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# The Ocotillo Community Association

C/o Premier Community Management, Inc.  
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## OPEN SESSION MINUTES

January 25, 2011

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The Meeting was convened in the Conference Room at the First Federal Credit Union and called to order at 4:45 PM by President - Mike Palermo, Other Board attendees included: Vice President – Wally Brown, Treasurer – Julie Dameron, Secretary - Donna DeVoe and Director – Susana Lewis.

Quorum was duly noted and recorded. Also in attendance from Premier Community Management, Inc. (PCM) was General Manager - Pat Wontor, Assistant Manager – Dana Stevens and Compliance Manager – Joycelyn Lopez, and from AAA Landscape – Rod Lopez, Patrick McWilliams and Shannon Scott.

**I. Pledge of Allegiance:**

**II. Approval of Minutes:**

Donna motioned to approve the November 9, 2010 Open Session minutes as presented, motion seconded, the motion carried unanimously.

**III. AAA Landscape Presentation:**

Patrick McWilliams with AAA Landscape gave a presentation on olive tree spraying. The Board discussed the pros and cons of spraying and opted not to spray due to chemical use concerns.

Shannon Scott with AAA Landscape presented the ALCA landscape maintenance standards for vegetation, which utilize hand pruning and create a more natural look. No change to the landscape maintenance standards will be made at this time.

**IV. Treasurer's Report:**

Julie presented the financial summary report for December 2010.

As of December 31, 2010 the operating account balance was \$451,165.97, total reserves were \$951,300.25 and other assets of \$56,835.92, for total liabilities & equity of \$1,459,302.14. Variances from budget were noted.

Month to date (MTD) income is 2.3% under budget, and year to date (YTD) income is 2.1% over budget (\$47,414.56). Month to date (MTD) expenses are 43.6% over budget, and YTD 4.5% under budget (\$104,336.59).

Reserves are currently 98.4% funded for the Master Association per the 2008 Reserve Study. After discussion and given the equal interest rates, the Board agreed to leave the operating account monies in place.

**V. Annual Meeting Timeline:**

Pat reviewed the 2011 Annual Meeting Schedule. The Annual Meeting will be held on Tuesday, May 10, 2011. Susana and Donna's positions will be up for election this year.

**VI. Estates Entrance Update:**

The Estates Entrance Committee is moving forward. The Committee will be meeting with staff next week to outline their landscaping upgrade requests.

**VII. Update on Dobson and Chaparral Electrical:**

After Carlton's proposal was approved by the Board last fall and SRP was contacted, the price quoted to install power escalated \$7100 plus the cost of boring under the roadway. Those additions brought the cost of the project up to \$19,857.08. The Board agreed to table the project due to the increased cost.

**VIII. Proposal for Additional Benches and Waste Containers:**

Julie motioned to approve the purchase of five (5) additional benches and eight (8) waste containers to be placed throughout the community in the amount of \$3,950.26, per Quote #00105184 from Phoenix Precast Products. Motion seconded, the motion carries unanimously.

**IX. Manager's Report:**

Pat reviewed the January management report.

After significant time and discussions, RSI was unable to complete the 2009 Reserve Study Update. They have sent us their latest draft as well as a \$990 refund check for the payment we made in 2009. A Request for Proposal will be prepared to solicit bids for an update to be completed in 2011.

Brandon has identified four (4) valve locations that are in need of replacement in 2011. The total cost from Stewart Pipe to remove and replace the valves is \$10,365.85. This is a scheduled reserve expense and is included in the approved budget for 2011.

Board was given a draft records retention schedule for review, and will be included on the February agenda for further discussion.

The management contract with Premier Community Management is scheduled for renewal on March 1<sup>st</sup>. The contract will be sent to the Board for review and will be included on the February agenda.

Reminder that the overseeding appeal hearings are scheduled for Monday, January 31<sup>st</sup> at 4:00 pm. Reminder also that the fruit donation Fridays will be scheduled for February and March, the annual garage sale is set for March 5<sup>th</sup>, and the Spring Fling and Movie in the Park will be held on May 6<sup>th</sup>.

**X. Violation Report:**

Joycelyn reviewed the violation report for the months of October, November and December. Overseeding violations went up due to the season. December was down in total violations due to the holidays.

**XI. Adjournment**

Donna motioned to adjourn the meeting at 6:05 PM, motion seconded, the motion carried unanimously.

Respectfully Submitted,  
Dana Stevens