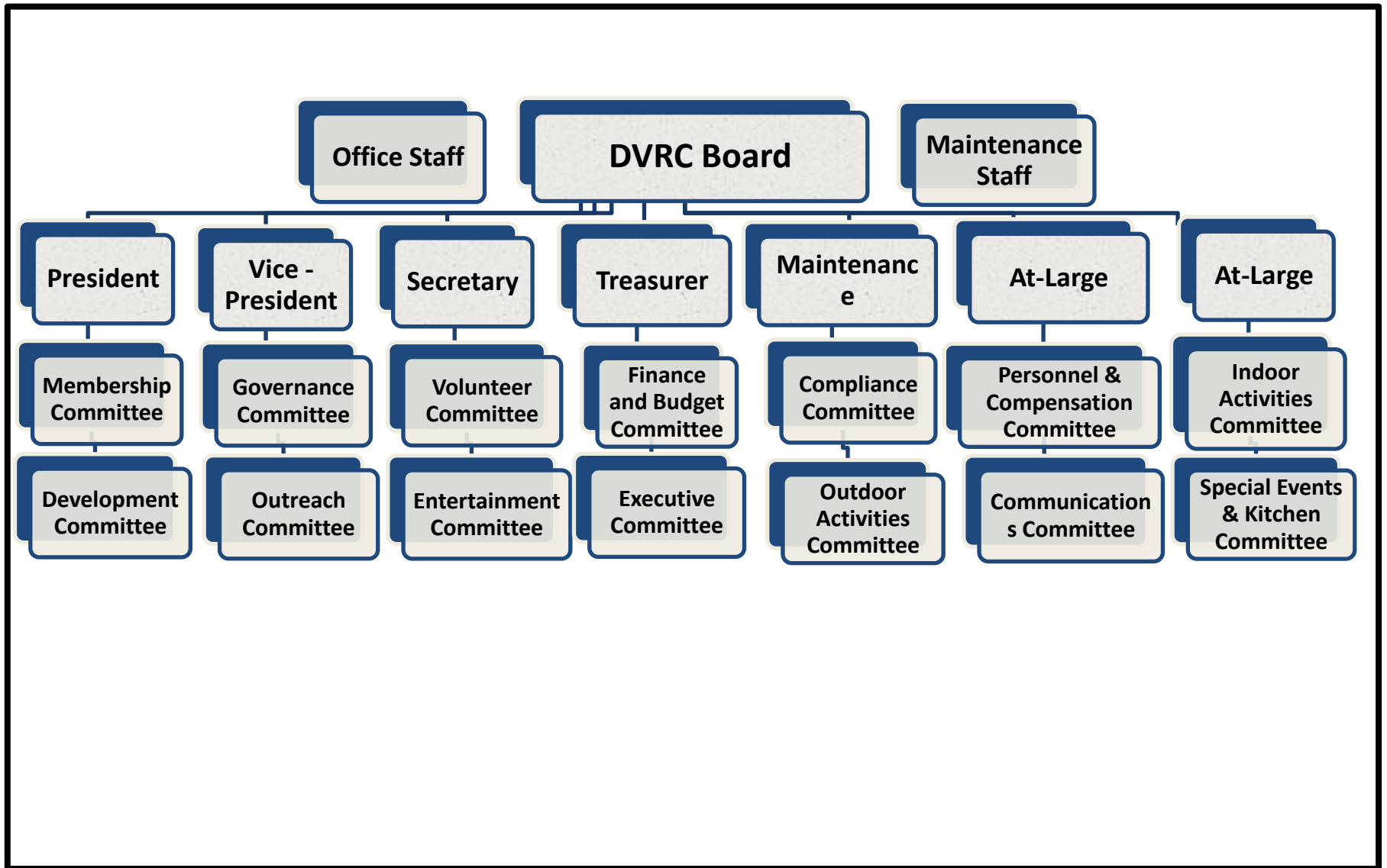


Appendices



Proposed Standing Committees
Descriptions and Board Oversight Responsibility

#	Committee Name	Responsible Board Member	Primary Committee Responsibilities & Duties
1	Membership Committee	President	Manage the Membership program; hold annual membership drives, manage kee cards, track member data in conjunction with the office, provide the new resident orientation, engage in welcome wagon activities, disseminate information to new residents, develop and implement a Membership Plan
2	Volunteer Committee	Secretary	Manage the Volunteer program; implement recruitment and retention programs, develop activities related to volunteer engagement, hold recognition events, coordinate volunteers, maintain and update volunteer list & food handler certificates; develop and implement a Volunteer Plan
3	Communications Committee	At-large	Oversee all aspects of Citizen newspaper and DVRC printed materials for distribution. Manage social media and website, i.e., monitor the development, operation, maintenance and upkeep of all social media and the website to ensure information is accurate and current; work with the webmaster to provide timely information
4	Outreach (Marketing) Committee	Vice-President	Manage the Marketing Plan; conduct all internal and external marketing programs, develops and implements marketing strategies and promotional campaigns to advertise and market the community, ensures the standardization of organizational materials (logo, designs, etc.) on print projects, oversees fundraising events and vendors, proofreads and finalizes print and electronic projects produced by committees and others within the DVRC organization; develop and implement a Marketing Plan
5	Finance and Budget Committee	Treasurer (Chair)	Oversee all budgetary and financial decisions, administer dues increases, track and report financial data, help prepare monthly and annual budgets and financial statements, monitor financial transactions, recommend budget modifications, coordinate the annual audit, review tax documents, develop policies and procedures to ensure effective and efficient accounting, ensure compliance with current methodologies and practices
6	Indoor Programs Committee	At-Large	Oversee and promote community interest in hobby, craft and indoor activities. Solicit suggestions from members for improvement and ideas regarding activities and programs
	Governance Committee	Vice-President	Administer DVRC Articles of Incorporation, bylaws, rules & regulations, policies & procedures, contracts, leases, insurance coverage, board recruitment and nominating committee; solicit input for changes to governance documents and prepare amendments as needed; maintain and update records and manuals, oversee compliance with state, federal and local government rules and regulations, ensure policies and procedures are kept current

