

**BOARD OF DIRECTORS MEETING**  
**Monday, October 15, 2012 @ 1:00 PM**  
**Minutes**

**Attendees:** Bill Hansen, President  
Merlyn Carlson, Vice President  
Susan Lewis, Treasurer  
Mike Trent, Secretary

David Poling  
Mary McGrath  
Flora Capps  
Chuck Reott

Connie Scott, Executive Director

**Absent:** Dusty Bowenkamp

- |   |             |
|---|-------------|
| 1. Call to order, pledge to flag                          | Bill Hansen |
| 2. Establish a quorum                                     | Bill Hansen |
| 3. Welcome to PORA members, guests and press              | Bill Hansen |
| 4. Minutes of September 17, 2012 were approved as written | Bill Hansen |

**5. Executive Director's report** Connie Scott

PORA Membership July 1, 2012-	12,299
PORA Membership for September, 2012 -	<u>12,201</u>
PORA Membership in fiscal year - net loss	(98)
PORA Membership one year ago September, 2011 -	<u>12,290</u>
PORA Membership one year ago – net loss	(89)

- Betty Merwin has been hired for the part-time position in the CC&R department.
- Mike Trent and Connie Scott will train with Bob Bowenkamp to process future Bingo reports.
- The CC&R presentation to the Realtors was well attended.
- The transition for online banking from M&I to BMO Harris has been completed.
- The Community Fund will have an office at PORA on the first and third Wednesdays each month.
- The RCSCW Art Club removed most of the paintings from PORA's hallways due to a conflict with their club.
- President Hansen and Connie Scott met with Dan Poppe from AT&T, to discuss the future of the Sun City West phone books.
- The annual maintenance/cleaning of the PORA roof were completed this month.
- All of PORA's windows have been cleaned inside and out.
- Connie Scott will meet with Rebecca at EPCOR this month in regard to the hazardous waste event, hopefully to be held in the former Sundome parking lot.
- Newcomers Coffee is Thursday, October 18<sup>th</sup> at the R.H. Johnson Social Hall.

**A11 Other Activity**

**6. Financial Reports:** **Action Required/Motion** Susan Lewis  
As is customary at the beginning of the fiscal year, we are starting off the year with a negative variance (in revenue vs. budget) of \$36,313. This is mainly attributed to a slow start in membership income and monies not received yet for the yellow pages. As we near December, the numbers will usually pull closer to pace expectations. That being said, PORA still had income of over \$43,000 for the month of August and \$75,000 for the first two months of the new year.

Total expenses are under budget by \$17,376. This is also customary for the start of the new fiscal year.

**MOTION:** Merlyn Carlson approved the Financial Report as written. The Financial Report was seconded and passed unanimously.

**7. President's Report:**

Bill Hansen

Merlyn Carlson and President Hansen met with the Rec Centers Board President, Terry Hamman, and Vice President Patricia Tomlin this morning. The Rec Center has decided to build the Auto Restoration Club proposed facility on the R.H. Johnson Rec Centers parking lot. We also talked about the SCW Art Club removing the paintings from PORA hallways. PORA would like to see the art work returned.

**STANDING COMMITTEE REPORTS**

**8. Bingo report attached**

Dusty Bowenkamp

**9. Governmental Affairs**

Bill Hansen

As a governmental update: the Daily News Sun ran an article stating that Pat White is a write-in candidate for the House of Representatives.

**10. Health & Environment**

Mary McGrath

A reminder to be sure to get your flu shot early. CDC is reporting flu cases already. The Joint Environmental Task Force has not really done any work yet. We have had three meetings with few people attending. Blood drive at Fire Station #1 on October 31<sup>st</sup>. Fire extinguisher training and CPR classes will be held on November 6<sup>th</sup> and 20<sup>th</sup>.

**11. PORA Adult Learning**

Dave Poling

Approximately 300 students have registered for classes. Last year there were 271 students for the total semester. Dave Poling was invited to attend a Rec Centers meeting with Cindy Knowlton and Pat Canfield. The meeting was regarding the Rec Centers possibly holding evening and weekend classes. After some discussion, it sounds like the classes will be for chartered clubs education at this time. Another meeting will be held in six weeks. Last week, 35 instructors attended the meeting. Several indicated an interest in possibly having an afternoon/evening class.

**12. Luke Air Force Base None given**

Mike Trent

**13. Membership**

Chuck Reott

Two- part plan to increase membership.

**Part 1:** Board members, employees, and volunteers to take membership application to friends and neighbors to encourage new members.

