



The Ocotillo Community Association

C/o Premier Community Management, Inc.
PO Box 12510, Chandler, Arizona 85248
Office: (480) 704-2900 ? Fax: (480) 704-2905

OPEN SESSION MINUTES **February 22, 2011**

The Meeting was convened in the Conference Room at the First Federal Credit Union and called to order at 5:10 PM by President - Mike Palermo, Other Board attendees included: Vice President – Wally Brown, Treasurer – Julie Dameron via conference call, 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.

I. Pledge of Allegiance:

II. Approval of Minutes:

Donna motioned to approve the January 25, 2011 Open Session minutes as presented, motion seconded, the motion carried unanimously.

III. Treasurer's Report:

Julie presented the financial summary report for January 2011.

As of January 31, 2011 the operating account balance was \$295,998.21, total reserves were \$979,461.40 and other assets of \$55,226.84, for total liabilities & equity of \$1,555,876.59. Variances from budget were noted.

Month to date (MTD) income is 4.6% over budget, and year to date (YTD) income is 4.6% over budget (\$8,798.90). Month to date (MTD) expenses are 19.6% under budget, and (YTD) expenses are 19.6% under budget (\$37,896.63).

Reserves are currently 101.3% funded for the Master Association per the 2008 Reserve Study. Chase Time Deposit matured January 28, 2011 in the amount of \$59,944.71. It was reinvested for 13 months at a rate of .60%.

IV. Design Review – Home Addition Guidelines:

The Ocotillo Design Review Board has developed a set of Home Addition Guidelines to distribute to homeowners who plan to build an addition and will guide homeowners through the submittal process. Guidelines will be finalized and printed on OCA letterhead.

V. Update Non-Residential Design Guidelines:

Board discussed language in the guidelines regarding cellular phone tower installations. After discussion, Donna motioned to indicate the intent of the Board is to prohibit cellular phone tower installations inside the boundaries of The Ocotillo Community Association, subject to review by legal counsel, motion seconded, the motion carried unanimously.

VI. Update Overseeding Fine Policy:

The Board previously discussed the possibility of increasing the overseeding fine amount for non-residential properties. Discussion amongst Board members centered around determining an appropriate method of setting the fine amount. Donna motioned to revise the language in Chapter Two, Paragraph 4 of The Ocotillo Community Association Design Guidelines and Community Rules to read "A \$500.00 fine will be assessed per Membership for non-compliance of this requirement," motion second, motion passed on a 4 to 1 vote, with Susana voting in opposition.

VII. Meeting Code of Conduct Policy:

Pat presented a sample Code of Conduct Policy for the Board to review and discuss. Board requested the Meeting Code of Conduct be prepared to review and adopt at the March meeting.

VIII. Document Retention Schedule Policy:

The record retention policy provided by Carpenter Hazlewood was reviewed and discussed. Donna motioned to approve a dated copy of Carpenter Hazlewood's recommended Record Retention Obligation for use by Premier Community Management in managing the Association records, motion seconded, motion carried unanimously.

IX. Premier Community Management Contract Renewal:

Premier Community Management presented their contract for renewal of facilities and management services for another two (2) year period. The contract price is staying at the 2010 rate for both of the renewal years, with no change in the services being provided. Julie motioned to renew the facilities and management contract for an additional two (2) years with Premier Community Management from March 2011 to March 2013, motion seconded, motion carried unanimously.

X. Bathroom Remodel Proposals:

The Board reviewed the preliminary proposals for remodeling the bathrooms at Lakeside Park. Final proposals will be presented at the March meeting.

XI. Manager's Report:

Pat reviewed the February management report.

A major repair project is just finishing around Vault 10, located in Sandpiper Shores. It initiated with water leaking into the vault, and resulted in a large area being excavated before the leak was found and repaired in the irrigation line.

The deadline for Board nominations will be March 23rd, which is the day after the March Board meeting. To date, no applications have been received.

Pat Church is working on the fish stocking numbers for this spring. Pat recommends the goldfish be stocked early to prevent midge fly growth in the Phase II lake.

The annual garage sale is March 5th. Signs and stakes for the garage sale are available to pick up at Premier Community Management. Fruit donation Fridays have been scheduled for the 25th of February and the 4th and 11th of March. The fruit will be delivered to a local charity.

XII. Violation Report:

Joycelyn reviewed the violation report for the month of January. Satellite dishes continue to be a large number of the violations.

XIII. Adjournment

Donna motioned to adjourn the meeting at 6:55 PM, motion seconded, the motion carried unanimously.

Respectfully Submitted,
Dana Stevens