7			and are routinely reviewed for accuracy, appropriateness and content; negotiate, review and prepare contracts and leases, monitor contracts and leases for compliance and renewal; negotiate and oversee insurance policies and coverage for the organization
8	Compliance & Neighborhood Watch Committee	Maintenance	Investigate and respond to complaints filed by residents, oversees Neighborhood Watch program. Involve appropriate governmental agencies as needed, work with all parties to resolve disputes and complaints; hold neighborhood watch meetings and implement necessary features of the neighborhood watch program, actively promote the intent and need for the compliance committee and the neighborhood watch program
9	Development Committee	President	Act as liaison between the Board and office to carry out necessary administrative duties pertaining to strategic plan development and implementation and related goals and objectives to achieve DVRC mission; develop short, medium and long-range plans for projects, programs and activities; review and update plans as needed to ensure plans meet current and future requirements and objectives of the community, ensure information is disseminated to appropriate parties and members, conduct surveys, data gathering and analysis, as required; provide administrative assistance to the Board
10	Entertainment Committee	Secretary	Provide entertainment at Farnsworth Hall and oversee hall rentals; plan, produce and oversee all performances and shows; works in conjunction with Special Programs & Kitchen Committee
11	Personnel & Compensation Committee	At-Large	Monitor employee-employer relations, coordinate hiring activities, prepare requests for salary/benefit changes, develop and implement a wage/salary scale, develop job descriptions and recommend changes; develop and implement a Succession Plan to continually assess personnel needs and turnover risk, develop and implement personnel policies and procedures, ensure annual performance reviews are conducted, participate in grievance & disciplinary hearings, confirm compensation best practices are being adhered to, continually assess employee benefits, individual needs and training opportunities; oversee internship program; ensure the Employee Manual is reviewed by employees and its content is kept current
12	Special Programs & Kitchen Committee	At-Large	Special programs may include such events as fundraising dinners, potlucks, craft shows, special celebrations, member parties, Veterans day, and other events that may or may not raise money; oversee kitchens at Farnsworth and Read Halls to ensure compliance with Maricopa County and state policies and regulations, as well as oversee purchasing and inventory of material goods and manage outside rentals of DVRC properties

