

<b>DUNLAP &amp; MAGEE</b>	<b>MAIN OFFICE</b>	<b>BOARD OF DIRECTORS</b>				
Wendy Weiske <i>District Manager</i>	Barbara Andean <i>Property Manager</i>	Nancy Bates <i>President</i>	Zachary Shaffer <i>1<sup>st</sup> Vice President</i>	Gina McComas <i>2<sup>nd</sup> Vice President</i>	Jodie Williams <i>Secretary</i>	Rich McComas <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

### Board of Directors Executive Meeting September 5, 2011

NOTE: Attached is a replacement for your rules and regulations books.

Nancy Bates, President, called the **meeting to order** at 7:05 p.m. Present were Nancy Bates, Rich McComas, Zach Shaffer, Gina McComas and Jodie Williams. The **purpose** of the Executive Board Meeting was to discuss various issues pertaining to the management and operations of Concord Village, Inc.

**Unit sales/transfers.** One (1) unit has been sold or was a family transfer. There is one (1) unit available and nine (9) units coming available. There are a significant number of people on the waitlist.

**Maintenance Report:**

1. We are still in the process of trapping the roof rats on the McAllister side of the property, the traps are working and now we are not receiving any calls about the roof rats.
2. Rehab work proceeding on property.
3. Irrigation time clock boxes being built and replaced throughout the property.
4. Replacing address numbers and mail clips on the units as they are painted.
5. Lights are being replaced as needed to improve the look of the front of the units.
6. We are working with the pool deck vender to schedule some areas of concern for slipping issues and some cracks.
7. There have been 6 backflow preventers stolen on property in past 2 weeks and are being replaced 8/24/11.
8. Remaining back flows have been painted safety blue.
9. New back flows will be marked with addresses and serial numbers before install in the future.
10. Main line water line broke and repaired at 2571 Saratoga on 8/19/11 and a secondary crack was noticed in a section of pipe and it will be replaced on 8/24/11 during water shut off at property.

**Director Reports:**

**President** Member Services Forum : We have a volunteer who is interested in hosting this. You will hear more about this opportunity in the near future, where members will be able to present information on their businesses, or share a craft that they would like to sell, or offer services to other members such as dog walking, or babysitting, etc.  
 Member orientation is on a regular schedule, and there are three volunteers to help with new member orientation. All new members will be required to attend the orientation before being approved as a candidate for membership.  
 The Lock Box will close at the end of September, and all members received a notice.

**Secretary** The board received 3 letters concerning flood lights, one request to leave bathrooms open in pool, and a request for more recycle bins. This request has been placed on the long-term planning wish list. From office: several letters on pet violations.

**1<sup>st</sup> VP Beautification Committee:** the next meeting is Thursday, September 8<sup>th</sup> at 6:30 pm in the Concord Room. At the last meeting, the committee decided to request four more "poop stations" be ordered and installed around the complex.

Various members will be researching species of desert-friendly trees which will go on the list of trees approved for planting when that time comes. The process for approval: a member wanting to plant a tree or have one planted, will write a request to the board that will go to the beautification committee, who will then visit the member address, assess the location, and make a recommendation to the Maintenance Supervisor. The Maintenance Supervisor will make his assessment, and the member will be notified of the decision.

The committee is going to sponsor a contest to encourage pride in our homes and yards. Possible categories include: 'best landscaping', 'best front porch', 'most inviting', and 'best garden'.

The committee will also be looking into the cost of benches that could be placed around the complex for those members who enjoy walking, and also enjoy a resting place here and there.

Another idea to promote pride in the appearance of our units: a prize for the best-looking front yard, and one for the most improved, maybe done on a monthly basis. We have so many beautiful front yards, it will take a very long time to recognize everyone!

