

NOTICE

VENTURA COUNTRY CLUB COMMUNITY HOMEOWNERS' ASSOCIATION, INC.

Board of Directors Meeting

Thursday, April 25, 2024

7:00 PM

Community Clubhouse – Maple Room
3201 Woodgate Blvd. Orlando, Florida 32822

Agenda:

1. Call to Order
2. Pledge of Allegiance/ Devotion
3. Roll Call / Establishment of Quorum
4. Proof of Notice of Meeting
5. Approval of Minutes from the previous Board of Directors meeting March 28, 2024
6. General Manager report – Gabby Ramos
7. CCC Report (fines and use suspensions) – Gabby Ramos
8. Treasurer report – Elaine Humphrey
9. Standing Committee reports
 - ARC Committee – Paul Morency
 - Election Committee
 - o Approve electronic voting
 - Safety Committee – Lou Columna
 - o Approve revised policies and procedures
 - o Approve revised post orders – additional verbiage
 - Vehicle Patrol officers must wear body cameras whenever responding to any incident involving residents, guests, staff, or gate officers.
 - Social Committee – HaleyRae Cannell
 - Golf & Greens Committee – Paul Russell Jr.
 - o Approve revised policies and procedures
 - Building & Grounds Committee – HaleyRae Cannell
 - o Approve revised policies and procedures
 - Finance Committee – Elaine Humphrey
 - o Approve revised policies and procedures
 - o Grasshopper to remove hedges from boulevard @ \$1,125 from the Reserve Account
 - o Grasshopper to enhance admin entrance @ \$1,309.64 from the Reserve Account
 - o Grasshopper to remove six dead palm trees @ \$1,985 from the Reserve Account
 - o Advantage Courts to rebuild tennis court @ \$69,894 from the Reserve Account
 - o CMIT to install 3 additional cameras @ \$3,615.79 from the Reserve Account

- Replace LED lights in the pool and rerun conduit @ \$29,756.25 from the Reserve Account
- Ratify Advance Door Technology to install new exit devices for the clubhouse doors @ \$4,815.00 from Operating Expenditure

10. Other Business

- Approve 3334 Santa Monica Drive for a Homesharing permit

11. Homeowner request to speak

- 3667 Idle Hour Drive – Parking on Idle Hour

12. Director Remarks

13. Adjournment

Board of Directors Meeting March 28, 2024
Ventura Country Club Community Homeowners' Association, Inc.
Unapproved Minutes

Directors Present:

Dan Lees
Paul Morency
Elaine Humphrey
Paul Russell Jr.
Karen Butera
HaleyRae Cannell
Lou Columna
Mike Westerveld
Cecil Shaffer

Also Present:

Gabby Ramos – General Manager

Meeting called to order at 7:00 PM by Dan Lees, President. All Directors being present, in person or via phone, quorum was established to proceed.

Written notice of the meeting was posted on the property on March 26, 2024, at least 48 hours in advance of the meeting in accordance with Chapter 720 Florida Statutes.

Motion by Paul Morency to approve minutes of the previous Board meeting held on February 29, 2024; second by Elaine Humphrey, motion passed unanimously.

General Manager's report given by Gabby Ramos; review of common property maintenance and improvement. Projects completed since the last meeting and are currently in progress.

CCC report was given by Gabby Ramos.

Motion by Karen Butera to impose penalties for (1) Ventura Resident in violation for improper access to the community; recommendation of suspension of amenities including barcode for 30-days and fine of \$100; second by Elaine Humphrey; motion passed unanimously.

Motion by Karen Butera to impose penalties for (2) Ventura Resident in violation for improper access to the community; recommendation of suspension of amenities including barcode for 30-days and fine of \$100; second by Cecil Shaffer. Motion failed 2 to 7, in favor were Cecil Shaffer and Karen Butera. Motion amended by Paul Morency to impose penalties suspension of amenities including barcode for 30-days, second by Paul Russell Jr, motion passed unanimously.

Treasurer's report given by Elaine Humphrey. Recap of February financial results and capital reserve expenditures.

Motion by Paul Morency to approve 5.1-5.5a, 5.6-5.9 and referred 5.4b to the board second by Mike Westerveld; Motion passed unanimously.

Motion by Paul Morency to approve 5.9 (6145 Brynwood Street) for room addition, second by HaleyRae Cannell; motion passed unanimously.

Safety Committee report was given by HaleyRae Cannell.

Social Committee report was given by HaleyRae Cannell

Golf and Greens Committee report was given by Paul Russell Jr.

Building and Grounds Committee report was given by Paul Morency.