**Part 2:** Welcome wagon concept to get new residents.

Membership goals: 1<sup>st</sup> year –10% growth of approximately 1220 members. The 3 - 5 years goal is 3,000 new members.

**14. Public Relations**

Chuck Reott

Jack Steiner, the head of the Public Relations Committee for the Rec Centers Boards, requested a PORA board member to join that committee.

15. Transportation & Water

Merlyn Carlson

**Roads, Safety & Traffic Committee report:**

- MCDOT- preparing to preserve and seal designated streets.
- Pedestrian signs and crosswalk to be installed at RH Johnson & 135<sup>th</sup>, as well as Camino del Sol & 138<sup>th</sup>.
- Pedestrian flashing light to be installed at the intersection of Granite Valley & Dachtler Dr. and a new stop light to be installed on Granite Valley & Mantor Ln.
- Safety brochures sponsored by Adult Assistance Homecare, will be included in a Posse mailing this month.
- Continue to study how a moveable electronic speed monitor sign might be installed in SCW.
- Maricopa Sheriff's Department would like to partner or sponsor a golf cart seat belt project.
- Continuing to promote completion of the 303 sound wall installation.

**Water Committee meeting:**

- EPCOR transition from Arizona American Water nearly complete.
- AMR smart meters are being installed in SCW. They provide a greater depth of data.
- The Rec Center five and fifteen year water usage plans were discussed.
- The plans for design and construction of a new attractive SCW sign at the corner of Bell Rd. & El mirage continues to take shape.

16. Special Events/Special Activities

Flora Capps

Both Chuck Reott and Flora Capps were at the Kuntz Rec Center open house and picked up 10 new members.

UNFINISHED BUSINESS

17. None

NEW BUSINESS

19. Presentation of facebook on PORA website

Roger Ball

20. Discuss proposal by Realtors in lieu of rate adjustment

Bill Hansen

21. Discuss electronic Youchange recycling event in March of 2013

**Action Required/Motion**

Mary McGrath

**MOTION:** by Mary McGrath to plan another electronic recycling event in the spring was seconded and passed unanimously

22. Discuss bingo donation list 2012

**Action Required/Motion**

Dusty Bowenkamp

**MOTION:** by Chuck Reott to approve the list of bingo donations seconded and passed unanimously

23. Discuss amendment to CC&R "Corrective Actions Schedule of Non-Compliance Fines" policy dated 1/10/2011

**Action Required/Motion**

Connie Scott

**MOTION:** by David Poling to amend the Corrective Actions Schedule of Non-Compliance Fines policy adopted 1/10/11 to paragraph one – "The complainants name is not disclosed during the process of having the violation corrected. The complainants name may be disclosed if the violation is involved in litigation." The amendment was seconded and passed unanimously.


24. Next Meeting Monday, November 12, 2012

25. Comments from Board of Directors

26. Comments from PORA members, press or visitors

27. Adjournment 2:43pm

By:



Mike Trent, Secretary

Date:

11/12/12

## **PORA - Property Owners and Residents Association**

### **Executive Director Report – October, 2012**

#### **Administration**

- Betty Merwin has been hired for the part-time position in the CC&R department.
- Mike Trent and I will train with Bob Bowenkamp to process future Bingo reports.
- President Hansen, Director Reott and I met with Gwen Shoemaker for billing and copies of coupons that the printer is putting together.
- The CC&R presentation to the Realtors was well attended.
- I have made the transition for our online banking from M&I Bank to BMO Harris.
- I have scheduled an office for the Community Fund at PORA the first and third Wednesday of each month from 12:00 to 3:00 p.m.
- Linda and I met with Dave Poling and the Steering Committee for a quick practice run for registration for Adult Learning.
- Ruth Fisher from the RCSCW Art Club removed most of the paintings from PORA's hallways due to a conflict with the Village Store and the Rec Centers Board.
- President Hansen and I met with Dan Poppe from AT&T to discuss the future of our Sun City West telephone books. We have another meeting with Marcoa Printing on the 17<sup>th</sup> of this month.
- Our annual maintenance/cleaning of the PORA roof were completed this month. Tremco will let me know if this maintenance should be done more than once a year.
- All of PORA's windows have been cleaned inside and out.
- I am meeting with Rebecca at EPOR this month in regard to the hazardous waste event, hopefully to be held at the Sundome. Rebecca is replacing Joni McGlothin as Joni is on maternity leave.
- Newcomers Coffee is Thursday, October 18<sup>th</sup> at RCSCW Social Hall.