**Town Hall concerning the pool:** The consensus was that most members would like to have the pool open year-round, and we are in the process of testing implementation of that. The pool will be open until the end of October, and then maintenance needs to do maintenance on our NEW deck. Members need to be aware that the pool decking is being broken when the tables and chairs are moved. In the future, signs will be placed on furniture indicating that it should not be moved. There are also MANY pieces of gum on the decking which are very hard to remove. Signs have been posted about gum, and glass and alcohol – which are not allowed in the pool area. The bathrooms will open with the same key as the pool gate. The pool will be kept open *contingent* upon member's full support on keeping all areas of our pool in good condition.

**Treasurer** The treasurer researched expenditures for two complexes similar to ours on specific budget items such as payroll, landscaping, security, etc., and did a comparison to Concord Village's expenditures. Our treasurer is vigilant in finding ways to cut costs without sacrificing value. The information in that report will be used as we work with D&M on next year's budget. That report is attached.

## **New Business**

Proposal: Hire a weekend manager whose duty will be to inspect the Concord Room and Saratoga Room for cleanliness and damage after each rental. This manager will be a member of Concord Village. If you are interested, please let the office know. Interviews will be conducted as applicants apply. Duties and remuneration will be discussed at the interview. A decision will be made by the end of September.

Electronic Courtesy Notices: Attached is a notice explaining plans to expand our method of delivering important information to members. Please read the notice and fill out the information on the back. It is important to be time sensitive, and to return the forms by the specified date, so that office personnel can institute the program. This will be a great addition to our current method of sending out flyers to each household.

This is a reminder to members about pet rules. Since the rules and regulations were distributed, we expect that all members will be compliant concerning **all** the pet rules. Please read the rules again, and make appropriate changes if your household is in violation.

- All pets *must* be registered with the office.
- There is a two pet limit for each household.
- Members must pick up animal waste and dispose of it properly.
- Exotic or poisonous animals are not allowed.
- Pets must weigh 40 pounds or less.
- Prohibited breeds are Pit Bulls, Pit Bull mixes, Staffordshire Terriers, Rottweilers, Rottweiler mixes, Dobermans, Doberman mixes, German Shepherds, German Shepherd mixes, hybrid wolves and wolf mixes.

## **Items for Vote:**

Vote on interim candidate for Secretary: Jodie Williams.

**Motion from Zach: The board invites Jodie Williams to be an interim member until the January election.**

**Second from Rich**  
**Vote: All in favor**

Jodie accepted.

**Motion from Zach: The board requests that Jodie Williams take the office of Secretary.**

**Second from Rich**  
**Vote: All in favor**

Jodie accepted.

**Motion from Zach: Vote on approving changes to the rules and regulations concerning dish installation, to be distributed to the membership.**

**Second from Gina**  
**Vote: All in favor**

**Upcoming Meetings:**

Next Executive Board Meeting: Monday, October 3rd at 7 pm.

There being no more business, the meeting concluded at 8:05 pm.

\_\_\_\_\_, President  
Nancy Bates

The **motto** of your Board 2011 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!

## Concord Village Costs per Member per Month Compared to Other Coops

The charts to the right compare our operating costs per unit to the two other nearby housing cooperatives created by the same organizers in the mid-sixties. **To generate apples-to-apples comparisons, we divided the total costs by the number of units in each cooperative.**

Today, our members pay an average of \$370 in carrying charges per month, while the other coop owners pay only \$220-225/month, in part because they paid off their HUD loans, but also because they appear to be controlling expenses fairly well.

Concord Village expenses are the black bars on the charts to the right, and the other two bars are the other two coops. For instance, each owner living here last year paid \$91 in admin and maintenance salaries per month, while the other coop owners paid closer to \$60 per month. Both of these other coops operates with a leaner office and maintenance staff than we do (per member).

They pay more than we do for utilities and pool expenses, mostly because they have seven pools and we only have three, and they heat one. They also pay more for property taxes because their units are worth more since paying off the HUD loans. Other than these three expenses, however, we pay more per member for just about everything else.

These charts illustrate several areas where we might be able to learn from our neighbors and cut some expenses. (created for BOD Mtg 9/5/11)