Motion by Elaine Humphrey to approve the General Manager to get a core sampling and engineer to look at the tennis court, second by Karen Butera, motion passed unanimously.

Finance Committee report given by Elaine Humphrey.

Motion by Elaine Humphrey to approve Fountain Doctor to replace the fountain in Lake near 18 Green, not to exceed \$21,416 from Capital Reserves, second by Paul Morency, passed unanimously.

Motion by Elaine Humphrey to approve ASAP LED to replace the marquee at \$14,766 from Capital Reserves, seconded by HaleyRae Cannell; motion passed unanimously.

Motion by Elaine Humphrey to hire Florida Seamless to install gutters around the Pro Shop ramp and replace gutters on the east side of the clubhouse building at \$4,248 from Capital Reserves, second by Karen Butera; motion passed unanimously.

Motion by Elaine Humphrey to approve the remainder balance of golf course equipment at \$755,131.55 from Operating Expenditure; second by Paul Russell Jr.; motion passed unanimously.

Motion by Elaine Humphrey to move \$250,000 from Truist to T. Rowe Price reserve account, second by HaleyRae Cannell; motion passed unanimously.

Motion by Elaine Humphrey to suspend barcodes for all accounts past due more than 90 days, second by Paul Russell Jr.; motion passed unanimously.

Motion by Elaine Humphrey to purchase pizza oven (Baker Pride, 4-tier oven) at \$7,390 from Reserve Expenditure; motion passed unanimously.

Motion by Elaine Humphrey to purchase grill (Star-Ultra Max Countertop Charbroiled Gas 36" 8 burner control) at \$7,506 from Supplies on the Fly, second by Paul Morency; motion passed unanimously.

Discussion regarding a revised quote from Mondragon for the HOA irrigation was tabled.

Approval of the committee members and liaisons

Safety Committee – Lou Columna (Liaison), Diane Spano, Dick Therrien, HaleyRae Cannell, and Gale Strain
ARC Committee – Paul Morency (Liaison), Pat Bak, Carolyn Benham, Judy Lavigne, Susan Brown, Cheryl Powers, Sandy Markley, and Diane Spano.

Social Committee – HaleyRae Cannell (Liaison), Cathy Clemens, Brenda Burroughs, Suzi Moden, Cheryl Powers, Carrie Musca and Gloria Chin

Golf & Greens Committee – Paul Russell Jr. (Liaison), Adam Jakiela, Chuck Kuhn, Ed Hartman, Lynn Karsch, Bruce Rosbrook and Jeff Prigel.

Building & Grounds Committee – Cecil Shaffer (Liaison), HaleyRae Cannell, Jack Sullivan, Doug Pelich, and Dick Therrien

Finance Committee – Elaine Humphrey (Liaison), Jeff Caldwell, Jeff Prigel, Gale Strain. Mike Westerveld, and Paul Russell Sr.

Election Committee – HaleyRae Cannell (Liaison), Cheryl Powers, Carolyn Benham, Judy Tencza, Sandy Markley and Pat Bak

CCC Committee – Wayne Elsy, Susan Brown & Charlie Greco

Director Remarks

Cecil Shaffer commented on the project management sent out by the General Manager

Karen Butera commented on last year's adhoc committee and outstanding projects that may have interested the board. Also, would like to have a no handicap social.

HaleyRae Cannell mentioned sending the irrigation bid to Building and Grounds.

Homeowner request to speak – 2920 Cottage Groove: Wanted an update on the dog policy enforcement

Motion by Paul Morency to adjourn, second by Mike Westerveld. The meeting adjourned at 9:01 pm

Ventura Country Club Community Homeowners Association
Treasurer Report

MARCH

2024

MARCH

2023

	Operating	Reserves
Cash	\$ 657,970	\$ 274,491
T.Rowe Price account	\$ 1,553,467	
	\$ 657,970	\$ 1,827,958

	Operating	Reserves
Cash	\$ 632,973	\$ 259,517
T.Rowe Price account	\$ 652,124	
	\$ 632,973	\$ 911,641

Accts Receivable-Dues	\$ 39,380	
Accts Receivable- RV	\$ 2,510	
Reserve for Bad Debts	\$ (26,708)	
Spent from Reserves YTD	\$ 229,549	27,209
Fund Balances - YTD	\$ 1,824,284	

Accts Receivable-Dues	\$ 48,783	
Accts Receivable- Other	\$ 1,190	
Reserve for Bad Debts	\$ (37,901)	
Spent from Reserves YTD	\$ 169,894	106,425
Fund Balances - YTD	\$ 906,543	

