovation:** Sue Alandar spoke regarding a master plan on the proposed renovation. Motion made by Joe McCord to formally create an Ad Hoc Committee (composed of Sue Alandar, Fran Burnside, Dave Bracken, Jack Quinn and Aileen Weir. Dr. Dick Matsuishi is the Board contact) and charge them with presenting a comprehensive plan for upgrading and renovating the Yacht Club and Recreation Center; seconded by Chet Homan. Motion approved unanimously.

d. **Request to Remove Two Trees on Lake 2:** No motion.

7. **Unfinished Business: Amend May Minutes to include Step 5 of the Gardens Landscape Process, a title of "Outside the Scope of the Contract":** Motion to include this phrase by Dick Feyrer, seconded by Dick Matsuishi. Motion passed unanimously.

8. **New Business:**

a. **Reserve Study:** Motion made by Dick Feyrer to advise the Reserve Study Consultant to complete the Reserve Study, based on the revised minutes, as quickly as possible; seconded by Chet Homan. Motion passed unanimously.

b. **Vote to determine that sprinklers will be first work done (will finalize when the bids are in and accepted):** Motion by Joe McCord and seconded by Judy Mabie. Motion passed unanimously.

c. **Vote to establish prioritization of all other work items in the Revised Reserve Study:** Motion by Dick Matsuishi to establish prioritization as follows: (1) Sprinkler Lines, (2) Yacht Club Renovation, (3) Recreation Center Renovation, (4) Coves Pool, (5) Ventana Lakes Fences, Wall, etc. After a second by Joe McCord, the motion passed unanimously.

d. **Adopt Resolution from Eckmark & Eckmark confirming Treasurer's authority to accept Short Sale Offers in order to get Partial Assessment Reimbursements:** Dick

Feyrer moved to table this item until the next regular meeting and Joe McCord seconded. Motion passed unanimously.

**e. Approve New Tennis and Pickle Ball Resurfacing Contract:** Approved under Operational Matters.

**f. Set Special Board Meeting in August:** Motion made by Dick Feyrer and seconded by Joe McCord to set meeting for August 18, 2010 at 6:30 pm subject to the call of the Chair. Motion passed with (4) Yes votes and (1) Abstain.

**g. Accept Proposed Changes to Rules for Election Committee:** Dick Feyrer moved to accept and Joe McCord seconded. Motion passed unanimously.

**h. Authorize President and Treasurer to open three (3) new Money Market Accounts:** No motion.

Chet Homan suggested that the 3-Minute Executive Summary be made available to residents who would like to see it. This will be available at the Management Office.

Tony DeMont expressed his thanks and appreciation to Darrell Smith for the Officer Travis Murphy Benefit.

Move to adjourn by Joe McCord and seconded by Judy Mabie. By unanimous approval, meeting adjourned at 4:02 pm.

**ATTACHMENT ADDED showing the above 7 g. amendments – See Ventana Lakes Rules for the Election Committee for complete set of rules.**

#### **Rule 11. Method of Voting.**

A. Pursuant to governing documents, Members in good standing shall be entitled to vote. In any election, One Voting Membership for each Lot owned shall be allowed. In any election of the directors, every Membership entitled to vote in such an election shall have the number of votes equal to the number of vacancies.

B. Fractional voting is not allowed and cumulative voting is prohibited, so only one vote may be cast for each open position on the Board. This allows only one mark beside each named candidate on the ballot, or beside a write-in candidate in place of a named candidate on the ballot. If there are more marks than there are open positions on the Board, the ballot cannot be counted.

C. If there are fewer marks (votes) on the ballot than there are open positions, the votes marked shall be counted if all other requirements are met.

Amendments to Rule 12.

Rule 12. Procedures for Candidates for the Board

Any homeowner 55 years of age or older in Ventana Lakes is eligible to run for a seat on the Board of Directors in accordance with the requirements of the CC&R's.

Candidates wishing to have their name on the ballot must submit a Declaration of Candidacy and documentation (driver's license, passport, pictured government ID card) of age to the Management Office by the date announced by the Election Committee each year.

Candidates who do not submit their Declaration of Candidacy by the date announced will be considered to be "Write-In" Candidates once proof of age is provided to the Management Office. Write-In Candidates may participate in Candidates' interviews.

Any Community "Write-In" Candidate (individuals who were unaware they were being nominated) who successfully obtain sufficient votes to win the election must provide proof of age prior to validation of winning the seat.

(Continue with renumber items).