#### **CC&Rs**

- The Coordinators performed 149 field visits and have 65 open issues. We hired an exterminator to get rid of bees inside and outside of a deserted property that causing a problem for the neighbors.
- 45 Brokers/agents attended the morning session of the Realtors CC&R presentation and 23 attended in the afternoon.
- Betty Merwin will train for two weeks before working her Monday through Wednesday scheduled work week.

#### **Membership**

- Membership was very busy the first day of Adult Learning registration.
- Membership continues to call on residents that have not renewed their PORA membership.
- There were 90 new members for the month of September and \$119.00 in donations to PORA.

#### **Consumer Services**

- 783 Walk-ins and telephone calls for Consumer Services for September, compared to 696 in the month of August.
- There were 31 compliments and no formal complaints.

### **Visitors Center**

- The Visitors Center had 636 visitors for the month of September including a large group of Japanese brokers that were very interested in the Sun City West concept. The \$100 donation given for the privilege of taking a tour with a Visitors Center volunteer was most welcome.
- 69 Homes were sold in Sun City West in September.

### **Marketing**

- Marketing collected a total of \$10,222.00 for the month of September; an average of \$8,700.00 for the fiscal period.
- Brochures and promotional materials distributed by Marketing were updated to include facebook logos and matrix codes.
- Roger is coordinating with a student needing to volunteer with a non-profit organization in providing graphic design for stationery, business cards, logo, and website home page. PORA is receiving free ideas in updating and presenting its image.

### **PORA Adult Learning**

- Registration for courses started October 1, 2012, and has been progressing steadily. To date, we have enrolled over 300 students, in 71 classes, with 601 registrations (with an average of students taking two or more classes each). Revenue from class registration and advertising in the fall Brochure is sufficient to cover the costs of the PORA Adult Learning printing expense.
- We have a waiting list for several courses including: Luke Air Force Base, Oils & Acrylics, and Intro to Drawing. People signing up are excited about the variety of course offerings. The first week of registration, student registration was double compared to the Spring Semester which indicates a positive response for the course offerings.
- The Instructor Meeting, held this month, had 35 instructors attend; which was a much larger response than in any previous years.
- Our Spring Course Catalog has to go to the printer by December 1st, so even though courses haven't started yet, we are busily putting together the spring schedule and catalog; working with the Marketing staff for the advertisements.

### **Print Shop**

- Gayle printed 1,007 total items for the month of September on the laser printer. 707 for PORA, 140 for the CC&R department, and 160 for the Visitors Center. Data is for items printed – not pages and almost all items are printed in color which explains our high cost of toner. 100 Copies were printed on the copy machine for the Visitors Center, and 800 for PORA Adult Learning. Due to the high cost of the laser printer, I asked Gayle to use the copy machine to print from as the cost of toner is approximately \$.08 per copy less than the laser printer.

## ROADS, SAFETY & TRAFFIC COMMITTEE

Last meeting September 26, 2012

Next meeting October 24, 2012

- MCDOT preparing to Preserve & Seal designated streets, and will share the location of the mill and overlay at our October meeting
- Pedestrian signs and crosswalk to be installed RH Johnson & 138<sup>th</sup> and Camino del Sol & 138<sup>th</sup>
- Pedestrian flashing light to be installed Granite Valley & Dachtler Dr. and new stop light to be installed on Granite Valley & Mantor Ln.
- Safety Brochures are in printing, sponsored by Adultcare Assistance Homecare and will be including in a Posse mailing to be sent out the last week of October to all roof-tops in Sun City West. Extra brochures will be used at special events such as Newcomers or PORA sponsored Events.
- Continue to study how a moveable speed electronic monitor might be erected in Sun City West. The Posse now showing some interest as well as the SCW Rec. Ctr. Board.
- Continuing to pursue sponsorship of a Golf cart seat belt installation project. The Maricopa Sheriff's Department would like to sponsor or partner.
- Continuing to promote completion of the 303 Sound Wall installation.

## WATER COMMITTEE

Last meeting September 20, 2012

Next meeting October 18, 2012

- EPCOR transition from Arizona American Water nearly complete.
- Continuing to update water meters to new digital AMR meters. These often referred to as "smart meters" as they provide a greater depth of data. A progress map was presented.
- Water usage reports given vs allotment this past summer. SCW is right on budget and Briarwood will be under allotment. Both entities continue to update equipment and infrastructure in favor of more efficient.
- A five year and a fifteen year water usage plans were discussed.
- Plans for design and construction of a new attractive Sun City West sign at the corner of Bell & El Mirage continues to take shape. The sign will be placed on or near the reconstructed EPCOR wall surrounding their pumping station located at the above referred corner.

