

INFRASTRUTURE COMMITTEE TERMS OF REFERENCE

MARCH 2026

PREAMBLE

This Committee is created under the Venture Out Bylaws (Article IV, Section 11,f,) to assist and advise the Board of Directors. Committees may request assistance for outside professional advice and help but may not contract directly for these services. This responsibility lies solely with the Board of Directors and VO General Manager.

MEMBERSHIP

The Committee shall consist of up to 9 lot owners, as determined by the Board of Directors, as voting members (including the Condo Board Liaison as non-voting member), to operate as a two way conduit between the Committee and the Board of Directors, the Venture Out General Manager (non-voting), and other members of the Venture Out Management team (non-voting) may be includes as required.

Under the VO Rules and Regulations (Section III, Article 7) a lot owner appointed to a Standing Committee, established by the Board of Directors, shall serve on such committee for an initial three(3) year term and may be re-appointed thereafter for open ended one-year terms. In the event of Committee vacancies, the Committee will solicit applications and recommend appointments to the Condo Board.

COMMITTEE PURPOSE

- 1 To liaise with the Venture Out General Manager and the Condo Board in order to organize and update all assets identified in the most current Reserve Fund Report. This will also include any common area assets, above and below ground level, that may not be presently represented in the Report. This activity will provide the Condo Board with the best understanding of the results of any maintenance, repair and/or inspection of any of the assets, This in turn will assist the Condo Board with planning and budgeting related to the maintenance, repair of inspection of any of the assets.
- 2 To liaise with utility officials, the Venture Out General Manager, and the Venture Out Architectural Inspector to identify potential needs or improvements and to document current and possible future problems as they relate to utilities.
- 3 To research and propose potential improvements to utilities and assets in order to provide possible solutions to identified problems, including the cost to rectify them, to the Board including the impact any improvements will have on the Reserve Fund planning.

- 4 To recommend the approach Venture Out should take in dealing with infrastructure issues such as: electrical, irrigation, water (including domestic potable water), sewer, telephone, internet, television programming provision, street lighting, park drainage systems, all common element solar power installations.
- 5 To involve lot owners when appropriate, especially on issues related to utility easements, property setbacks and common elements.
- 6 To report on infrastructure issues and their relationship to the Reserve Fund.

OPERATIONAL GUIDELINES

- 1 The Committee will strive to maintain amicable and cooperative relationships with all relevant agencies and Venture Out residents, management and staff.
- 2 The Committee will report to the Condo Board on all current and related issues.
- 3 The Committee will present an annual report to the Condo Board and lot owners at the annual meeting in February.
- 4 Under normal circumstances, once a year, the Committee will elect a chairperson and a secretary. This election is to be held prior to the Board's review of all Standing Committee Terms of Reference.
- 5 Annually, shortly after the new Condo Board Members have been seated, and the Condo Board Liaison to the Committee has been selected, the Committee will review its Terms of Reference and submit proposed amendments to the Condo Board for approval.
- 6 Minutes of all meetings will be taken and put on file with the Corporate Secretary.
- 7 Meetings are to be at least once per month during the season of October through March. The meetings shall comply with A.R.S. 33-1248 (Bylaws Article IV, Section 13) all committee meetings (and regularly scheduled Board Committee Meetings) must be open to members to attend and observe. The Committee may place reasonable time restrictions but shall permit a member (or rep) to speak once, after the Committee has discussed a specific agenda item, before the Committee takes formal action on an item under discussion. The Committee shall provide for a reasonable number of persons to speak on each side of the issue.

- 8 Agendas for Committee meetings are to be posted 48 hours in advance by the corporate secretary.
- 9 Any member missing two meetings without an excused absence will be subject to removal from the Committee.
- 10 The Committee meetings shall comply with Roberts Rules of Order when not in conflict with Venture Our Bylaws and Rules and Regulations.

MEMBERSHIP LIST

Name	Address	Email address	Phone
Michael Ross (Chair)	301 Merlin	michael.d_ross@yahoo.com	307-703-2750
Bill Lorkowski	814 Aztec	fbksbill48@yahoo.com	907-388-7012
David Elliott	310 Navion	azdavide@yahoo.com	480-510-4411
Jerry Gustafson	322 Debonair	jtgustafson7659@gmail.com	303-517-4615
Gordon Klofstad	523 Aztec	gklofstad@msn.com	480-854-8883
Elko Kroon	335 Aero	ekroon@shaw.ca	672-515-2310
Bob Hood	738 Douglas	rhood1801@gmai.com	509-899-7002
Jeff Sawyer	630 Aero	jeff@simplar.com	928-713-0501
Glen Stover Condo Liaison	313 Navajo	stoverg48@gmail.com	519-359-5459

NON-VOTING MEMBERS

Steve Byfield
General Manager vogm@ventureoutmesa.com