

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 May 19, 2010

Chip Trujillo, President, called the **meeting to order** at 6:35 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. Two (2) units are available.

The work on fixing the **sidewalk/concrete and basketball court** is still being reviewed for final bids to make this project cost effective and possible. The sidewalks in section five were one of the items that HUD cited needing restoration on the last REAC inspection. Work started May 19<sup>th</sup>, and that work will be completed in time for the REAC inspection in June. Work is completed on the **walk-through gates**. Some damage has been incurred on gates, but thanks to the residents surrounding these gates that have taken responsibility for educating residents on proper use, that activity has ceased. Initial inspections have been completed on the **air conditioning units**. About half the units needed minor work, and letters have gone out to residents. Having this service done for the whole complex gives us a record detailing what work is done on each unit, and also prepares us for the summer season. As soon as we know what the Village will be responsible for Wendy will do a comparison of what was spent (last vendor) and what we spent this time to see if there is a savings and if this course of action should continue in the future. On the **pool replaster**, the pool deck is installed, and the tiles will be laid next. The tentative opening for the pool is June 19<sup>th</sup> or June 26<sup>th</sup>. Since the pool is opening a little later than usual, the closing date will be extended also. We have five candidates for **pool attendant**. Thanks to members who returned the **survey**. We had a 17% return, which is commensurate with other sites D&M manages. Wendy will work on final results for the survey to include the overall results of the survey as well as the top 5 challenges and the top 5 successes, and will present those at the next board meeting. **The Activity Director** position will be part-time beginning in June. D&M will be sending two employees **HQS training** (training on how to do unit inspections) in Sacramento August 18-20. There is a preliminary bid from Imperial Construction of \$320,000 covering the **exterior upgrade** of individual units. Details on work to be done are still being worked out. **Removal of the twenty-eight tree stumps** is almost complete. The remaining stump needs to be blue staked before removal. Repair on the **lane line cart** for the pool will be done after the pool remodel is complete. **The Spring Clean Event** is complete. Dumpsters were picked up May 18<sup>th</sup>.

### **New items:**

Plans have been submitted for the **Concord Village Swim Team** for 2010. Volunteers Mary Martiniak and Nicole Arnold have done a tremendous job setting up for this activity. The maintenance team is carrying out preparations for the **REAC inspection**. The **office phone system** is switching from Qwest to Cox, since Cox offers the same service at a lower price.

At 7:36 pm Wendy **concluded her report** and was excused from the meeting. **Chip** continued the meeting with **Old Business**.

There were three refinance proposals. The board decided that the Centennial Mortgage proposal was the most advantageous **Budget** and operational **items** were discussed and **voted on**:

**Motion: To send the Centennial Mortgage proposal to Charlie Ayers, attorney for Concord Village. He will determine that we will have no legal ramifications beyond the original date of maturity, that the quoted rate is the best available, that the fees will be nominal, and that the regulatory agreement mirrors the current one. Upon receipt of his findings, the board will consider adopting the Centennial Mortgage proposal. Unanimous YES.**

**Action: Chip will direct D&M to have Charlie Ayers review the Centennial Mortgage proposal.**

**Motion: To approve the budget requested by the Swim Team volunteers. Unanimous YES.**

**Action: Chip will direct D&M to dispense funds.**

**Budget and operational items that need future discussion** before approval:

The two-way radios currently in use by the maintenance staff were found to be less than one year old, and adequate.

### **New Business**

There will be a grand opening celebration for the refurbished pool. We will introduce new staff members, go over pool rules, and have food and fun. The swim team may have this year's members to announce as well.

Gary Martiniak reported that the trenches to the lighting on Bull Run still have not been covered correctly. Wendy will contact the company again to get this work completed correctly.

The board is working with a vendor currently on the satellite dish issue. We appreciate your patience and remind you to contact the office first before having any installation of any kind done on the outside of your building to avoid costly reinstallations or removals.

The **volunteer thank you event** was a success. Thanks to all who attended. Plans are to decorate the clubhouse with pictures of past and present volunteers. The activities director will be asked to organize a **thank you event for the youth volunteers** in June or July. Invitations will be sent out from the board for that event.

Look for the State of the Village Meeting in July. This is your opportunity to review what your board has accomplished in the first half of this year.

Zack Shaffer is contacting master's level landscape architecture students at ASU for help with planning the recreation area (basketball court, grassy area). They would provide expertise in design and lighting as well as implementing some of the ideas that Zach has envisioned for the area. The board would like to see this area revamped to better serve as both a recreation area for youth and an area that can be used for adult events. We need better lighting, portable seating, shaded areas, a facelift for the fence, etc. This should be an area that will be inviting for all residents to use.

The Rules and Regulations document update needs to be finished. Work was done to eliminate repetitive sections, making the document shorter and more concise.

The board will be working with the maintenance crew to find a solution for better lighting on McAllister.

### **NEXT MEETINGS:**

Executive Board Meeting – Wednesday, June 9th at 6:30 pm.

Future Committee 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 8:22 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!