	Month	Budget	Variance
NET INCOME (LOSS)			
HOA Admin+ Grounds	\$ 37,887	\$ 14,425	\$ 23,462
Pro Shop + Golf Course	\$ 15,787	\$ 9,350	\$ 6,437
Restaurant	\$ (1,016)	\$ 10,631	\$ (11,647)
Total Income (Loss)	\$ 52,658	\$ 34,406	\$ 18,252

	Month	Budget	Variance
NET INCOME (LOSS)			
HOA Admin+ Grounds	\$ 5,255	\$ 27,535	\$ (22,280)
Pro Shop + Golf Course	\$ 1,988	\$ 14,673	\$ (12,685)
Restaurant	\$ (7,906)	\$ 12,190	\$ (20,096)
Total Income (Loss)	\$ (663)	\$ 54,398	\$ (55,061)

	Year to Date	Budget	Variance
NET INCOME (LOSS)			
HOA Admin+ Grounds	\$ 138,109	\$ 46,783	\$ 91,326
Pro Shop - Golf Course	\$ 28,376	\$ 24,495	\$ 3,881
Restaurant	\$ (51,032)	\$ (3,452)	\$ (47,580)
Total Income (Loss)	\$ 115,453	\$ 67,826	\$ 47,627

	Year to Date	Budget	Variance
NET INCOME (LOSS)			
HOA Admin+ Grounds	\$ 67,790	\$ 87,795	\$ (20,005)
Pro Shop - Golf Course	\$ 25,368	\$ 30,452	\$ (5,084)
Restaurant	\$ (30,654)	\$ (14,634)	\$ (16,020)
Total Income (Loss)	\$ 62,504	\$ 103,613	\$ (41,109)

Spent from reserves YTD, Golf Course - \$4,819, Paving & Sidewalks - \$581, Cart Paths (\$39,313)
Clubhouse: Furn., Fixt., & Equip- \$23,425, Misc Bldg Comp - \$5,200
Misc: Fencing - \$3,674

Paving & Sidewalks: Sidewalks \$28,824

Monthly deposits into the reserve fund - \$ 101,908. Year to date interest earned - \$16,380

Year to date budget variance is positive, \$29,375 better than budget.

Ventura Country Club ARC Committee Meeting Minutes

Wednesday April 17, 2024

Ventura Clubhouse Maple Room

Present:

Carolyn Benham, Secretary

Susan Brown

Judy Lavigne

Sandy Markley

Paul Morency BD Lia.

Cheryl Powers

Diane Spano

Gabby Ramos, General Manager

Absent:

Pat Bak, Chairwoman

Meeting Called to Order by Sandy Markley, determined that there was a quorum.

Welcomed our new committee member Diane Spano and our new board liaison, Paul Morency.

Approved previous meeting minutes from March 20, 2024.

Review of ARC Requests: See attached Excel or PDF Spreadsheet.

Old Business: Revisited the new color schemes for the exterior home paint colors. Tabling this discussion. Need from SW a new color book for Ventura to include new colors schemes and existing colors that we are keeping.

New Business: Discussed roof repairs to match the entire roof of house including the tile and shingled roof homes. Conversation tabled.

Next ARC requests review meeting **Wednesday May 22, 2024, in the Maple Room at 1:30pm.**

Respectfully Submitted,

Carolyn Benham

**VENTURA COUNTRY CLUB COMMUNITY HOMEOWNERS ASSOCIATION, INC
ARCHITECTURAL REVIEW COMMITTEE**

Date: WEDNESDAY APRIL 17, 2024

Agenda Number	Address	Description of Work	Approved / Approved with Proper Permits / Not Approved	Comments
Community:	No Request			
Autumn Green				
Shadybranch				
5.1)	2625 Shadybranch Drive	Repaint Home. Body: SW6190	Approved	
5.1a)		Replace wooden fence with white vinyl	Approved	
5.2)	2533 Shadybranch Drive	Install roof-mounted solar panels	Approved	
Ventura Club				
5.3)	3431 Idlegrove Court	Replace roof. Color: Black Walnut*	Approved	
5.4)	3604 Ventura Club Circle	Install white vinyl fence per survey	Approved	
5.5)	3565 Cherryhill Drive	Replace roof. Color: Weatheredwood*	Approved	
5.5a)		Install gutters. Color: White	Approved	
5.6)	3527 Idle Hour Drive	Replace roof. Color: Georgetown Gray*	Approved	
5.7)	3596 Idle Hour Drive	Repaint home the same color. Color: Conservative Gray	Approved	
5.8)	3540 Idle Hour Drive	Replace roof. Color: Gray*	Approved	
5.9)	3659 Cherryhill Drive	Enclose screen enclosure*	Approved	
5.10)	3597 Idle Hour Drive	Repaint home. Color: Body SW7064. Trim SW7042	Denied	Please chose from approved colors.
Ventura Reserve				
5.11)	3440 Clear Stream Drive	Install Windows, no grids.	Approved	
5.12)	3309 Santa Monica Drive	Replace roof. Color: Moire Black	Approved	
5.12a)		Removal and replacement of skylight.	Approved	
5.13)	3406 Santa Monica Drive	Replace roof. Color: Charcoal Black	Approved	
Ventura Place				