13	Outdoor Programs Committee	Maintenance	Oversee memory brick garden, nature trail, common areas, outside activity areas; promote interest in outdoor activities; encourage new ideas related to sports and leisure activities and improvements to grounds and facilities
14	Executive Committee	Treasurer	The executive committee shall be comprised of approximately 3 to 4 Board members and the office manager to facilitate and expedite discussions between regularly scheduled board meetings, especially during the summer months when no meetings are held. The committee can meet as needed, or on a regular basis. The smaller size of this committee allows for quicker action and more timely discussion on topics of importance or immediate urgency such as finances, committee requests, emergency situations, planning needs, etc. Discussions by the executive committee would go to the full board for final discussion and decision-making

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DVRC Strategic Plan 2021 - 2026

DREAMLAND VILLA

LEGEND

- A - Read Hall, DVRC Business Office, Pools, and Indoor & Outdoor Activities
- B - Farmworth Hall, Band Shell, Outdoor Activities and Foods
- C - HELP Services
- D - DVRC Library
- E - Nature Walk

1 thru 13 DVRC Subdivisions

Dreamland Villa 2015 - 2019 Cash Flow Report - Page 1

The amounts included in this report for the Annual Fees and Total Gross Income for 2015 have been adjusted in order to accurately reflect the cash income from that year. The amounts reported on the financial statements for 2015 were due to incorrect internal procedures that were followed. Revenue for annual fees received in December, 2014 was incorrectly recorded as income in the year that it was received (2014) as opposed to the following year (2015) as per long standing DVRC policy. This produced distorted data for that year and has been corrected for the purposes of this report. A more full explanation of these events is available in the April 2015 Edition of The Citizen - page 4.

2018 income includes \$62,031 donated by the Reda Duehr estate.

2016 Income includes \$20,000 down payment from Crown Castle for purchase of lease for cell phone tower.

2019 Expenses includes \$11,000 in lost Entertainment/Rental/Facility Lease income that was later reimbursed by insurance in 2020 "Fire and Security" are one line item in the budget. The amounts have been broken down to separate categories for this report.

	2019	2018	2017	2016	2015
GROSS INCOME					
Annual Fees	\$304,329	\$342,911	\$316,764	\$333,636	\$364,809
Initial Membership Fee	\$37,676	\$40,000	\$53,200	\$25,720	\$12,400
Commissions & Fees	\$10,185	\$11,629	\$13,219	\$11,595	\$5,559
All Donation Income	\$10,093	\$75,256	\$22,041	\$22,598	\$14,544
Event/Rental/Lease/Fundraising Income	\$54,221	\$62,264	\$66,553	\$50,938	\$45,328
Sprint Tower Income	\$14,400	\$14,400	\$14,400	\$31,163	\$10,368
Other Income	\$5,782	\$9,307	\$17,592	\$17,669	\$7,333
Total Gross Income	\$436,646	\$555,767	\$503,769	\$493,319	\$460,341
OPERATING EXPENSES					
Legal Fees	\$5,763	\$3,422	\$6,186	\$4,641	\$20,351
General Insurance	\$27,181	\$27,180	\$27,040	\$26,673	\$27,561
Fire Protection & Systems	\$9,351	\$7,454	\$6,036	\$7,364	\$3,364
Employee/Contractors	\$168,078	\$147,122	\$153,360	\$133,962	\$131,195
Maintenance & Pools	\$44,012	\$48,331	\$43,707	\$63,414	\$56,172
Utilities	\$88,790	\$96,836	\$102,597	\$95,202	\$98,109
Event/Rental Expense	\$21,031	\$19,241	\$32,100	\$17,561	\$16,473
Income Tax	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$7,932
Other	\$51,408	\$40,246	\$48,043	\$68,498	\$34,857
Total Operating Expenses	\$415,614	\$389,832	\$419,069	\$417,315	\$396,014
TOTAL EXPENSES					
Cash Operating Expenses	\$415,614	\$389,832	\$419,069	\$417,315	\$388,082
Money Market CASH Expenses	\$27,480	\$50,994	\$57,541	\$81,272	\$50,054
Total CASH Expenses	\$443,094	\$440,826	\$476,610	\$498,587	\$438,136
Net CASH Income or (Loss)	(\$6,448)	\$114,941	\$27,159	(\$5,268)	\$22,205

