

Dreamland Villa Retirement Community Board of Directors
Wednesday, August 29, 2018 Special Board Meeting Minutes
Revised 9/28/18

Welcome: Johna Sharp, President

Pledge of Allegiance.

Call to Order: 6:30 p.m., Johna Sharp, President

Roll Call: Earl Munday, Vice President

Present: Kathleen Wissinger, Larry Thoma, Johna Sharp, Earl Munday. Kathie Chismar arrived a few minutes late. A quorum was present.

New Business:

Resignation of Directors: Johna Sharp advised the resignation of Mary Newkirk as Director, Treasurer and Finance and Budget Committee Chair, and Lynn Campbell as Director was received on July 7, 2018. (Note that the office has been operating without a Treasurer as of July 9, 2018. Financial reports have continued to be generated and accounting standards have remained in place.)

Remove as Check Signers: Earl Munday moved to remove Mary Newkirk and Lynn Campbell as Check Signers. Larry Thoma seconded the motion and it was passed unanimously.

Fill Vacant Director Seat: Dan Hampton provided information on his experience and desire to join Dreamland Villa Board of Directors. Earl Munday moved to appoint Dan as an interim Director. Kathleen Wissinger seconded the motion and the motion was passed unanimously. Johna Sharp administered the oath of office.

Election of Officer: Earl Munday moved to elect Dan Hampton as Treasurer. Kathie Chismar seconded the motion and it was passed unanimously. Johna Sharp administered the oath of office.

Add Check Signer: Earl Munday moved to accept Dan Hampton as a check signer. Kathie Chismar seconded the motion and it was passed unanimously.

Arizona Corporation Commission: Johna Sharp advised the documents for the Arizona Corporation Commission will be updated to reflect the changes.

Resignation of John's Villa Ad Hoc Committee Chair: The resignation of Lynn Campbell as Chair of the John's Villa Ad Hoc committee was noted. Johna Sharp moved to appoint Rich Forsyth as the new Committee Chair. Earl Munday seconded the motion and the motion was approved unanimously.

Administrative Service Manager's Report: Jack Babb gave an update on the state of the community, covering the year to date budget, real estate transactions, compliance issues and complaints brought to the office. He stressed the need for a Compliance Chairperson. A copy of his report is in the office.

Office Staffing – Receptionist: Earl Munday moved to authorize the Personal Committee to proceed with hiring a permanent Receptionist. Larry Thoma seconded and the motion was passed unanimously.

Office Staffing – Bookkeeper: Kathie Chismar moved to approve the hiring of a temporary, part-time bookkeeper, not to exceed 10 hours a week. The motion was seconded by Earl and the motion passed unanimously.

Policies and Procedures: Earl made a motion to change the Documents, Office Release section of the Policies And Procedures Manual. This will add a nominal charge to process documents and allow extra time to process a request, due to the time required for the staff to process a request. Kathie Chismar seconded the motion and it was passed unanimously.

SRP Easement: SRP has requested an expansion on the existing easement to replace underground electrical facilities on the Nature Trail. The Easement has been reviewed by the Contracts Committee and approved for signature. Earl Munday moved to approve the signing of the SRP Easement Job T2067483 by the President. Kathleen Wissinger seconded the motion. It was passed unanimously. A copy of the easement to be on file in the office.

[Revised] Letter from Ward Jennings: A six-page letter was received from Ward Jennings covering a variety of subjects addressing the conduct of the board and specific directors. Johna Sharp summarized the letter and addressed the questions. Addressing Mr. Jennings concerns took extensive time and research. Also, the threat of personal liability may cause future director candidates to avoid volunteering. Larry Thoma made a motion to deny the request for copies of requested emails between Board members, as this violates privacy issues as well as setting a precedent for future requests. Earl seconded the motion and it was passed unanimously. Maryann Glauner agreed to write an article for the Citizen to find a volunteer Parliamentarian. Mr. Jennings' letter is attached to these minutes and a copy on file in the office.

John's Villa Ad Hoc Committee Report: Rich Forsyth presented a proposal with 3 options for the future use of the John's Villa space. There was much discussion about the proposal to bring in a new vendor to open a restaurant. Member Gary Barnard, a retired food Service Director, remarked that it could cost up to \$75,000 to bring the kitchen up to code to open a new restaurant. One prospective vendor viewed the space and thought it would be too costly. Earl Munday suggested an open house to allow members the opportunity to see the space. The committee recommends a proposal to relocate the library to John's Villa's space and restoring the current library to a home for rental income. The Posse would also be moved.. The 3rd proposal would require the Board to find a suitable business to rent the space. The report includes costs for cleaning and remodeling, as well as an inventory of surplus equipment. The Board advised that the inventory should be sold at a yard sale. Notice of the sale to be published in the October Citizen, with Dreamland Community members having the first opportunity to make purchases. The proposals were tabled for future discussion by the Board. The report is on file in the office.

Adjournment: 8:23 p.m.

Open Forum comments on file in the office.

Attachments:

[Administrative Services Manager Report](#)

[John's Villa Ad Hoc Committee Report](#)

[Policies and Procedures: Documents, Office Release](#)

[Ward Jennings Letter](#)