Ventura Country Club Election Committee
April 10, 2024
Administration Conference Room

Present: Pat Bak, Chair, Judy Tencza, Cheryl Powers, Carolyn Benham
HaleyRae Cannell, board liaison
Guest - Elaine Humphrey, board member
Gabby Ramos

Discussion on recommending electronic voting. The costs through Shyft, which is a company our attorney recommends, is \$600 for an annual election. (\$350 for the election, \$250 for set up and support). They also have a program that costs \$950 for unlimited annual electronic voting including surveys (\$700 cost, and \$250 for set up and support).

For 2023/24 election \$2,034.84 (standard presort mail) was spent on mailing the information for the election and annual meeting. We would still have to mail out the information for the annual meeting. The packet would include all information except the ballot. All packets include proxies needed for the Annual Meeting.

It was discussed that getting to electronic voting would be a work in progress. Every year more homeowners may elect to take advantage of electronic voting. Currently, the info packet is not mailed out First Class. Homeowners complain that they do not receive their packets in a timely manner to send back. The packets are mailed in December. They are needed back by the last Monday in February. If a homeowner lives out of the country, they don't receive in time to return. Many homeowners have not reported their new address if they have moved and therefore do not receive their packet

Motion made by Pat/seconded by Carolyn to approve Electronic Voting through Shyft which is a company that works through our attorney, Becker. Unanimous.

Meeting adjourned 12:15

**Respectfully submitted,
Pat Bak**

VENTURA COUNTRY CLUB HOA

SAFETY COMMITTEE MINUTES

APRIL 9, 2024

ATTENDANCE:

Lou Columna

GM - Gabby

Dick Therrien

Ramco - Maxwell

Diane Spano

Gale Strain

Haley Rae Cannell

1. **Call to Order**-1:32 P.M. First meeting of new year!

2. **Roll Call**- Quorum. Board Liaison-Lou Columna. No new members.

3. **Approval of Minutes** from March 12, 2024. Haley Rae made the motion, seconded by Lou. All approved.

4. **Selection of Chairperson and Secretary** - Diane nominated Gale as Chairperson, seconded by Dick, all approved. Lou to nominated Diane as Secretary, seconded by Haley, all approved.

5. **Review of Policies & Procedures** Chairperson suggested to table for next meeting. Presently there are 5 members, need at least 7, therefore will wait until next meeting for more members. Plus, the revised P & P will hopefully be approved by the Board by then.

6. Old Business

a. Projects Completed

- Clubhouse front door locking-still issue with one door, unable to lock.
- Sidewalk project-Completed

b. Status updates from Gabby

- Gate at the end of Country Woods-Arriving this week-4/8/2024
- Cameras for library and parking lot-received bid from IT vendor
- Installation of Rapier Dairy Gate Arm - City wants RAMCO/Adam to do survey.
Gabby will call city to find out exactly what they need
- OPD Report- One specifically for Ventura not available, we were included in a combined area. Gabby will ask for break down next time.
- Inside Pool Lights-received quote for \$29,000.00, to replace lights, will need to remove pavers but does not include electrical panel in pump room.
- Gabby is getting quotes for automatic handicap door openers for admin building and 19th hole door by ramp

c. **Speed Limit sign on Lake View Pointe**- Westridge has denied Ventura the ability to put a speed limit sign on Lake Pointe Dr. claiming it is their property. Gale will contact Westridge Board to discuss permission. Need sign so OPD can issue speeding tickets on Lake Pointe. Will also research easement to determine if Ventura owns a portion of the side of the road and would be able to place sign.

d. **Post Orders** still need to be Approved by Board- Plan to be on April's meeting. Main change is that body cameras to be worn by RAMCO staff when interacting with people.

