

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 August 11, 2010

Chip Trujillo, President, called the **meeting to order** at 6:30 p.m. Present at this board meeting were Wendy Weiske, District Manager for D&M, Charles Trujillo, Vivienne Campbell-Trimble, Gary Martiniak and Nancy Bates. Zachary Shaffer was not able to attend due to work. 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**. There is a person ready to purchase this unit.

**The REAC inspection** will be on **Monday August 23<sup>rd</sup> and Tuesday August 24<sup>th</sup>**. The entire property will be up for inspection. Please be ready to accommodate the **HUD inspector** if your unit is chosen. If you are not able to be present on Monday or Tuesday **feel free to leave your key with the office**. The only persons who will enter your unit are D&M and the HUD inspector. There is **still time** to request any repairs needed for your unit. Please **contact the office, and maintenance will perform the repairs**. The first notice about the inspection was mailed out July 19<sup>th</sup>, and a reminder was sent out on August 6<sup>th</sup>. Thanks to those residents who have been diligently contacting maintenance for repairs. Another reminder will be sent just before the inspection on Friday August 20<sup>th</sup>. In preparation for the REAC inspection, in accordance with HUD regulations, trees and shrubs will be trimmed back from the buildings on the 18<sup>th</sup> and 19<sup>th</sup>. **Items to be tabled for now are:** Bids for the Basketball court/playground area, the rest of the concrete grinding on the property, and solar lighting around the community center. Pool deck repairs and final work, as well as, the pool pump analysis will be tabled until later this fall when this work can be done in the off season. **The refinance papers** were completed by the mortgage company and submitted to HUD on August 11<sup>th</sup> for their final approval. The **Imperial Contracting bid, for the unit rehab** has been received. The Maintenance, Management and Board will now need to review this comprehensive bid and make sure that all scope of work has been addressed. Once complete, we will move to get two more bids to ensure that we have the best competitive prices and quality work. The board will invite the members to vote on color choices for painting the buildings when the contract is finalized. Once work starts the Board will look to host small **Meet and Greet** meetings to ensure that questions are answered and work is completed as seamlessly as possible. After that, the **street paving/parking lots** will be done, while the weather is still cool. We have one **asphalt bid** so far, and will obtain at least one more. The work will be done in sections and residents will be notified, in advance so parking areas and streets will be free of vehicles for the necessary work. **HQS training** for two maintenance employees is scheduled for October. This is HUD training which will equip our employees with the tools to conduct comprehensive recertification inspections, thereby assuring the health and safety of our members. In the meantime **please cooperate with the current inspections**. Our Maintenance and Management are following the type of inspection issues that are commonly addressed by a REAC inspection and all attention should be paid to these **Health and Safety issues** no matter how odd they may seem. The **lighting on McAllister** will commence as soon as the materials ordered arrive. Lighting is being enhanced in this area in order to provide better lighting for residents in this area. After this all areas of the property will be properly lit. Members in that area will be notified when work will begin. Enforcement of the **Pet Policy** is a current focus of this Board. It takes every resident to do their part to ensure that our

property is safe for all residents and all pets. We are currently working with our Corporate Attorney on the pet issue and will know more about the future outcome of pet policies. Please refer to your Pet policy and make sure **you are in compliance**. The **Resident Survey results (March)** have been compiled; these results will be printed up and distributed to each household after the REAC inspection.

**New items:**

There has been some **vandalism to the electrical boxes** on property. Copper wire was removed from the electrical boxes. The amount was so negligible that it would not fetch more than \$11.00. We are hoping that vandals will see that it is not worth the risk or the danger to try this again. In order to fix the problem, we may need a permit from the City of Tempe through SRP. An engineer will be inspecting this week, and we will know more after that. To prevent this from happening in the future, measures will be taken to make vandalism more difficult. **Summer grass (Bermuda)** needs to be replanted about every ten years, and this hasn't been planted in many seasons, so next summer, the Board will look to review bids to complete this. The bids from the past have been about \$25,000. We plant rye grass each year, which is the grass that we have enjoyed the past three years. This is winter grass and is really not intended to continue to live thru the hot summer season. We are now experiencing the drying and dying of this grass. We will do our best to ensure that our grass is green year round, within budget. We are securing two more bids for **color coordination for the painting of the buildings**. We are coming into the **BUDGET PLANNING** for next year, and will have a rough draft to review by the end of August so that it can be included in the September Board meeting. Some items that will be included in the budget are the summer lawn, one additional maintenance person for a few months while the capital improvements are being done, and a possible carrying charge increase. The **rules and regulations packet** has been streamlined by placing all information into one package for easier reference. Pam and Wendy are contributing the office portion of the documents, and these should be ready for distribution to members soon. The rules and regulations will be the most **current and accurate set of rules** for the property and the expectation is that all residents will refer to this packet as a resource and reference book.

At 7:35 pm Wendy **concluded her report** and was excused from the meeting. **Chip** continued the meeting with **Old Business**.

7:45 Executive Meeting commenced

**New Business**

**Pool update:** The pool will be staying open until the end of September.

**National Association of Housing Co-Operatives:** D&M has submitted the application. The Board has joined the organization as a way to offer additional training and networking for our current and future board of directors and managers. 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.

8:30 Executive Meeting Concluded

**SPECIAL NOTE FROM BOARD::** Please make sure that you take inventory of your unit, patio, front porch, and surrounding areas. August 23 and 24<sup>th</sup> will be the **HUD REAC inspection** and we can all pitch in to pick up the grounds. Make sure you have removed all phone books, trash, fliers, mail, broken pots, bricks, etc. Make sure all sidewalks are free from patio furniture, BBQ grills, toys, bikes, and miscellaneous items that would block all foot traffic. Help us to make sure that the property scores are as high as possible.

**NEXT MEETINGS:**

- Executive Board Meeting – Wednesday, September 8<sup>th</sup> at 6:30 pm.
- Open Meeting to Vote on Building Colors – Date and Time to be determined
- Meet and Greet - to discuss updates on unit rehab progress - Dates and times to be determined

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!