

DUNLAP & MAGEE	MAIN OFFICE	BOARD OF DIRECTORS				
Wendy Weiske <i>District Manager</i>	Pamela Payton <i>Property Manager</i>	Charles Trujillo <i>President</i>	Vivienne Campbell- Trimble <i>1<sup>st</sup> Vice President</i>	Zachary Shaffer <i>2<sup>nd</sup> Vice President</i>	Nancy Bates <i>Secretary</i>	Gary Martiniak <i>Treasurer</i>

## CONCORD VILLAGE, INC.

*A community owned and operated by its residents*



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# M E E T I N G M I N U T E S

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## Board of Directors Executive Meeting July 14, 2010

Chip Trujillo, President, called the **meeting to order** at 6:30 p.m. All Board Directors were present including Wendy Weiske, District Manager for D&M. The **purpose** of the Executive Board Meeting was to discuss various issues pertaining to the management and operations of Concord Village Inc.

Wendy (D&M) began the meeting with the **Manager/Maintenance Report:**  
**Update on previously reported items:**

Update on **unit sales/transfers**. There are no unit closings at this time. One (1) unit is available.

**The Pool Renovation** has been completed except for some minor repairs to the decking that can only be done in cooler weather (November, or as soon as the weather is cool enough). The **AC repairs** have been completed, and a record is being kept of the work done on each unit. This information will be valuable when future repairs are needed, so that work is not repeated. Dunlap and Magee are also keeping records, beginning with their hire date, as to the repairs completed on each unit (such as plumbing, windows, doors, etc.) Members may access this information, if needed, by request at the office. Imperial Contracting will be submitting their finalized bid to HUD within the next two weeks for the **capital improvements**. Dunlap and Magee will also be receiving bids for **repaving the streets and parking lots**. If all bid prices remain the same. We may have left over finances from the refinance to accomplish both two major improvements within the next year. **HQS Training (HUD in unit inspection)** for two maintenance staff will be rescheduled to the end of October at Houston, Texas, to accommodate the REAC on the entire property August 23 and 24. **Cox Cable** for the office has replaced Qwest as of July 14. Cox offers the same service at a lower price. Dunlap and Magee have promised that the survey results, from April, will be available by the next board meeting in August.

**New items:**

The pool was closed for a few days to replace a thermal load limiter on the **pool pump**. The cost was about \$250.00. this should carry us thru the swim season. After the swim season, this machinery may be updated or replaced. Bids have been received to **improve lighting on McAllister**. McAllister is the last area, on the property, needing updated lighting to provide better security. At 7:15 pm Wendy **concluded her report** and was excused from the meeting. **Chip** continued the meeting with **Old Business**.

7:30 Exec Meeting commenced

**Pool update:** Ten percent of the total cost of the pool renovation has been held back pending repairs to the pool decking to be complete in cooler months. Cracks in the pool deck will not set in the heat, so this fix will have to wait for cooler weather. Also, the pool decking was laid over new cement, and the cement is now visible in some places around the pool. These problems with the pool deck will have to be corrected before final payment. Also, this company will be evaluated as to their finished product before we hire them to finish the rest of the decking in the winter months.

**State of the Village:** This six-month update has been sent out in a separate communication. When the capital improvements are ready to begin, we will have special meetings to get input from the membership. We will share with the members the scope of work to complete the project and vote on color schemes for the building facings. After work begins we will have monthly updates in the form of informal meetings on a Saturday morning, with coffee, donuts, and discussion. This will be an opportunity for the membership to ask questions, or to comment on work progress. It will help us to correct any issues and communicate the improvements to the various vendors and or contractors that will be working on the project.

**A/C Repairs:** We feel that this is a solid beginning in the process of keeping track of A/C repairs community-wide. In the past, members could choose whether to have their unit inspected. This year, the community paid for all units to be inspected, and any necessary repairs made. These repairs may extend the life of some of the units, saving the community \$4,000 for a new unit. We will be comparing costs and analyzing whether this expenditure has been a good investment. This will be considered when the budget is discussed next year. Save for about 7 residents, who were not in agreement with the process, the whole project ran smooth and we anticipate an overall cost savings of many thousands of dollars in costly A/C unit replacements.

**Rules and Regulations:** The board will pick up the work from the past board with respect to the facelift needed on the rules and regulations. We will be working on pulling together all the rules into one booklet, eliminating redundancies, and then the finished product will be sent to all members with a form to fill out proving that everyone has the most recent updated comprehensive rules to reference. All the information will be in one place, and will be indexed for member's convenience. Each rule or regulation will cite where it came from in the regulatory agreement (if applicable), and each rule or regulation will have a contact person to reference (if applicable) if you have questions or concerns.

**Pet Incident:** There was an incident with a pit bull mix, that attacked and killed a cat, and this board is taking action on that issue. Our corporate lawyer agrees that a letter be sent to the owner of the unit requiring that the dog be removed from the premises immediately. Our Corporate Lawyer further agrees to offer assistance to the Board and the Community by taking whatever legal action we request in order to enforce the pet policies as written.

**Motion: To authorize Charles K. Ayers, of Ayers and Brown, attorney for Concord Village, to write a letter to the resident on the occupancy agreement requiring that the pit bull mix dog, in question, be removed from the premises permanently. The resident will be given a deadline, and if the dog is not removed, the Village will pursue the issue legally.**

**Unanimous YES. Action Letter will be requested by Attorney right away.**

**Pet Policy:** The board is considering appropriate action to inform residents concerning the pet policy. Further information will be disseminated shortly. Please refer to your CV pet policy and expect to take personal inventory in your own pet situation. (copy of Pet Rules is always available at the office if you need a copy.)

#### **Lighting on McAllister:**

**Motion: To accept the Valley Wide Electric bid for \$7,900. The board requests that three bids be obtained, and that the lowest bid (not to exceed \$7,900) be awarded the project. Dunlap and Magee will communicate with the board on the bids received, who is the low bidder, and when work will commence, so that residents who will be impacted by the work will be notified.**

**Unanimous YES. Action: Wendy to exact bids right away so work can be done as quickly as possible.**

#### **New Business**

**Swim team update:** Because of the late opening of the pool, the swim team will be meeting for the month of July only. The board would like to be informed as to any final ceremony or celebration, so that we can be on hand to congratulate participants and the volunteers.

**Web Site:** Mary Martiniak has created an attractive Concord Village website. The board unanimously approved the site as a good advertising agent for the village and a source of information for those seeking to know about our community. As soon as it is finalized, the address will be published in the monthly calendar.

**National Association of Housing Co-Operatives:** The cost of joining the NAHC is \$30 per year, plus \$3.25 per unit. The advantages: training specific to housing co-ops for the board and the management, an annual meeting with new information and opportunity for networking, a newsletter that keeps members informed of HUD activities and any other news or information specific to housing co-operatives, and other resources. The Board will look into joining the organization as a way to offer additional training and networking for our current and future board of directors and managers.

NEXT MEETINGS:

Special Board Meeting - Wednesday, July 21<sup>st</sup> at 6:30 pm. to organize rules and regulations into one comprehensive document.

Executive Board Meeting – Wednesday, August 11th at 6:30 pm.

Future Committee Meetings/or Open Meetings as needed – Please look for communications as to date, time, and place various committees or volunteers will meet to carry out the necessary work to get our community involved and take the necessary ACTION to move us forward.

There being no more business, the meeting concluded at 9:05 pm.

\_\_\_\_\_, Secretary  
Nancy J. Bates

The motto of your Board 2010 is *Action!* We ask you to join with us and get involved in the action. We value and need the participation and support of the membership to continue moving our community forward!