7. RAMCO Report- Concerns & suggestions:

Speed Limit Signs -Autumn Green has only one; no sidewalks. Suggestion to possibly change speed limits, or speed bumps within subdivisions. Ventura Reserve and Dover Cove have no Speed Limit Signs. Discussion on possibly lowering speed limits within subdivisions from 25 mph to 15 mph. Woodgate is 25 – need lower on side streets especially those with no sidewalks. Concern about Exit Gate at Dockside as vehicles turn into one way traffic at gate entrance. Need a One Way Sign to direct traffic. As of now, the issue with teens in the clubhouse has stopped.

8. New Business

a. Perimeter Fence at Pershing Gate-section of fence missing due to it being cut, needs to be replaced. Gabby has already gotten a quote to fix the fence. Suggestion made by Gale to plant bougainvillea as an extra layer of security to prevent people from accessing the property through the fence. Gabby's opinion was not to do it. Will be revisited later.

b. Driving Range Golf Ball Hazard - People living and walking in Oasis II are having golf balls flying over landing in parking lot. Previously have hit windows and cars. Solution by Chair to move a small section of the range over to the left. Gabby will discuss it with Josh.

c. Ventura Dog Rules- Review of policies in Ventura docs and City Ordinances . It was established that all breeds are welcome. Policy states you can have up to 3 animals, and only 2 can be the same species. However, since it has been so long since it was enforced, any new action would need to grandfather in all dogs already on property and only affect new residents.

d. Bike rack in Bushes by Pershing gate – suggestion to move it in an area that would benefit students

9. Concerns of Guests - No Guests.

**NEXT MEETING TUESDAY, MAY 14, 2024
MAPLE ROOM, 1:30 P.M.**

ADJOURNMENT: A motion was made by Lou at 2:52 P.M. to adjourn and seconded by Haley Rae, all approved.

POLICIES & PROCEDURES FOR THE SAFETY COMMITTEE

Revised January 2024

1.0 Purpose

The Safety Committee is charged with the following responsibilities:

- 1.1 The Safety Committee serves in an advisory capacity to the Board of Directors.
- 1.2 Advises the Board of Directors in matters relating to access control to Ventura for and on behalf of its residents.
- 1.3 Informs the VHOA of the Committee's activities and/or advisories that would require Board approval.
- 1.4 In concert with the Administration Office, monitor policies covering the use of all gates by the residents, visitors or vendors.
- 1.5 In concert with the Administration Office, monitor policies covering the use of pool passes.
- 1.6 In concert with the Administration Office, establish a disaster and emergency preparedness procedure, reviewed annually.
- 1.7 In concert with the Administration Office, establish a protocol for entry passes. Review and implement annually through the Administration Office.
- 1.8 Review and update Post Orders annually or as may be deemed necessary by Management, the Safety Committee or the Board of Directors.
- 1.9 Review and Assess Safety Issues of Common Areas and make recommendations to the Board.

2.0 Committee Organization

- 2.1 The Safety Committee shall consist of a minimum of seven (7) and maximum of nine (9) voting members, all of whom shall be unit owners in Ventura.
- 2.2 Each year, the members of the Committee shall elect a Chairperson and a Secretary.
- 2.3 Each year the Board of Directors shall appoint a member of the Board to serve as liaison between the Committee and the Board. The Board Liaison shall be a non-voting member of the Committee.

3.0 Meeting Procedures

- 3.1 The Committee will meet at 1:30 p.m. on the second Tuesday of each month, unless otherwise decided by the majority of members.
- 3.2 The meetings will follow an agenda prepared by the Chairperson. Items to be placed on the agenda will be forwarded four (4) days in advance by the members.
- 3.3 Copies of Minutes and Agendas will be forwarded to ~~the Access Control Manager and~~ the General Manager who will distribute them to the Board of Directors.
- 3.4 The Chairperson will conduct the meetings as per Roberts' Rules of Order. The Chairperson will call the meeting to order. The Secretary will take on a role to establish a quorum. The Minutes from the previous meeting will be read and approved.
- 3.5 If it is necessary to take a vote, the vote will be recorded in the Minutes.
- 3.6 Occasionally provide pertinent advisories to the Ventura Venture.
- 3.7 Members who miss (3) three consecutive monthly meetings may be dismissed from the Committee.
- 3.8 VHOA Members are welcome to attend. ~~However, they may not participate unless the safety concern they have is put in writing in advance to allow the Safety Committee members to review and discuss their safety concern.~~ Non-committee members may speak at the discretion of the Committee Chair.
- 3.9 A volunteer sign-up sheet must be submitted **each year** by those wishing to be on the committee. If a volunteer is put on the waiting list, their name will only be on the list until the following year when new sign-ups must be submitted.