Dreamland Villa 2015 - 2019 Cash Flow Report - Page 2

	2019	2018	2017	2016	2015
ALL DONATION INCOME					
Donation Income	\$2,511	\$64,151	\$5,228	\$9,736	\$14,544
55+ Fee Donation Income	\$7,582	\$11,105	\$16,813	\$12,862	
Total All Donation Income	\$10,093	\$75,256	\$22,041	\$22,598	\$14,544
EVENT/RENTAL INCOME					
Facility Lease Income	\$10,430	\$16,926	\$18,384	\$15,141	\$13,855
Rental Income	\$12,580	\$18,057	\$7,186	\$4,425	\$7,700
Subtotal Lease/Rental	\$23,010	\$34,983	\$25,570	\$19,566	\$21,555
Entertainment Income	\$23,866	\$20,060	\$25,743	\$24,325	\$16,496
Kitchen Income	\$2,594	\$3,212	\$4,812	\$3,345	\$4,623
Fundraiser Income	\$4,751	\$4,009	\$10,428	\$3,701	\$2,654
Total Event/Rental/Lease Income	\$54,221	\$62,264	\$66,553	\$50,938	\$45,328
LEGAL EXPENSES					
Legal Expense	\$5,763	\$3,422	\$1,953	\$2,297	\$20,351
Legal paid from 55+ Fund	\$0	\$0	\$4,233	\$2,344	\$0
Total Legal Expenses	\$5,763	\$3,422	\$6,186	\$4,641	\$20,351
EMPLOYEE/CONTRACTORS EXPENSE					
Workmans Comp Insurance	\$1,212	\$1,665	\$1,760	\$1,365	\$1,307
Salaries & Wages	\$143,675	\$122,121	\$129,610	\$112,631	\$114,297
Payroll Taxes	\$14,065	\$14,332	\$13,244	\$11,579	\$9,788
Payroll Processing	\$2,833	\$2,536	\$2,746	\$2,465	\$2,202
Employee Benefits	\$2,143	\$469			
Security (Indep. Contractor)	\$4,150	\$6,000	\$6,000	\$5,922	\$3,600
Total Employee/Contract	\$168,078	\$147,122	\$153,360	\$133,962	\$131,195
MAINTENANCE & POOLS -"Permits" as a budget line item ceased to be used in 2017. Pool permit costs are included in Pool Maint & Supplies from 2017 on.					
Pool Permits			\$1,260	\$1,260	
Pool Cleaning Service	\$15,400	\$16,700	\$17,654	\$20,671	\$0
Pool Maint & Supplies	\$12,640	\$12,957	\$5,396	\$13,910	\$31,258
Subtotal Pools (maintenance & cleaning)	\$28,040	\$29,657	\$23,051	\$35,841	\$32,518
General Maintenance	\$15,972	\$18,674	\$20,656	\$27,573	\$23,654
Total Maint. and Pools	\$44,012	\$48,331	\$43,707	\$63,414	\$56,172
UTILITIES EXPENSE					
Trash Collection	\$2,435	\$5,705	\$10,469	\$8,903	\$7,883
Telephone and Internet	\$5,889	\$5,303	\$5,053	\$4,034	\$3,830
Natural Gas	\$34,876	\$36,475	\$34,985	\$36,306	\$43,852
Electric	\$27,283	\$28,426	\$31,575	\$30,312	\$27,618
Water and Sewer	\$18,307	\$20,928	\$20,515	\$15,648	\$14,927
Total Utilities	\$88,790	\$96,836	\$102,597	\$95,202	\$98,109
EVENT/RENTAL EXPENSE -"Permits" as a budget line item ceased to be used in 2017. Pool permit costs are included in Rental Expense from 2017 on.					
Entertainment Expense	\$11,583	\$9,752	\$12,860	\$13,100	\$8,881
Rental Expense	\$4,246	\$4,669	\$8,688	\$100	
Kitchen Expense	\$2,590	\$3,212	\$2,597	\$3,345	\$4,623
Fundraiser Expense	\$2,612	\$1,608	\$7,955	\$701	\$2,654
Farnsworth Building Permit				\$315	\$315
Total Event/Rental Expense	\$21,031	\$19,241	\$32,100	\$17,561	\$16,473