## ENVIRONMENT/HEALTH/RECYCLING

### HEALTH:

Flu season starts every fall. Why not get your shot early to prevent getting sick and passing the flu to your friends.

CDC is reporting up to September 1, 2012, 9,776 cases. Arizona is reporting up to September 6, 2012, 9,877 cases and of those Maricopa County has had 7,893.

### RECYCLING:

Keep up the good work by recycling.

### ENVIROMENT:

I am sorry to report that the new Joint Enviromental Task Force has not really done any work . We will try one more time with a letter to all those who were current members and if we get no reply this will be no longer be part of my report.

### SUN CITY WEST CITIZENS CORPS COUNCIL:

Blood drive at Fire Station #1 on October 31<sup>st</sup>.  
Fire extinguisher training November 6<sup>th</sup> and 20<sup>th</sup>.  
CPR classes are also the 6<sup>th</sup> and 20th of November.

Mary McGrath  
Pora Board Director

T

To: Bill Hansen      From: Chuck Reott, Membership      Monthly Report  
10/10/12

I met many times with you & Connie and it was very helpful in learning  
the job responsibilities.

## A MEMBERSHIP PLAN IN 2 PARTS,

### Part 1

Board members, Employees & Volunteers will be designated as PORA  
Membership Ambassadors and will be  
asked to take applications and help  
recruit new members

Board member to take 3 application to get new members. This will get us  
from 27 - 54 new members.

Employees (10) to take 3 applications and get 3 new members. that will  
get us from 30 to 60 members,

Volunteers to take 1 application and that will get 40 or more  
members. .

That will result in 90-154 new members

I am not asking you to be on the membership committee. I am asking you  
to be an integral part of this  
membership drive and I value your  
input on how we can succeed.

### Part 11

#### A) Sundome Merchants Plan ( Welcome Wagon Concept)

- 1.New owners list from Rec Centet
- 2.Type letter to owners
- 3.address envelopes
4. stuff envelopes
5. receive phone calls from mailings
- 6.schedule visits to members or have them come to PORA to pick-up  
merchants coupons



7. Include in letter the PORA web site address.
8. The letter will/may include the names of Merchants
9. Each Merchant pays \$10 to participate for the 1st years and then \$ 25  
for the next year

B)The remaining merchants in SCW to be included later

**MEMBERSHIP GOALS:**

1st Year - 10% or 125 members

3-5 years - 3000 members

Is it achievable, YES!

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**MEMBERSHIP STAFF PERSON** Job description attached

Hours of work 16-18 hours per week with possibly more hours at the start

36-40 weeks per year

Start recruiting for person to begin work within a month.

**Bingo Report  
September-12**

Number of Weeks Played	4		
Number of Players	1288	Avg: ~	322
<b>Total in Checking Account as of:</b>	<b>8/31/2012</b>		<b>\$ 28,019.51</b>
<b>Income:</b>			<b>18820.00</b>
Total Card Sales	18640.00		
Total Supply Sales	180.00		
<b>Expenses</b>			<b>16264.80</b>
Total Prizes Awarded	13806.00		
Inducements Paid Out	980.00		
Other Expenses			
Rent-September	900.00		
Promotion-Advertising	578.80		

**Total in Checking Account as of: 9/30/2012 \$30,574.71**

Respectfully Submitted,

Dusty Bowenkamp, Director  
Bingo Proceeds Coordinator

PORA Financials  
August 2012

Revenue:

As customary at the beginning of the fiscal year, we are starting off the year with a negative variance (in revenue vs. budget) of \$36,313. This is mainly attributed to a slow start in Membership income and monies not received yet for the yellow pages. As we near December the numbers will usually pull closer to pace expectations. That being said, PORA still had income of over \$43,000 for the month of August and \$75,000 for the first two months of the new year.

Expenditures:

Total expenses are under budget by \$17,376. This is also customary for the start of the new fiscal year.

Cash Assets:

BMO Harris Operating Account	\$13,842.80
BMO Harris Money Market Sav's	58,026.89
Mutual of Omaha Sav's	85,040.53
BMO Harris CD's (3)	132,067.20
US Bank CD	31,634.59
Mutual of Omaha CD	87,006.08
BMO Harris Bingo Account	28,019.51
Total Cash Assets	\$435,637.60

Susan Lewis,  
Treasurer  
10/15/2012