VCC Social Committee Meeting: April 9 2024

Called to order: 10:30am

In attendance: Brenda Burroughs, HaleyRae Cannell, Gloria Chin, Cathy Clemens, Suzi Moden, Carrie Musca, Cheryl Powers

Welcome New Member: Carrie Musca

Financial Report: Report given by Gloria: Balance \$3,239.27

Policy and Procedure Review: Everyone to review and be ready to discuss at next meeting.

Pool Party: Saturday June 8, 2024

- Flyer needs to be ready by April 15th to get into the Venture in time
 - o Suzi working on flyer
- Cost: \$4 for advance tickets (cash, credit, check). \$5 at the door (cash only).
June 4th deadline to purchase advance tickets
- Cheryl to reach out to sponsors from last year and others that advertise in the Venture
- Food and prizes (games if possible)
- Brenda to provide sound system

Dates for Future Events for 2024 (Dates to be finalized with Iris)

- **Halloween Trunk or Treat:** Sun Oct 27th
- **Veteran's Day:** Mon Nov 11th
 - o Suzi and Brenda looking into the entertainment
- **Fall Flea Market:** Sat in Nov or early Dec
- **Golf Cart Parade:** Sat Dec 14th if possible

Other business:

- Officers Selected:
 - o Cheryl Powers – Chair
 - o Cathy Clemens – Vice Chair
 - o Brenda Burroughs – Secretary
 - o Gloria Chin - Treasurer
- Promote events with minimal signage in the community and on the Kiosk
- Brenda recommended Cherylann Cimato as a new committee member.
- Cheryl to speak with Susan about committee decorations

Next Meeting Date: Monday May 6th 10:30am

Respectfully submitted,
Brenda Burroughs



Golf and Greens Advisory Committee

Meeting Minutes April 10, 2024 at 1:30 PM, Maple Room

Present: Tom Holmes, Lynn Karcsh, Paul Russell Jr.-**Board Liaison**, Josh Bennett, Jeff Prigel, Chuck Kuhn, Ed Hartman, Bruce Rosbrook

Absent: Jeff Caldwell, Steve Holley and Adam Jakiela

Guests: Haley Rae Cannell

The meeting was called to order by Tom Holmes at 1:30 and a quorum was established. Motion to approve the minutes from the March 13, 2024 meeting was made by Tom Holmes and 2nd by Ed Hartman and the motion carried.

1. Golf Course Reports

1. Josh Bennett

- i. Financials were out and for March 2024, the golf pro shop merchandise profits were **\$5,204** better than budget and is **\$5,649** better than budget for 2024. Golf course revenue was **\$14,357** behind budget for the month and we are **\$51,771** behind budget YTD. The golf course controlled total expenses and were able to better the budget for the month by **\$6,437** for the month and **\$3,917** ahead of budget YTD.
- ii. **Signage behind 9th Green:** Josh will paint a sign on the cart path behind #9 green to show golfers where to park.
- iii. **Gate Barrier Hole #15 – Black tee area – Need Update:** The gate has arrived and will be installed in the next (3) weeks.
- iv. **GHIN Status:** Waiting for GHIN to update greenside view in their app.
- v. **Live Oak Tree Hole # 2:** Arborist has been contacted but has not been out. Chuck Kuhn had a suggestion for a different arborist that Josh will follow up with.
- vi. **#13 Fairway:** has been aerated and the plan is to spread top soil over the worst areas to increase the organics. No timeframe on the top soil



2. Steve Holley

- i. **No Report**

3. New Business

- i. **Driving Range Buckets:** were discussed and Josh said these would be a mess due to spillage getting to the driving range. Bucket theft is also a concern. Item closed!

A motion was made by Tom Holmes and 2nd by Chuck Kuhn. and the meeting was adjourned at 2:01 pm.

The next meeting is scheduled for Wednesday May 08, 2024 at 1:30pm in the Maple Room

Regards,
Tom Holmes (by Jeff Caldwell)

**POLICIES AND PROCEDURES
FOR THE
VENTURA BUILDINGS & GROUNDS COMMITTEE**

1.0 PURPOSE

The purpose of the Ventura Buildings and Grounds Committee is to provide, on behalf of the VHOA Board of Directors, planning, oversight, and evaluation for the maintenance, repair, and renovation of the buildings, facilities, amenities, and common grounds for which the Board of Directors of the VHOA are responsible. This to include, but not be limited to:

- 1.1 The development and maintenance of a description and inventory of the buildings, facilities, amenities, and common grounds via drawings, building plans (including as-builts), or other suitable means of identification.
- 1.2 The development and maintenance of a description and inventory of the utilities in Ventura for which the VHOA Board is responsible. This is to be done via drawings or other suitable means of identification.
- 1.3 In concert with the Ventura General Manager, prepare a prioritized listing of repair, renovation, and construction projects on Ventura properties for consideration by the VHOA Board for funding and initiation. Updates for completed and upcoming projects to be published in the Ventura Venture after VHOA Board approves.
- 1.4 In concert with the General Manager, develop preliminary guidelines or concepts for repair, renovation, or construction projects prior to approval by the VHOA Board.
- 1.5 In concert with General Manager, review plans, work scopes, specifications, and cost estimates for Ventura projects prior to submission to the finance committee and the VHOA Board for approval and prior to bid solicitation and acquisition.
- 1.6 In concert with the General Manager, review contractor bids and schedules for work on repair, renovation, and construction projects and recommend a selected bid to the VHOA Board for approval.
- 1.7 In concert with the General Manager, develop and maintain chronology by category of the maintenance, repair, replacement and renovation of Ventura Buildings, facilities and grounds. Such chronology to include costs, warranty, and contractor information, and reference to as-built drawings or other descriptive materials that are on file.

2.0 ORGANIZATION OF THE COMMITTEE

2.1 Committee Members

The Buildings and Grounds Committee shall consist of a maximum of Minimum of seven (7) and a maximum of Nine (9) voting members, all of whom shall be unit owners in Ventura. The committee members shall serve at the pleasure of

the VHOA Board and are appointed by that Board each year after the election of Directors. Of those seven members, one should also serve on the Golf Activities/Greens Committee. Committee members normally serve on the Buildings and Grounds Committee for no more than six consecutive years. However, service for additional years may be authorized by the Board to permit the retention of committee members with education and experience backgrounds particular to the needs of the community.

2.2 Committee Officers

Each year, the committee members elect a chairperson, a vice chairperson, and a secretary to coordinate the committee's activities. Committee officers may normally serve in the same office position for a maximum of two consecutive years. However, that two-year period may be extended in cases of shortages of qualified personnel on the committee.

2.3 Board Liaison

Each year, the VHOA Board shall appoint a member of the Board to serve as liaison between the committee and the Board. The Board liaison shall be a voting member of the committee whose primary functions are advisory and communicative. The Board Liaison shall work with both organizations to assure mutual understanding and cooperation in achieving mutual goals and objectives.

2.4 Review of Policy

The committee will be responsible for reviewing the policies and procedures every year.

**Ventura Country Club
Finance Committee
Minutes – April 17, 2024**

Attendance:

Elaine Humphrey
Jeff Caldwell
Jeff Prigel
Paul Russell Sr.
Gale Strain
Mike Westerveld

Guest:

Lou Columna

Gabby Ramos - GM
Bill Shepler - Controller

1. Call to Order – 2:59 p.m.
2. Roll Call – Quorum Established
3. Approve Minutes from March 18, 2024
Motion made to approve minutes from March 18, 2024 by Russell Second – Caldwell. Motion passed. All approve.

4. Review of April 2024 Balance Sheet and Income Statement, Variance Report, Aged Receivables, COGS, Golf Rounds and Treasurer’s Report.
 - Credits on the books at Pro Shop to be used by golfers by June 1.
 - Contact Josh concerning codes used for advertising vs. goods on logo balls.
 - Greens fees – not hitting budgeted amount the past three months.
 - Cart Coupons are way above budget expectations
 - Bill will follow-up on payment of new Gators with Huntington Bank as we haven’t made a payment yet.
 - Discussion on overtime amount in F&B for March – OT due to kitchen personnel. Greg is looking into controlling it – possible part-time cook position. There has been a marked improvement in the inventory process of restaurant items at all levels. This had contributed to less waste and spoilage and more accurate purchasing of goods.
 - Discussion on Credit Card Fees and impact on budget. Review of last year’s discussion. As of now, we are absorbing impact but have raised prices to help offset some of the costs. One way to reduce the processing fees, the Committee will consider not accepting American Express (due to their higher fees). Bill will do a cost/benefit analysis to determine if it would result in a significant savings.
 - Bill is looking into a tap credit card processor for the Pro Shop to help expedite the check in process.

-Collections of Past Due HOA Dues – The amount owed has decreased 11% from last month as a number of accounts have paid due to calls from Gabby. Total still owed HOA \$39,380. Lien letters have been sent to some plus referral to attorney as warranted.

- Review of proper category/accounts for various project costs.

- Discussion on CCC fines/violations as to steps to take to receive payment. Gabby will verify with attorney if a unit can be foreclosed on for outstanding CCC fines.

- Review of old golf equipment sold. 3 Gators and a Trailer have been sold.

\$1,600 for each gator, \$300 for trailer. We still some items for sale and looking for buyers.

5. Write-offs – none at this time

6. Lien Foreclosures - CV905 owes \$1410. Gabby checking with condo association to insure proper process is taken. Tabled to May.

7. Proposed Capitol Reserves Expenditures

a. Grasshopper to remove all the shrubs from Woodgate median and dispose of debris at a cost of \$1,125. Motion made by Jeff C. to accept bid. Second – Mike. All approved. Motion passed.

b. Grasshopper to plant new foxtail ferns along administration office walkway, put in new mulch and dispose of any debris for a cost of \$1,390.64. Motion to accept bid made by Jeff C. Second – Jeff P. All approved. Motion passed.

c. Grasshopper to flush cut 3 palms on Country Woods and 3 on Woodgate at a cost of \$1,985. Motion made to accept bid by Paul. Second by Mike. All approved. Motion passed.

d. Advantage Courts to rebuild the north court including removal of fencing to be re-installed, removal of current asphalt and install new court, surface, lines, and nets at a cost of \$69,894. Motion to accept bid made by Jeff C. Second – Gale. All approved. Motion passed. Gabby to contact Advantage regarding warranty.

e. CMIT Solutions to install one camera in the library and two for the parking lot at a cost of \$3,615.79. Motion made by Gale to accept bid. Second by Mike. All approved. Motion passed.

f. Splash Pool Maintenance to replace pool lights and conduits which includes removing pavers and replacing them at a cost of \$29,756.25. Motion made by Mike to accept bid. Second Jeff C. All approved. Motion passed.

8. Proposed Operating Expenditures - none

9. Other Business

a. Motion made by Paul Sr., second by Jeff P. to ratify the Advance Door Technology and the installation of new exit devices for clubhouse doors at \$4,815 out of **operating budget**. All Approved. Motion passed.

b. Discussion and review of Reserve Study and process for budgeting items from year to year. Built in 5% increase for projects each year. Updates on various projects and the payment process – deposits and payments upon completion.

c. Discussion on Irrigation project and other options that may be entertained by the Board/B&G.

d. Update on T.Rowe account and protection provided by US Treasury.

e. Election of Chairperson and Secretary. Chairperson, Elaine. Secretary, Gale.

Next meeting to be Wednesday. May 22, 2024 at 3:00 p.m.

Motion to adjourn by Paul, second by Mike. Meeting adjourned at 5:09.

POLICIES AND PROCEDURES
FINANCE COMMITTEE
VENTURA COUNTRY CLUB HOMEOWNERS' ASSOCIATION INC
Revised 02.21.2024

The purpose of the Finance Committee, on behalf of the Board of Directors of The Ventura Country Club Homeowners' Association, Inc. is to provide financial oversight and to report on the financial statements as a whole.

ORGANIZATION OF THE COMMITTEE

The finance committee shall consist of a maximum of seven (7) voting members, all of whom shall be volunteers and be property owners in Ventura. The committee members shall serve at the pleasure of the VCCHOA Board and are appointed by the Board each year after the February elections.

The Committee members will elect the Chairperson and Secretary.

The Chairperson and Secretary will coordinate the activities of the Committee and will ensure that the monthly minutes are taken and provided to the Board of Directors.

The Chairperson will act as the liaison between the Board, Committees and Management of the Association. All questions, concerns and comments will be filtered through the Chairperson.

DUTIES

1. Review the financial statements and all related documentation to ascertain the financial condition of the Association. All requests for information that enables the Finance Committee to perform their duties will be submitted in writing to the General Manager or the designee, who will be required to provide the information requested in a timely manner.
2. Report and recommend to the VCCHOA Board of Directors on the committee's findings on the review of the monthly financial activity.
3. Monitor the acquisition of capital equipment and expenditures from the reserve fund in accordance with the policies and procedures of the Association. Study and analyze the financial effect of the acquisition and recommend to the Board the method of payment.
4. Review the annual budget for the coming year and to provide comments to the VCCHOA Board of Directors.
5. Review the annual audit report with the independent auditors and monitor the implementation of the recommendation of the auditor as it relates to internal controls and areas of financial risk.
6. Monitor the collection activity of all delinquent owner accounts and review and recommend to the Board those accounts that should proceed with foreclosure action.
6. To perform any other duties lawfully delegated by the Board of Directors regarding the finances and act as a conduit in providing information to the Board as it relates to the finances of the Association